

**Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram-14**

No.EB1/1212/2015/HRD

Dated 19th March, 2015

CIRCULAR

Sub:- IHRD – General Transfer 2015-2016 – Applications invited – reg.

Ref:- This office Proceedings No.E1/46/98/HRD dated 28/4/1998.

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Applications are invited **ONLINE** from regular IHRD employees for General Transfer for the year 2015-16. For submitting applications employees need to log-in to the employee database hosted at <http://ihrd.kerala.gov.in>. Details of login procedure have already been communicated and circulated vide Circular No.EA4/7999/2013/HRD dated 28/02/2015. Further details on submitting the online application form is available to all employees under the link **Requests->Transfer** shown in their respective home pages. Difficulties if any faced in online submission of applications may be reported to the helpline number 9061646434.

Employees submitting option for transfer on public interest/applications for transfer online shall submit the hard copy of the application along with necessary supporting documents if any, to their respective head of institutions on or before **05/04/2015**. Heads of institutions in turn shall forward the applications within the time limit to this office on or before 20-04-2015 without fail after proper authentication.

The last grade servants and Library/Lab Assistant should submit their transfer requests manually and not through online.

The employees who are applying online should attach separate sheet (**Format V**) which contains details of service under IHRD prior to transfer to the present institution.

The employees whose designation is not included in the revised staff pattern may select “others” from the list of designation while submitting online application.

The staff details should be furnished in the format appended, using separate sheet for each category of post. The format should be prepared in A4 size paper only so as to enable this office to file the details in a single bundle. The staff details should be forwarded in duplicate. The number of sanctioned post for the institution as per the revised staff pattern should be indicated in the format noting the name of the incumbent working against each post. If adhoc appointee or casual employee or guest faculty is engaged against the sanctioned post such post should be noted as vacant. But the category wise details of casual and adhoc employees working in the institution against the sanctioned post should be furnished as a separate statement. The details of such employees who have been appointed by the IHRD Head Quarters and continuing in the institution as on **28.02.2015** alone need be furnished.

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The proposal should be accompanied with an index of documents such as number of transfer applications, staff details for each category, option of the employee who do not want transfer from the present institution and the details of casual/temporary/ adhoc appointees working against the sanctioned post etc. in the proforma attached.

Separate sheet (A4 size only) should be used for preparing the staff details for each category. The Head of Institution should ensure that the details furnished in the statement are correct and complete in all respects and that the details are furnished in separate A4 size sheet for each category. Further, the transfer application should also be in the prescribed format which is appended.

In the transfer application, the employee can exercise a maximum of 5 choices of the institutions in the order of preference. For the purpose of transfer certain institutions situated close by are grouped as detailed below. Institutions in a group will be treated as a single unit.

<i>Sl. No.</i>	<i>Group</i>	<i>Institutions included in the Group</i>
1.	<i>Thiruvananthapuram</i>	<i>IHRD Head Quarters CAS, Dhanuvachapuram THSS, Muttada Regional Centre of IHRD, Thiruvananthapuram</i>
2.	<i>Adoor</i>	<i>College of Engineering, Adoor, College of Applied Science, Adoor & Technical Higher Secondary School, Adoor</i>
3.	<i>Puthuppally</i>	<i>College of Applied Science, Puthuppally & Technical Higher Secondary School, Puthuppally</i>
4.	<i>Peerumedu</i>	<i>College of Applied Science, Peerumedu & Technical Higher Secondary School, Peerumedu</i>
5.	<i>Ernakulam</i>	<i>Model Engineering College, Ernakulam, Model Technical Higher Secondary School, Kaloor & Regional Centre of IHRD, Edappally, Ernakulam</i>
6.	<i>Pathanamthitta</i>	<i>College of Applied Science, Mallappally & Technical Higher Secondary School, Mallappally</i>
7.	<i>Karunagappally</i>	<i>Model Polytechnic, Karunagappally & College of Engineering, Karunagappally</i>
8.	<i>Thodupuzha</i>	<i>College of Applied Science, Thodupuzha & Technical Higher Secondary School, Thodupuzha</i>
9.	<i>Vazhakkad</i>	<i>College of Applied Science, Vazhakkad & Technical Higher Secondary School, Vazhakkad</i>
10.	<i>Cherthala</i>	<i>College of Engineering, Cherthala Technical Higher Secondary School, Cherthala</i>
11.	<i>Vattamkulam</i>	<i>CAS, Vattamkulam THSS, Vattamkulam</i>

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The institutions which are not included in the above groups will be regarded as single units. The newly established Colleges of Applied Science at Harippad, Kalanjoor, Thamarassery and Ayalur are not included in the Staff Pattern. The courses upto III year of study is in full swing in these institutions. The employees seeking posting to these institutions should fill in a separate proforma enclosed herewith. The employees seeking transfer to the above institution can also make request for transfer during 2015-2016.

The Heads of institutions are also requested to forward the details of employees if any who is still continuing on Leave Without Allowance and the details of employees who are on deputation/working arrangement in the prescribed format (**Format IV**) to this office.

. Transfer of teaching faculties in the Engineering Colleges will be limited to Engineering Colleges only and the transfer request of teaching faculties in the Non-Engineering Colleges to the Engineering Colleges will not be considered on any ground. The head of institution will also obtain option for posting (maximum 5 institutions) from all those employees who are not applying for transfer and forward them along with the staff details in the prescribed form. This option will be taken into account for transfer of employees on public interest, if necessitated.

The applications from the Last Grade Servants and Library/Lab Assistants for general transfer will be considered only after the redeployment of excess staff in the respective categories.

The revised staff pattern approved by the Executive Committee and Governing Body of IHRD communicated vide this office Proceedings No.EA4/16025/2011/HRD dated 14/1/2015 shall be strictly followed by re-deploying the excess staff members working against the abolished posts during the general transfer 2015-2016. As per the norms approved by Government only 60% of the sanctioned posts (department wise) shall be maintained while appointing teaching staff on regular basis and there will be revision of staff strength every year in tune with strength of students. These norms will be taken into consideration while entertaining transfer request from teaching staff.

Dependents of serving defence personnel and those who have married persons belonging to other castes and physically handicapped will be given priority provided they produce valid documents in support of the same.

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The cut off date for eligibility of two years for transfer is fixed as **28.02.2015**. The transfer application will remain valid upto 31/3/2016. No individual request or request from relatives shall be entertained. The Head of Institution shall download the Circular and applications and shall be circulated among the employees on proper acknowledgement. The receipt of the communication should also be acknowledged by all heads of institutions by return through e-mail.

Sd/-
Dr.S.Sheela,
DIRECTOR

Encl:- As stated above.

To

1. *All Heads of associate institutions under IHRD.*
2. *Deputy Director*
3. *Finance Officer*
4. *Administrative Officer*
5. *All Section Heads of IHRD (H.Q)*
6. *S.F.*
7. *O.C.*

Approved for Issue,

Sd/-
Administrative Officer



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Application for General Transfer - 2015

1	Name of Employee	
2	Name of Institution	
3	Designation as per pre-revised staff pattern	
4	Designation as per revised staff pattern	
5	Date of Birth	
6	Religion & Community	
7	Native Place	
8	Native District	
9	Date of commencement of contract service, if any under IHRD	
10	Date of commencement of regular service under IHRD	
11	Date from which continuing in the present institution in the present post/designation	
12	Date from which continuing in the present group of institutions in the present post/designation	
13	Details of service under Institute of Human Resources Development prior to transfer to the present institution	- attach as separate sheet- Format V
14	Whether spouse is an IHRD employee? If so, furnish details	
15	Whether undergoing part-time study in Engineering College/Polytechnic in the state on the basis of NOC and if so from which date?	
16	Whether the employee belongs to inter-caste married class? If so, forward through the head of institution, a copy of marriage certificate and caste certificate issued by the competent authority duly attested by him/her. The place of working of the spouse should also be furnished	

17	Whether the employee is a dependent of serving defence personnel? If so, attested copies of relevant documents should be forwarded through the head of institution.	
18	Whether the employee belongs to physically challenged category? If so, forward attested copies of relevant certificates issued by a medical practitioner not below the rank of a civil surgeon in government service. 40% or more disability will only be considered.	
19	Institution to which transfer is requested (according to the order of preference; maximum 5 choices)	1.
		2.
		3.
		4.
		5.
20	Reason on which the transfer is requested	
21	Remarks	

Certified that the above information are true and correct to the best of my knowledge and belief

Date

Name & Signature of Employee

DECLARATION

This is to certify that the details furnished above pertaining to Sri/Smt
..... (designation) is verified with the relevant records
and found correct.

Place

Date

Office Seal

Name & Signature of HOI



INSTITUTUTE OF HUMAN RESOURCES DEVELOPMENT

Form of OPTION for transfer on public interest- 2015

1	Name of Employee	
2	Name of Institution	
3	Designation as per pre-revised staff pattern	
4	Designation as per revised staff pattern	
5	Date of Birth	
6	Religion & Community	
7	Native Place	
8	Native District	
9	Date of commencement of contract service, if any under IHRD	
10	Date of commencement of regular service under IHRD	
11	Date from which continuing in the present institution in the present post/designation	
12	Date from which continuing in the present group of institutions in the present post/designation	
13	Details of service under IHRD prior to transfer to the present institution	- attach as separate sheet-Format V
14	Whether spouse is an IHRD employee? If so, furnish details	
15	Whether undergoing part-time study in Engineering College/Polytechnic in the state on the basis of NOC and if so from which date?	
16	Whether the employee belongs to inter-caste married class? If so, forward through the head of institution, a copy of marriage certificate and caste certificate issued by the competent authority duly attested by him/her. The place of working of the spouse should also be furnished	

17	Whether the employee is a dependent of serving defence personnel? If so, attested copies of relevant documents should be forwarded through the head of institution.	
18	Whether the employee belongs to physically challenged category? If so, forward attested copies of relevant certificates issued by a medical practitioner not below the rank of a civil surgeon in government service. 40% or more disability will only be considered.	
19	Institution opted in the event of transfer on public interest (according to the order of preference; maximum 5 choices)	1.
		2.
		3.
		4.
		5.
20	Remarks	

Certified that the above information are true and correct to the best of my knowledge and belief

Date

Name & Signature of Employee

DECLARATION

This is to certify that the details furnished above pertaining to Sri/Smt
..... (designation) is verified with the relevant records
and found correct.

Place
Date

Office Seal

Name & Signature of HOI

Institute of Human Resources Development

Proforma for furnishing details of **regular employees** as on 28-02-2011
(to be furnished in duplicate)

Name of Institution : _____

Name of post as per pre-revised staff pattern : _____

Name of post as per revised staff pattern : _____

Number of posts sanctioned (as per revised staff pattern) : _____

S/no	Name of employee	DOB	Religion & Community	Home Town	Native District	Date of commencement of contract appointment under IHRD	Date of commencement of regular appointment under IHRD	Date from which continuing in the present institution/group of institution	Date from which continuing in the present post in present institution	Whether undergoing part-time study on the basis of NOC from IHRD? If so, furnish details	Whether entered into inter-caste marriage	Whether husband/wife is an IHRD employee? If so, furnish details	Whether dependent of defence personnel	Institution to which transfer is requested	Options for posting, if the employee has not applied for transfer (max. 5 institutions)	Remarks
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																

Note

- 1 For each category of post, separate forms should be used
- Option for posting (Max. 5 institutions) of employees who have not applied for transfer may be obtained by the Head of Institution in the format prescribed. Such option forms in original should also be forwarded along with the statement.
- Head of institutions should take special care in furnishing the details under column no. 9 above. If the date furnished in the column is not pertaining to the present institution, the head of institution should furnish in the remarks column the name of institution or group to which the date relates



Format - II

**Proforma for exercising option for transfer on public interest in the
CAS, Harippad, Ayalur, Kalanjoor, Thamrassery**

Category of Employee :

Name of Employee	Date of Birth	Home Town	Native District	Date from which working in the present station	Date from which continuing in the present post in the present institution	Total outside service from Home Town	Whether coming under the purview of intercaste marriage	Whether undergoing part-time study obtaining NOC from IHRD (with details)	Whether spouse is employed in IHRD. Give particulars	Option for posting (max.3 options)
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										

Date:

Signature of Head of Institution

(seal)



**DETAILS OF CASUAL/ADHOC/TEMPORARY EMPLOYEES POSTED AGAINST SANCTIONED POST
AS PER THE ORDERS OF THE DIRECTOR, IHRD AS ON 28/2/2015**

Name of Institution:

Sl. No.	Name of Employee	Name of post	Date from which engaged	Duration	Authority for appointment	Whether appointed by Head of Institution subject to ratification of Director, IHRD

Date:

Signature of Head of Institution

(seal)

**Details of employees
on Leave Without Allowance**

<i>Sl.No.</i>	<i>Name of Employee</i>	<i>Leave availed</i>		<i>Order No. & Date sanctioning the LWA</i>	<i>Ground on which LWA is granted</i>
		<i>From</i>	<i>To</i>		
<i>1</i>					
<i>2</i>					
<i>3</i>					

**Details of employees
on Deputation/Working Arrangement**

<i>Sl.No.</i>	<i>Name of Employee</i>	<i>Period of Deputation/Working Arrangement</i>		<i>Order No. & Date sanctioning the Deputation/ Working Arrangement</i>	<i>Institution to which deputation/ working arrangement is given</i>
		<i>From</i>	<i>To</i>		
<i>1</i>					
<i>2</i>					
<i>3</i>					

Date :

(seal)

Signature of Head of Institution

Format for furnishing service history of regular employees
(To be submitted by individual employees along with request/option for transfer)

Sl. No.	From	To	Institution	Designation	Instn. Group	Type of Posting	No of months

Date

Signature, Name, Designation of employee

Verified and Counter signed by

Seal

Signature, Name & Designation of Hol