

**Institute Of Human Resources Development
Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram**

No. EB1/19100/2016/IHRD

Dated: 20.01.2017

CIRCULAR

Sub:- IHRD – General Transfer 2017-18 – Applications invited – reg:-

Ref:- This office Proceedings No. E1/46/98/IHRD dated 28.04.1998

Applications are invited **ONLINE** from regular IHRD employees for General Transfer for the year 2017-18. 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 22.02.2017. Heads of institutions in turn shall forward the applications within the time limit to this office on or before 28.02.2017 without fail after proper authentication.

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 Headquarters and continuing in the institution as on **28.02.2016** alone need be furnished.

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 single unit.

<i>Sr. No.</i>	<i>Group</i>	<i>Institutions included in the Group</i>
1	<i>Thiruvananthapuram</i>	<i>IHRD Headquarters College of Applied Science, Dhanuvachapuram Technical Higher Secondary School, 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>College of Applied Science, Vattamkulam Technical Higher Secondary School, Vattamkulam</i>

The institutions which are not included in the above groups will be regarded as single units. The newly established Colleges of Applied Science at Haripad, 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 2017-18.

The Heads of institutions are also requested to forward the details of employees if any who are 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 be 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 revised staff pattern approved by the Executive Committee and Governing Body of IHRD communicated vide this office Proceedings No. EA4/16025/2011/HRD dated 14.01.2015 shall be strictly followed during the general transfer 2017-18. As per the norms approved by the 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 defense 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.

The cut off date for eligibility of two years for transfer is fixed as 28.02.2016. The transfer application will remain valid upto 31.03.2018. No individual request or request from relatives shall be entertained. Further, all regular faculties/supporting staff/ministerial/LGS will have to apply transfer/option as the

case may be without fail. The Head of Institution shall download the Circular and applications and the same 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. P. Suresh Kumar
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 IHRD (H.Q)*
- 6. S.F*
- 7. O.C*

Forwarded/By Order
Sd/-
Administrative Officer



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Application for General Transfer - 2017

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 to which transfer is requested (according to 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 informations are true and correct to the best of my knowledge and belief.

Date:

Name & Signature of the 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:

**Name &
Signature of Head of Institution**

(Office Seal)



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Form of OPTION for transfer on public interest-2017

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 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 the 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:

**Name &
Signature of Head of Institution**

(Office Seal)

Institute of Human Resources Development

**Proforma for furnishing details of regular employees as on 31-12-2016
(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) _____

Sl. No.	Name of employee	Date of birth	Religion & community	Home Town	Native District	Date of commencement of contract appointment under IHRD	Commencement of regular appointment Under IHRD	Date from which continuing in the present institution/ group of institutions	Date from which continuing in the present post in the 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 institution)	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:**
- For each category of post, separate forms should be used.
 - Option for postings (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.
 - Heads of institution should take special care in furnishing the details under **Column No.8 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.

(Seal)

Name & Signature of Head of Institution

Institute of Human Resources Development

Proforma for furnishing details regarding option for transfer on public interest to the newly started institutions
(CAS, Karthikappally, CAS, Ayalur, CAS, Kalanjoor, CAS, Thamarassery)

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 : _____

Sl. No.	Name of employee	Date of birth	Native Place	Native District	Date from which continuing in the present institution	Date from which continuing in the present post in the 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	Options for posting (Max.5 institution)	Remarks
	1	2	3	4	5	6	7	8	9	10	11
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Note: For each category of post, separate forms should be used.

(Seal)

Name & Signature of Head of Institution

Institute of Human Resources Development**DETAILS OF CASUAL/ADHOC/TEMPORARY EMPLOYEES POSTED AGAINST SANCTIONED POST
AS PER THE ORDERS OF THE DIRECTOR, IHRD AS ON 31-12-2016**

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:

(seal)

Signature of Head of Institution

**Details of employees
on Leave Without Allowance**

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

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

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

Date :

Signature of Head of Institution

(seal)

Format V

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	Institution Group	Type of Posting	No.of months

Date:

Signature, Name & Designation of employee

Verified and Countersigned by

(seal)

Signature, Name & Designation of Head of Institution