



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14**

Cir.No.EA2/3266/2011/HRD

Dated, 25.11.2015

CIRCULAR

Sub:- *IHRD – Fixation of pay in the revised scale of pay to employees coming under sanctioned post – further instructions– reg.*

Ref:- 1. *This office Circular of even no. dated 05.06.2015*
2. *This Office Proceeding No. EA4/16025/2011/HRD (2) and dated 11.11.2015*

As per this office circular ref (1) restrictions were imposed on certain categories of posts including Junior Office Assistant and Senior Office Assistant ~~from~~ drawing the benefit of the 9th pay revision for want of sanctioned posts in the respective category as per revised staff pattern. Now as per ref (2) above, sanction was accorded for the conversion of 50% of the sanctioned posts of Office Assistant as Senior Office Assistant and conversion of 5 posts of Office Assistant as Junior Office Assistant and the posts have been got included in the staff pattern of IHRD. These two categories have also been granted revised pay scales. Besides, the total numbers of personnels working in the above mentioned posts are within in the total numbers of posts sanctioned and the duties and responsibilities of all these grades of Office Assistants are one and the same.

Under the above circumstances, all heads of institutions are directed to grant the benefit of revised pay scale to all Senior Office Assistants and Junior Office Assistant under their control without taking into account the grade of the post of Office Assistant allotted to their respective institution, subject to the terms and conditions laid down in the order read 2nd above.

Sd/-
Dr.K. Vijayakumar
DIRECTOR (i/c)

To:-

- 1. All Head of Institutions, under IHRD*
- 2. Administrative Officer*
- 3. Finance Officer*
- 4. Superintendent Establishment Section (Headquarters)*
- 5. EA4 Section*
- 6. SF*
- 7. OC*

Forwarded/By Order


Office Superintendent

