



Institute of Human Resources Development
Chackai, Thiruvananthapuram-24

No. IHRD/1697/2023/EA4

Dated, 15-11-2025

CIRCULAR

Sub:- IHRD – Rectification of Fixation of pay for the appointment to the post of Office Assistants by the internal promotion from qualified Last Grade Servants – Reg.

Ref:- 1. Letter No.A2/1043/2024/CASA dated.16.09.2025 from the Principal, CAS, Adoor.
2. Letter No.E/287/2022/CEK dated.15.09.2025 from the Principal, CE, Kottarakkara.
3. Letter No.E-48/MCM/2023 dated.16.09.2025 from the Principal, MC, Madikai, Nileswaram
4. Letter No.59/Estt/2023-24/CASK dated.18.9.2025 from the Principal, CAS, Kuzhalmannam
5. No.A-1/E-171/2020/THSS dated.19.09.2025 from the Principal, THSS, Perinthalmanna.
6. Representation received from the Office Assistants of various IHRD institutions.

With reference to the representations received from Office Assistants of various IHRD institutions regarding the rectification of pay fixation upon appointment to the post of Office Assistant through internal promotion from qualified Last Grade Servants and the grant of the second Time-Bound Higher Grade (TBHG), the matter has been examined in detail with reference to the existing IHRD Service Rules and the relevant Government Orders issued after the introduction of the master scale.

As you are aware, the IHRD Service Rules issued vide G.O. (MS) No.159/89/H.Edn. dated 10.08.1989 and the Special Rules approved by Government vide G.O. (MS) No.692/14/H.Edn. dated 20.08.2014 are distinct from those applicable to Government service. As per these rules, all internal promotions or selections are to be made only after inviting applications for the respective categories of posts, and no gradation list exists for automatic promotion to these posts.

Further, as per the orders issued by Government from the 8th Pay Revision onwards, following the introduction of the master scale, it has been clarified that in all cases of regular promotion from a time-bound higher grade to a post carrying the same or higher time scale of pay, the pay in the promoted scale shall be fixed in accordance with Rule 30, Part I, Kerala Service Rules (KSR).

Accordingly, detailed instructions in this regard have already been communicated to all Heads of Institutions through Circular No. EA2/3211/2006/HRD dated 17.04.2008 (copy enclosed). **All Heads of Institutions are hereby directed to adhere strictly to the**

provisions of the said Circular while dealing with such matters. Any erroneous fixation of pay, if already made, shall be reported to this office for further necessary action.

In the case of the second Time-Bound Higher Grade (TBHG), the promotion shall be granted only to the initial entry post in the present category. Employees who have already been promoted to a post in the direct line of promotion shall not be treated as holding an entry post. Therefore, Office Assistants who were promoted from the Last Grade Service will not be eligible for 2nd Time Bound Higher Grade.



Dr. V A ARUNKUMAR
DIRECTOR
9.

Encl : As stated.

To,

1. All Heads of institutions of IHRD
- 2 S.F / 3. O/C

258/08

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACAUD,
THIRUVANANTHAPURAM-14

No.EA2/3211/2006/HRD

Date: 17th April, 2008

CIRCULAR

Sub: IHRD - Revision of pay and allied matters - Regular promotions from time bound grades to posts carrying the same or higher time scale of pay - Fixation of pay in the promoted scale - Clarifications issued - reg.

- Ref:- 1) G.O.(MS)No.83/06/H.Edn. dated 27/7/2006.
2) G.O.(P)No.145/2006/Fin. dated 25/3/2006.

Attention of all heads of associate institutions is invited to this office Proceedings No.EA2/3211/2006/HRD dated 28/7/2006. The orders on revision of scale of pay and allied matters for State Government employees have been extended to IHRD employees on the same terms and conditions.

(2) According to Clause 48 of the Pay revision orders that "In all cases of regular promotions from time bound grades to posts carrying the same or higher time scale of pay, the pay in the promoted scale will be fixed in terms Rule 30 Part-I KSR i.e., without any fixation or change in pay (because of the introduction of the Master scale). The next increment in the same or higher scale will fall due on the date of increment in the time bound higher grade post".

(3) Things stands so, it is learned from certain associate institutions that, they have granted additional increment for employees working under their control who have got regular promotion from time bound higher grade posts by wrong fixation. It is against the pay revision orders issued by Government. In the circumstances, all heads of institutions are directed to recover the excess pay if any paid to the employees for wrong fixation forthwith under intimation to this office.

(4) Receipt of the circular may be acknowledged by return.

Sd/-
Prof.V.Subramony,
DIRECTOR

To

- 1) All heads of associate institutions
- 2) Joint Director
- 3) Administrative Officer
- 4) Finance Officer
- 5) All Section heads in the IHRD Head Quarters
- 6) Finance Section/ Audit Party
- 7) EB Section
- 8) S.F.
- 9) O.C

Approved for Issue,

[Signature]
Administrative Officer