



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

PROCEEDINGS

IHRD– Gradation list of Senior Office Assistants – Complaints received – Seniority refixed – Publishing of revised gradation list –Orders issued.

No.EA4/17118/2015/HRD

Dated, Thiruvananthapuram, 6th June 2016

- Read:-*
- 1. This office proceedings No. EA4/12882/11/HRD dated 29.02.2012.*
 - 2. This office circular of even number dated 11.02.2016.*
 - 3. This office proceedings No. EA4/12424/10/HRD dated 27.12.2014.*
 - 4. This office proceedings No. EA4/859/2015/HRD dated 16.04.2016.*
 - 5. Letters No. E1/250/2009/CEP dated 18.02.2016 and 05.03.2016 from the Principal, College of Engineering, Poonjar.*
 - 6. This office proceedings No. EA2/11062/07/HRD dated 27.09.2007.*
 - 7. This office proceedings No. EA1/13730/2009/HRD dated 11.03.2010.*
 - 8. Judgment dated 12.11.2014 of the Hon'ble High Court in W.P (C)29369/2010(4)*

ORDER

The Gradation list of Senior Office Assistants as on 15.02.2012 published earlier, vide reference cited (1) above, was published again for revalidation in the light of revised Special Rules of IHRD which came into force on 09.12.2014, vide reference (2) cited above. The Principal, College of Engineering, Poonjar vide references cited (5) above, has forwarded representations received from three Senior Office Assistants of the institution requesting to correct their respective date of promotion as Senior Office Assistant in the Gradation list. The representations have been examined and found merit in their request for correcting the date of promotion which lead to change in their place in the list published for revalidation as stated below.

During 2006 applications were invited from qualified Office Assistants for promotion as Senior Office Assistant and 14 Office Assistants were promoted as Senior Office Assistants with effect from 27.09.2007, vide reference (6) cited above. Certain incumbents who were later promoted as Senior Office Assistants

with effect from 11.03.2010, vide reference cited (7) above, had approached the Hon'ble High Court with a prayer that they may be given promotion as Senior Office Assistants with effect from 27.09.2007 as they were fully qualified and eligible to be got promoted as such from that date but were omitted without any valid reason. Based on the judgment of Honb'le High Court, vide reference cited (7) above, nine incumbents were notionally promoted as Senior Office Assistants with effect from 27.09.2007 with all service benefits except monetary benefits, vide reference cited (3). Later as resolved by the Executive Committee which met on 18.12.2015 and based on the request from Smt. Geethakumari.V, Senior Office Assistant who was also included in the select list prepared earlier, was also notionally promoted as Senior Office Assistant with effect from 27.09.2007 with all service benefits except monetary benefits, vide reference cited (4) above. The request put in by the three Senior Office Assistants who are among the nine incumbents mentioned above and which were forwarded by the Principal, College of Engineering, Poonjar is to correct their date of promotion as Senior Office Assistant as 27.09.2007 instead of 11.03.2010 on the claim that they were later notionally promoted as Senior Office Assistant with effect from 27.09.2007 with all service benefits. On examination it is noted that if their requests are to be acted upon, the date of promotion of all the ten incumbents involved in this case including Smt. Geethakumari.V, who were notionally promoted as Senior Office Assistant with effect from 27.09.2007, has to be corrected. Presently they are placed in the gradation list of Senior Office Assistants with Serial Nos as given below

<i>Sl No. in the existing gradation list</i>	<i>Name of the incumbent</i>
40	Sri. Satheesh Babu.G
41	Sri. Venugopal.G
42	Smt. Soly Joseph
43	Smt. Leena P.S

44	Sri. Gino Alex
45	Smt. Geethakumari. V
46	Smt. Ancy Joseph
47	Sri. Rajesh George
48	Smt. Mini Abraham
49	Smt. Minimol Joseph

When the date of promotion of the above mentioned ten incumbents is changed to 27.09.2007, they have to be assigned seniority with Sl No. 35 to Sl.No.44, just below the last incumbent, Smt. Mercy.K. Thomas who got promoted as Senior Office Assistant on 27.09.2007. Thus the following incumbents presently bearing Sl No. 35-39, who got promoted as Senior Office Assistant on 11.03.2010 will have to be placed below the above ten incumbents in the seniority list with Sl.No.45-49.

<i>Sl.No. as per existing Gradation list</i>	<i>Sl.No. as per revised gradation list</i>	<i>Name of the incumbent</i>
35	45	Sri. Mohanan.C.I (Retired on 30.09.2015)
36	46	Sri. Babu Kumar. K. K.
37	47	Smt. Prema. P
38	48	Sri. Basheer Ahammed. Y
39	49	Sri. Vijayagopalan. K.P (Retired on 31.03.2011)

In the above circumstances sanction is accorded for the revision of the Gradation list of Senior Office Assistants published as per the reference read (2) above by rearranging names of incumbents coming between Sl.No 35to49 as shown below.

<i>Revised SL.No in the gradation list</i>	<i>Name of incumbent</i>
35	Sri. Satheesh Babu.G
36	Sri. Venugopal.G
37	Smt. Soly Joseph
38	Smt. Leena P.S
39	Sri. Gino Alex
40	Smt. Geethakumari. V
41	Smt. Ancy Joseph
42	Sri. Rajesh George
43	Smt. Mini Abraham
44	Smt. Minimol Joseph
45	Sri. Mohanan.C.I (Retired)
46	Sri. Babu Kumar. K. K.
47	Smt. Prema. P
48	Sri. Basheer Ahammed. Y
49	Sri. Vijayagopalan. K.P (Retired)

The seniority list of Senior Office Assistants under IHRD published earlier, vide reference (2) above, stands modified to the above extent. A copy of the duly revised Seniority list is appended which will be followed for promotion to the category of Head Clerk/ Head Accountant/ Cashier in IHRD Service.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl- As stated above

To:-

1. *All affected personnels (15. Nos.)*
2. *The Head of all associate institutions*
3. *Deputy Director*
4. *Administrative Officer*
5. *Finance Officer*
6. *CA I*
7. *CA II*
8. *All Sections heads in IHRD Headquarters*
9. *SF*
10. *OC*

Forwarded/ By Order

Administrative Officer

IHRD
REVISED GRADATION LIST AS ON 6-6-2016

CATEGORY :SENIOR OFFICE ASSISTANT

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
1	Beena Varkey	THSS, Thodupuzha	12/05/1970	Account Test (Higher)	01/09/1998	26/04/2005	31/05/2028	
2	Brigit V.V	MTHSS Kaloor	30/05/1970	Account Test Lower & Higher MOP	01/09/1998	26/04/2005	31/05/2028	
3	Mujeeb Rahuman.I	CAS, Calicut	30/05/1970	Account Test (Lower) MOP	01/09/1998	26/04/2005	31/05/2028	
4	Shaji M. Muttumpurath	CAS, Calicut	30/05/1970	Account Test (Higher)	01/09/1998	26/04/2005	31/05/2028	
5	Abdul Salam E.P	THSS, Vattamkulam	31/05/1970	Account Test (Lower) & MOP	01/09/1998	26/04/2005	31/05/2028	
6	Rajesh C.D	CE, Cherthala	31/05/1970	Account Test (Higher) & MOP	01/09/1998	26/04/2005	31/05/2028	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
7	Dali Joseph	CAS, Vadakkencherry	08/04/1971	Account Test (Higher)	01/09/1997	26/04/2005	30/04/2029	
8	Ciby John Malekudiyil	CAS, Thodupuzha	30/04/1972	Account Test (Lower) & (Higher) MOP	01/09/1998	26/04/2005	30/04/2030	
9	Babu Sukumaran	THSS, Thodupuzha	10/05/1972	Account Test (Lower) & (Higher) MOP	01/09/1998	26/04/2005	31/05/2030	
10	K.Sheeba	MPT, Vadakara	15/05/1972	Account Test (Lower) & MOP	01/09/1998	26/04/2005	31/05/2030	
11	Deepa K. Jose	MEC, Ernakulam	27/05/1972	Account Test Lower & Higher MOP	01/09/1998	26/04/2005	31/05/2030	
12	Viswa Mohanan Pillai.K	CE, Adoor	30/05/1972	Account Test (Lower) & MOP	01/09/1998	26/04/2005	31/05/2030	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
13	Molly K.John	THSS, Puthuppally	24/05/1973	Account Test (Lower) & (Higher) MOP	01/09/1998	26/04/2005	31/05/2031	
14	Firose Khan.K	THSS, Vattamkulam	06/05/1974	Account Test (Lower)	01/09/1998	26/04/2005	31/05/2032	
15	Niyas.V	THSS, Thiruthiyad Calicut	30/05/1974	Account Test (Lower) & (Higher) MOP	01/09/1998	26/04/2005	31/05/2032	
16	K.S.Shamla	CE, Chengannur	31/05/1974	Account Test (Lower) & (Higher) MOP	01/09/1998	26/04/2005	31/05/2032	
17	Sheeba Abraham	CE, Chengannur	22/04/1976	Account Test (Lower) & MOP	01/09/1998	26/04/2005	31/05/2034	
18	Sheebamol K.K	CAS, Payyappady	05/10/1971	Account Test (Lower) & Higher) MOP	19/11/1998	26/04/2005	30/10/2029	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
19	Lysamma Mammen	THSS, Mallappally	10/04/1963	Account Test Lower & MOP	11/10/1999	27/09/2007	30/04/2021	Seniority protected vide Order No.EA1/13725/2009/HRD(1) Dated 10/2/2010
20	Manoj K.Mathew	CE, Kalllooppara	15/05/1974	Account Test (Lower)	11/10/1999	26/04/2005	31/05/2032	
21	Baby John	CE, Adoor	07/01/1966	Account Test (Lower) & MOP	01/09/1998	16/12/2006	31/01/2024	
22	Nanda Kumar.C	MPT, Mala	03/11/1955	A/c. Test (Lower) MOP	01/07/1995	27/09/2007	31/11/2013	Retired
23	Suresh.R	IHRD Head Quarters	08/02/1955	Exemption on completion of 50 years of age	01/07/1995	27/09/2007	28/02/2013	Retired
24	Somasundaran.C	MPT, Mala	07/12/1955	Exemption on completion of 50 years of age	15/04/1996	27/09/2007	31/12/2013	Retired

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
25	Vijayadas T.M	CAS, Vattamkulam	30/05/1965	Account Test (Lower)	05/03/1996	27/09/2007	31/05/2023	
26	Mary Varghese	MPTC, Poonjar	31/05/1971	Account Test (Lower) & Higher	24/07/1997	27/09/2007	31/05/2029	
27	Santhamma.J	CE, Karunagappally	24/02/1954	Exemption on completion of 50 years of age	01/09/1998	27/09/2007	29/02/2012	Retired
28	Saraswathi Amma.S	IHRD Head Quarters	28/11/1955	Exemption on completion of 50 years of age	01/09/1998	27/09/2007	30/11/2013	Retired
29	G.Geetha Devi	CE, Adoor	30/05/1964	Account Test (Lower)	01/09/1998	29/09/2007	31/05/2022	
30	Beena Jacob	CAS, Kaduthuruthy	05/05/1969	Account Test (Lower)	01/09/1998	27/09/2007	31/05/2027	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
31	Filly K.J	THSS, Varadium	03/01/1977	Account Test (Lower) (Higher) MOP	11/10/1999	27/09/2007	31/01/2035	
32	Bijumon.K	CAS, Payyannur, Neruvambram	25/04/1973	Account Test (Lower)	11/10/1999	27/09/2007	30/04/2031	LWA for employment abroad from 14/12/09 to 5/2/2012
33	Remani V.C	MPT, Kalliassery	24/05/1967	Account Test (Lower)	11/10/1999	27/09/2007	31/05/2025	
34	Mercy K.Thomas	CAS, Adoor	12/04/1966	Account Test (Lower) & (Higher) MOP	11/10/1999	27/09/2007	30/04/2024	
35	Satheesh Babu.G	CE, Kalloppara	29/05/1966	Account Test (Lower)	03/04/2001	27/09/2007	31/05/2024	
36	Venugopal.G	CAS, Mallappally	09/05/1969	Account Test Lower & Higher	03/04/2001	27/09/2007	31/05/2027	
37	Soly Joseph	CAS, Thodupuzha	24/03/1973	Account Test (Lower) & MOP	03/04/2001	27/09/2007	31/03/2031	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
38	Leena P.S	CE, Poonjar	13/05/1969	Account Test Lower & Higher	03/04/2001	27/09/2007	31/05/2027	
39	Gino Alex	THSS Mallappally	21/05/1976	Account Test Lower & Higher	03/04/2001	27/09/2007	31/05/2034	
40	Geetha Kumari.V	CE, Kallappara	13/06/1966	Account Test (Higher)	03/04/2001	27/09/2007	31/05/2024	
41	Ancy Joseph	THSS Thodupuzha	15/05/1974	Account Test (Lower)	03/04/2001	27/09/2007	31/05/2032	
42	Rajesh George	CE, Poonjar	01/10/1971	Account Test (Lower)	03/04/2001	27/09/2007	31/10/2029	
43	Mini Abaham	MPT, Mattakkara	06/05/1971	Account Test (Lower) & (Higher) MOP	03/04/2001	27/09/2007	31/05/2029	
44	Minimol Joseph	CE, Poonjar	21/05/1972	Account Test (Lower)	03/04/2001	27/09/2007	31/05/2030	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
45	Mohanan C.I	THSS, Aluva	06/09/1957	Exemption on completion of 50 years of age	01/09/1998	11/03/2010	30/09/2015	Retired
46	Babu Kumar K.K	CAS Vadakkencherry	01/08/1962	Account Test (Lower)	01/09/1998	11/03/2010	31/08/2020	
47	Prema.P	THSS, Peerumedu	15/06/1966	Account Test (Lower)	01/09/1998	11/03/2010	30/06/2024	
48	Basheer Ahamed.Y	IHRD Head Quarters	21/03/1975	Account Test (Higher)	01/09/1998	11/03/2010	31/03/2033	
49	Vijaya Gopalan K.P	CAS, Vadakkencherry	12/03/1957	Exemption on completion of 50 years of age	01/09/1998	11/03/2010	31/03/2015	Retired
50	S.Suchitra	IHRD Head Quarters	11/06/1979	Account Test (Lower) & (Higher) MOP	30/03/2006	11/03/2010	30/06/2037	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
51	Praveen N.G	IHRD Head Quarters	21/05/1980	Account Tet (Higher) MOP	18/02/2006	11/03/2010	31/05/2038	
52	Balasekhar.S	IHRD Head Quarters	24/12/1977	Account Test (Higher) MOP	20/02/2006	11/03/2010	31/12/2035	
53	Sheeja.S	CE, Karunagappally	09/04/1977	Account Test (Lower) MOP	20/02/2006	11/03/2010	30/04/2035	
54	Vidya.J	CE, Karunagappally	17/05/1972	Account Test (Lower) & (Higher) MOP	17/02/2006	11/03/2010	31/05/2030	
55	Remya S. Sekhar	CAS, Nattika	02/04/1979	Account Test (Lower) & (Higher)	01/03/2006	11/03/2010	30/04/2037	
56	Rex Achiel C.J	IHRD Head Quarters	22/10/1979	A/cTest (Lower) & (Higher) MOP	22/02/2006	11/03/2010	30/10/2037	
57	Rejila Kumari.R	CE, Cherthala	30/04/1974	Account Test (Lower)	20/02/2006	11/03/2010	30/04/2032	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
58	Chitra M.R	MEC, Ernakulam	30/05/1980	Account Test (Higher) MOP	25/02/2006	11/03/2010	31/05/2038	
59	Anaz K.R	CE, Adoor	31/05/1974	Account Test (Lower) & (Higher) MOP	17/02/2006	11/03/2010	31/05/2032	
60	S.Sunil Kumar	CE, Kallooppara	20/08/1965	Account Test (Lower) & (Higher)	01/03/2006	11/03/2010	31/08/2023	
61	Bindu K.S	IHRD Head Quarters	01/05/1973	Account Test (Higher) MOP	18/02/2006	11/03/2010	31/05/2031	
62	Anuradha.C	THSS, Vazhakkad	01/06/1960	MOP Exemption on completion of 50 years of age	30/03/1996	11/01/2011	30/06/2018	
63	Beena P.K	CAS, Malappuram	22/09/1975	Account Test Lower & Higher	05/04/2001	11/01/2011	30/09/2033	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
64	Sudeep A.C	CAS, Kuthuparamba	01/06/1975	Account Test (Lower) & (Higher) MOP	02/03/2006	11/01/2011	30/06/2033	
65	Shalini C.A	MEC, Ernakulam	26/08/1975	Account Test (Higher) MOP	20/03/2006	11/01/2011	31/08/2033	
66	Bindu Gopinath.S	MEC, Ernakulam	16/01/1975	Account Test (Higher) MOP	28/02/2006	11/01/2011	31/01/2033	
67	Kala L.J	CE, Kallooppara	02/03/1976	Account Test (Lower) & (Higher)	17/02/2006	11/01/2011	31/03/2034	
68	Cina Elias.K	CAS, Chelakkara	23/01/1974	Account Test (Lower) & (Higher) MOP	27/02/2006	11/01/2011	31/01/2032	
69	Aparna Prakash	CE, Poonjar	29/04/1981	Account Test (Higher) MOP	20/02/2006	11/01/2011	30/04/2039	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
70	Priya N. Peethambar	CE, Chengannur	03/05/1976	Account Test (Lower) & (Higher)	20/02/2006	11/01/2011	31/05/2034	
71	Leya V.P	CE, Attingal	16/05/1974	A/c. Test Lower	18/09/2006	11/01/2011	31/05/2032	
72	Sreeja.P	IHRD Head Quarters	10/07/1978	A/c Test (Lower) MOP	01/11/2006	11/01/2011	31/07/2036	
73	Surya S.B	MPTC, Mala	13/08/1978	A/c. Test (Lower) & (Higher) MOP	01/11/2006	11/01/2011	31/08/2036	
74	Deepthi.B	CE, Chengannur	23/03/1977	Account Test (Lower)	20/10/2006	11/01/2011	31/03/2035	
75	Sreeja.S	THSS Muttada	06/05/1978	Account Test (Lower) & (Higher) MOP	26/10/2006	11/01/2011	31/05/2036	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
76	Jaleela Beevi M.A	MTHSS Kaloor	25/05/1974	Account Test (Lower) & (Higher) MOP	03/11/2006	11/01/2011	31/05/2032	
77	Chandrika P.C	CAS, Thodupuzha	26/04/1973	Account Test (Higher) & MOP	26/10/2006	11/01/2011	30/04/2031	
78	Smitha.U	CE, Cherthala	30/03/1977	Account Test (Lower)	01/11/2006	11/01/2011	31/03/2035	
79	Rajasree.R	IHRD Head Quarters	31/03/1976	Account Test (Higher) MOP	06/11/2006	11/01/2011	31/03/2034	
80	Vandana.N	IHRD Head Quarters	22/05/1975	Account Test (Lower) MOP	26/10/2006	11/01/2011	31/05/2033	
81	Sindhu Shanmugham	IHRD Head Quarters	12/11/1971	Account Test (Lower) MOP	01/11/2006	11/01/2011	30/11/2029	
82	Santhil Kumar C.A	MEC, Ernakulam	10/12/1970	Account Test (Higher) MOP	02/11/2006	11/01/2011	31/12/2028	

Sl. No.	Name of Employee	Name of Institution	Date of Birth	Whether passed Department Test	Date of commencement of Regular Service	Date of appointment Order in the present cadre	Date of Retirement	Remarks
83	Lekshmi Rani.R	IHRD Head Quarters	21/11/1976	Account Test (Higher) MOP	30/10/2006	11/01/2011	30/11/2034	
84	Liji K.R	MEC, Ernakulam	27/03/1977	Account Test (Higher)	02/11/2006	11/01/2011	31/03/2035	
85	Sandhya Murali.P	CE, Karunagappally	01/06/1978	Account Test (Lower) MOP	04/01/2007	11/01/2011	30/06/2036	
86	Suni.S	EC, Kundara	30/04/1975	Account Test (Higher) MOP	04/01/2007	11/01/2011	30/04/2033	

Sd/-
DIRECTOR

Approved for Issue,

Administrative Officer

