

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

Cir. No.5/2011/EB1/IHRD

Dated: 28.01.2011

CIRCULAR

Sub:- IHRD – General Transfer 2011-2012 – Application is invited - Reg:

Ref: - Orders in file No. EB1/333/2011/IHRD dated 25.01.2011

Applications are hereby invited from regular IHRD employees for General Transfer for the year 2011-2012. Applications in the prescribed format (specimen copy enclosed) shall be received by the Head of Associate Institutions upto 26.02.2011 and applications received within the time limit should be forwarded to this office by the Head of Institutions along with the details of regular employees working in the institutions against the sanctioned post so as to reach this office on or before 02.03.2011. 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 also be forwarded in duplicate. The number of sanctioned post for the institutions as per the revised staff pattern and subsequent orders by the undersigned 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 Director and continuing in the institutions as on 28.02.2011 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 3 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.

Sl. No	Group	Institutions included in the Group
1.	Adoor	College of Engineering, Adoor College of Applied Science, Adoor & Technical Higher Secondary School, Adoor
2.	Puthuppally	College of Applied Science, Puthuppally & Technical Higher Secondary School, Puthuppally
3.	Peerumade	College of Applied Science, Peerumade & Technical Higher Secondary School, Peerumade
4.	Ernakulam	Model Engineering college, Ernakulam, Model Technical Higher Secondary School, Kaloor & Regional Centre of IHRD, Edappally, Ernakulam
5.	Pathanamthitta	College of Applied Science, Mallappally & Technical Higher Secondary School, Mallappally
6.	Karunagappally	Model Polytechnic, Karunagappally College of Engineering, Karunagappally

7.	Thodupuzha	College of Applied Science, Thodupuzha & Technical Higher Secondary School, Thodupuzha
8.	Chengannur	College of Engineering, Chengannur & Technical Higher Secondary school, Perissery
9.	Attingal	College of Engineering, Attingal & Technical Higher Secondary School, Attingal
10.	Cherthala	College of Engineering, Cherthala & Technical Higher Secondary School, Cherthala
11.	Vattamkulam	College of Applied Science, Vattamkulam Technical Higher Secondary School, Vattamkulam
12.	Vazhakkad	College of Applied Science, Vazhakkad Technical Higher Secondary School, Vazhakkad

The institutions which are not included in the above groups will be regarded as single units.

An employee seeking posting to the institutions (*1 to 12 institutions included in the Group*) need only mention the group as their choice/option. Transfer of teaching faculties in the Engineering Colleges will be limited to Engineering Colleges only. The transfer request of teaching faculties in the Non-Engineering College to the Engineering Colleges will not be considered in any respect. The head of institution will also obtain option for posting (maximum 3 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.

Further, the revised staff pattern approved by the Executive Committee of IHRD which met on 23/1/2002 communicated vide this office Proceedings No. E5/1227/2001/HRD dated 3/4/2002 shall be strictly followed by re-deploying the excess staff members working against the abolished posts during the general transfer 2011-2012.

Dependents of serving defence personnel and those whose spouse belongs to other castes, 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 28.02.2011. The transfer application will remain valid up to 31/3/2012. No individual request or request from relatives shall be entertained. The Head of Institution shall download the Circular and applications and shall circulate it among the employees on proper acknowledgement. The receipt of the communication should be acknowledged through e-mail.

Sd/-
Prof. V. Subramony
DIRECTOR

Encl: As stated above

To

1. *All Head of associate Institutions under IHRD (to be circulated among all staff)*
2. *All Additional Directors*
3. *Administrative Officer*
4. *Finance Officer*
5. *Assistant Executive Engineer*
6. *All Section Heads of IHRD Headquarters (to be circulated among all Sections)*
7. *CA I, II & III*
8. *S.F*
9. *O.C*

Approved for Issue
Sd/-
Junior Superintendent

IHRD
Application for Transfer
“2011”

1.	Name of Institution			
2.	Name of employee			
3.	Designation			
4.	Date of Birth			
5.	Religion & Community			
6.	Native place			
7.	Native District			
8.	Date of commencement of service under IHRD Contract Regular			
9.	Date from which continuing in the present institution/ group of institutions <u>in the present post/ designation</u>	Date from which continuing in the		Present Designation/ Post in which continuing
		Present institution	Group of institution	
10	Details of service under IHRD prior to transfer to the present institution			
11	Whether husband/wife is an IHRD employee? If so, furnish details.			
12.	Whether undergoing part-time study in Engineering College/Polytechnic in the state on the basis of NOC and if so from which date?			
13.	Whether the employee is under inter-caste married class? (If so, furnish a copy of marriage certificate and caste certificate issued by the competent authority duly attested. The place of working of the spouse should also be furnished)			

14.	Whether the employee is a dependent of serving defence personnel? (furnish attested copies of documents)	
15.	Institution to which transfer is requested (according to choice, maximum 3 choices)	1.
		2.
		3.
16.	Reason on which the transfer is requested	
17.	Remarks	

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

Name & Signature of the employee

DECLARATION

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

Place:
Date:

Signature of Head of Institution

IHRD
Form of Option for Transfer on Public Interest
“2011”

1.	Name of Institution			
2.	Name of employee			
3.	Designation			
4.	Date of Birth			
5.	Religion & Community			
6.	Native place			
7.	Native District			
8.	Date of commencement of service under IHRD Contract Regular			
9.	Date from which continuing in the present institution/ group of institutions <u>in the present post/designation</u>	Date from which continuing in the		Present Designation/ Post in which continuing
		Present institution	Group of institution	
10.	Details of service under IHRD prior to transfer to the present institution			
11.	Whether husband/wife is an IHRD employee? If so, furnish details.			
12.	Whether undergoing part-time study in Engineering College/Polytechnic in the state on the basis of NOC and if so from which date?			
13.	Whether the employee is under inter-caste married class? (If so, furnish a copy of marriage certificate and caste certificate issued by the competent authority duly			

	attested. The place of working of the spouse should also be furnished)	
14.	Whether the employee is a dependent of serving defence personnel? (furnish attested copies of documents)	
15.	Institution to opted in the event of transfer on public interest (according to choice, maximum 3 choices)	1.
		2.
		3.

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

Name & Signature of the employee

DECLARATION

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

Place:
Date

Signature of Head of Institution

IHRD

Format-I

STAFF DETAILS (to be furnished in duplicate)

Name of Institution:

Proforma for furnishing details of Regular Employees as on 28/2/2011

Name of Post :

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	Comment of regular appointment under IHRD	Total out side service from home Town	Date from which continuing in the present institution /group of institutions	Date from which continuing 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 3 institution)	Remarks
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1.																	
2.																	
3.																	
4.																	

Note :- 1. For each category of post, separate forms should be used.

2. Option for postings (Max 3 institutions) of employees who have not applied for transfer may be obtained by the Head of Institution in the format prescribed. The option in original should also be forwarded along with the statement.

3. 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.

