



**Institute of Human Resources Development  
Chackai, Thiruvananthapuram-24**

**CIRCULAR**

**No.: IHRD/1273/2024-EA2**

**Dated, 26-10-2024**

Sub:- IHRD - Establishment- Special Rules- Preparation of Annual Seniority List for various categories of employees under IHRD- details called for -reg

Ref:- 1) G.O (Rt) No. 692/14/H.Edn dated 20.08.2014

2) This office Proceedings No. EA4/16025/2011/HRD (2) dated 14.01.2015

As per Rule XIII of the prevailing Special Rules of IHRD, approved by the Government vide the Government Order read above and produced after approval by the Governing Body of IHRD vide this office Proceedings read 2<sup>nd</sup> above, the method of appointment by internal promotion to various categories of posts under IHRD service is prescribed as strictly on the basis of seniority in the feeder categories and assessment of merit and ability based on the latest Annual Confidential Reports, by a Scrutiny Committee or Staff Selection Committee, as the case may be, constituted in that behalf. As per rules in force, in cases where merit and ability are approximately the same, appointment by promotion is to be made strictly on the basis of seniority in the feeder categories. However, it has come to notice that there was no such practice for long in IHRD to have prepared and maintained Annual Seniority Lists to various categories of posts under IHRD service.

In the circumstances, steps are being taken to finalize and publish Annual Seniority Lists to all categories of posts under IHRD service on or before 30<sup>th</sup> November 2024. Therefore, all Heads of Institutions are directed to furnish details of all regular employees in their institution including those on deputation/leave/suspension/ unauthorized absence etc in following proforma

within one week without fail . All internal promotions made hereafter will be strictly on the basis of the seniority list thus prepared and on consideration of merit and ability. Hence all the Heads of Institutions are instructed to strictly verify the details entered in the proforma, by cross checking with relevant records/documents/registers and countersigned the same before onward transmission to this office. The Heads of Institutions will be held responsible for the correctness / mistakes in the proforma.

Signed by

Dr V A Arun Kumar **DIRECTOR**

Date: 26-10-2024 09:47:18

To,

1. All Heads of associate institutions of IHRD
2. Administrative Officer
3. Financial Consultant
4. Finance Officer
5. Executive Engineer
6. Accounts Officer
7. Personal Assistant to Director
8. Computer Engineer (IT Division) for necessary action
9. S.F / O.C

**PROFORMA**

**DETAILS REGARDING REGULAR STAFF WORKING IN .....( Name of Institution) AS ON.....FOR PREPARATION OF GRADATION LIST / SENIORITY LIST**

**I. Name of Category: .....**

Sl. No.	Name of employee	Designation	Qualification (only those entered in service records)	Grade	Date of birth	Date of commencement of regular service	Date of commencement of service in the present grade / post	Date of retirement	Whether on LWA / Deputation / Suspension / unauthorized absence. (if so, give details)	Probation declared or not. If yes, details thereof	Remarks

**II. Name of Category : .....**

Sl. No.	Name of employee	Designation	Qualification (only those entered in service records)	Grade	Date of birth	Date of commencement of regular service	Date of commencement of service in the present grade / post	Date of retirement	Whether on LWA / Deputation / Suspension / unauthorized absence. (if so, give details)	Probation declared or not. If yes, details thereof.	Remarks

Date:.....

**Signature**

Place : .....

**Name & Designation of  
the Head of the Institution**

Office Seal: