



# Institute of Human Resources Development

Pettah, Thiruvananthapuram-24

## PROCEEDINGS

IHRD– Appointment of Head Clerk on Rs.27800 - 59400/- by internal promotion and posting – Orders issued.

No.EA4/9141/2020/HRD

Dated, Thiruvananthapuram, 14. 02.2025

- Read:-**
- 1 This office notification of even No. dated 01.02.2023
  - 2 This office Circular of even No. dated 28.03.2023 and dated 02.05.2023
  - 3 Minutes of the Scrutiny Committee for promotion to the post of Head Clerk held on 16.05.2023.

## ORDER

As recommended by the Scrutiny Committee of IHRD for promotion to the post of Head Clerk held on 16.05.2023, the under mentioned Senior Office Assistant on Rs.25200 - 54000/- are promoted as Head Clerk on Rs.27800-59400/- with immediate effect. Due to administrative necessity, on appointment as Head Clerk, they are posted to the institutions as noted against their names. The promotion and posting of Head Clerk shall be subject to the final outcome of the W.P.(C) No.4112/2023 filed by Sri. Raveendran Pillai. K.

Sl. No.	Name and present institution	Institution to which posted on appointment as Head Clerk
1.	Smt.Rajasree. S. Varma IHRD Headquarters	IHRD Headquarters
2.	Smt.Vandana. N IHRD Headquarters	College of Engineering Karunagappally
3.	Smt.Sindhu Shanmugam IHRD Headquarters	College of Engineering Adoor
4.	Sri.Senthil Kumar College of Applied Science Thiruvambadi	College of Applied Science Attappadi
5.	Smt.Lekshmi Rani R IHRD Headquarters	College of Engineering Chengannur
6.	Smt.Liji. K. R Technical Higher Secondary School Kaloore	College of Applied Science Marayoor
7.	Smt.Sandhya Murali. P College of Engineering Adoor	Technical Higher Secondary School Peerumade

8.	Smt.Suni. S IHRD Headquarters	College of Applied Science Kundara
9.	Smt.Priya. E. S Regional Centre Edappally	College of Applied Science Muthuvallur
10.	* Sri. Raveendran Pillai .K Model Polytechnic College Karunagappally	Technical Higher Secondary School Kaprassery
11.	Smt.Ruksana. A. R College of Applied Science Thamarassery	College of Applied Science Malampuzha
12.	Sri. Jacob Thomas Model Polytechnic College Kallettumkara	Model Polytechnics College Pinavu

\* The promotion granted to Sri. Raveendran Pillai.K will be temporary, subject to the final outcome of the disciplinary action already initiated against him.

2. The above incumbents will be on probation for a period of one year within a continuous period of two years from their actual date of joining duty. The inter- re- seniority of the promotees will be as in the order of seniority as mentioned above.

3. Retired officials if any engaged against these posts shall be relieved then and there after clearing all liabilities under intimation to this office.

4. The heads of institutions concerned will relieve the incumbents immediately with instructions to report for duty before the head of the newly posted institutions forthwith.

5. The date of relief/joining duty of the incumbent will be intimated to this office in due course.

  
Dr. V.A. Arun Kumar  
DIRECTOR

To,  
The incumbent concerned (through the head of institutions)

Copy to:-

1. The head of institutions concerned.
2. Finance Officer
3. Administrative Officer
4. EA1 Section
5. CA-II
6. S.F
7. O.C