

No/E3- 6779/11/SPB

SUB: Time Bound & Higher Grade - Peons-SPB.

Ref : Lr. No. P/512/2003/SPB/KSD Dtd. 23/09/2011.  
from the DPO, Karingal.

1. The letter under reference placed may please be seen
2. Vide letter the District Planning Officer has forwarded the representation of Sri. Prayith Kumar. A, Peon regarding his 1st Time Bound Higher Grade.
3. Sri. Prayith Kumar. A, joined service in the District Planning Officer, Karingal as in the category of Peon Grade II on 27/04/2011 and has not taken
4. Sri. Prayith Kumar. A has not taken any kind of leave that effected the TBHG.
5. In the circumstances Sri. Prayith Kumar. A, Peon Grade II on Rs. 8500-13210 may be granted 1st Time Bound Higher Grade on completion of 8 years of service in the scale of pay Rs. 8730-13540. w.e.f. 28/04/2011
6. The pay of Sri. Prayith Kumar. A is fixed as follows.
  - Ⓐ Pay as on 01/04/2011 in the scale of Peon Grade II - 10480.
  - Ⓑ When one Notional Increment added to fixed pay 10480+2707 - 10750.
  - Ⓒ Next stage in the higher scale - 11020.
  - Ⓓ Pay in the higher scale Rs. 8730-13540 w.e.f. 28/04/2011 - 11020.
  - Ⓔ Date of Next Increment - 01/04/2012
7. Draft Proceedings put up for approval.

25/12/2011

28/12/2011

2

Shri Poyth Koorar A may be sanctioned  
Time Bound Higher grade w.e.f 28-04-2011.  
in the scale of pay of Rs 8230-13540

90  
28/12/2011

28/12/11  
Sn - AO.

8. Please see the Pans '1 to 7'  
The senior Book and proceedings  
may be forwarded to DPO, Ichangod.  
9. Dygt C/L put up may be approved.

30/12/11

30/12/11

S.S.

10. Lr. No. 12-70/11/DPO/PKD dt. 30/09/2011.

The letter under reference placed  
may please be seen.

11. vide letter to District Planning  
officer, Palakkad has forwarded the representation of  
Sri. K. Mohanram, Person regarding the 1st Time  
Bound Higher Grade.

12. Sri. K. Mohanram joined service  
in the State Planning Board, Thiruvananthapuram  
in the category of Night Watchman on 27/12/2002.  
The member has changed his category as per  
with effect from 01/01/2004.

Reference:

Subject:

Dept.  
Section

13.

In the circumstances, Sri. K. Mohanram,  
Person Grade II on Rs. 8500-13210 may be granted  
1st Increment on completion of 8 years service on  
12/02/2011. in the scale of Pay Rs. 8730-13540 w.e.f.  
12/02/2011.

14.

Draft Proceedings put up may be  
approved.

15.

The Service Book along with proceedings  
may be sent to DPO, Palakkad for further action.

16.

Draft Covering letter put up may be approved.

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28/1/12

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S.D.A.O

28/1/12

17.

Pls see the Lr. No. E2.131/1/DPO/KM dt. 18/05/2012  
vide the letter the District Planning  
Officer forwarded the representation of Sri. Ganesh Babu,  
Person regarding the 1st Increment Higher Grade

18.

Sri. Ganesh Babu joined service  
in the State Planning Board, Thiruvananthapuram  
in the category of Person Grade II on 13-04-2004.

19.

In the circumstances, Sri. Ganesh -  
Babu, Person Grade II on Rs. 8500-13210 may be granted

1st IBHG on Completion of 8 years Service  
on 12-04-2012. Sh. Ganesh babu may be promoted  
IBHG w.e.f 13-04-2012 in the scale of pay  
of Rs. 8730-13540.

20. Draft Proceedings put up may be approved

21. The Service Book along with proceedings  
may be sent to DPO, Kottayam for  
further action and draft covering letter  
put up may be approved.

13/06

13/6/12

SS

Jagannathan  
SS AO Kottayam

Reference:

Subject:

Depl.  
Section

P/O.

22. Referring to the Lr. No. 22-1664/1/SPB/KIM dt-07/06/2012  
 vide the Lr. the District Planning Officer  
 forwarded the representation of Sri. Benuy. P.R, Asst.  
 SDO, Kottayam regarding the 1<sup>st</sup> IBH G.

23. Sri. Benuy. P.R joined service in the  
 State Planning Board, Thiruvananthapuram in the  
 category of Asst Grade II on 29-05-2004.

24. In the circumstances, Sri. Benuy. P.R,  
 Asst Grade II on 14-8500-13210 may be granted  
 1<sup>st</sup> IBH G on completion of 8 years service on  
 28-05-2004. Sri. Benuy. P.R may be promoted  
 IBH G Co. P. 1 29-05-2004 in the scale of Pay  
 of 14-8730-13540.

25. Draft Proceedings put up may be  
 approved. and

26. The Service Book along with  
 proceedings may be sent to SDO, Kottayam for  
 further action and draft covering letter put  
 may be approved.

18/06/12

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18/6/12

Jagannathambal  
 SS Sr AO 18/6/12

9/00  
 18/6/12

27

27. Please see the Letter, No. 22-1571/2010/SPB/Alp dt. 09/09/12

with letter the DPO, Mappayalam forwarded the representation of Sri. I.C. Mohandas, Peon, Mappayalam regarding the 2nd IBHG.

28.

Sri. I.C. Mohandas joined service as Chowkidar on 21-11-1996 in the State Planning Board, Thiruvananthapuram. Subsequently he was granted 2nd promotion / Uplift grade on 31-01-2002. Sri. I.C. Mohandas has completed 15 years of service in the entry cadre on 20-11-2011.

29.

In the circumstances, Sri. I.C. Mohandas (Peon Grade-I) on H-500-13210 may be granted 2nd IBHG on completion of 15 years service on 20-11-2011. Sri. I.C. Mohandas may be promoted 2nd IBHG w.e.f. 20-11-2011 in the scale of pay of H-8960-14260.

30.

Draft proceedings put up for approval and opinion form may be attested.

31.

The Service Book along with proceedings may be sent to DPO, Mappayalam for further action and draft covering letter put up for approval.

Reference:

Subject:

Dep. Section

20/01/12  
4  
20/7/12

SS  
9/12/12

Joannathankar  
S. AO 20/6/12

Dept.  
Section :

Subject :

Reference :

32. Please see the Lr. No. E2-1062/04/DPD/KNR dt. 03/07/2012

Vide the Letter the District Planning

Officer forwarded the representation of Sd. Pravitha Manthali, Leon, DPD, Kannur regarding the 1<sup>st</sup> TBHG.

33. Sd. Pravitha Manthali joined service in the District Planning Officer, Kannur in the category of Leon Grade II on 23-06-2004.

34. In the circumstances, Sd. Pravitha Manthali Leon Grade II on Rs. 8500-13210 may be granted 1<sup>st</sup> TBHG on completion of 8 years service on 22-06-2004. Sd. Pravitha Manthali may be promoted TBHG w.e.f. 23-06-2012 in the scale of pay of Rs. 8430-13540.

35. Draft proceedings put up may be approved.

36. The Service Book along with proceedings may be sent to DPD, Kannur for further action and draft covering letter put up may be approved.

15/07

6/8/12

SS

6/8/2012

Jagannathan  
CRO 761

37. ①. Lr. No. P-873/2005/PPD/KSD Dt - 06/03/2013.

② Submission dt - 09-01-2018. Reviewed from  
Dr. Jayachandrababu, I.A, Deputy Commissioner.

③ Submission dt- 02-02-2018 received from  
Sh. Vinod. A.G, Jharkhand.

∴ Vile this movement - it - the about -  
Planning - → <sup>1</sup> <sup>2</sup> <sup>3</sup> <sup>4</sup> <sup>5</sup> <sup>6</sup> <sup>7</sup> <sup>8</sup> <sup>9</sup> <sup>10</sup> <sup>11</sup> <sup>12</sup> <sup>13</sup> <sup>14</sup> <sup>15</sup> <sup>16</sup> <sup>17</sup> <sup>18</sup> <sup>19</sup> <sup>20</sup> <sup>21</sup> <sup>22</sup> <sup>23</sup> <sup>24</sup> <sup>25</sup> <sup>26</sup> <sup>27</sup> <sup>28</sup> <sup>29</sup> <sup>30</sup> <sup>31</sup> <sup>32</sup> <sup>33</sup> <sup>34</sup> <sup>35</sup> <sup>36</sup> <sup>37</sup> <sup>38</sup> <sup>39</sup> <sup>40</sup> <sup>41</sup> <sup>42</sup> <sup>43</sup> <sup>44</sup> <sup>45</sup> <sup>46</sup> <sup>47</sup> <sup>48</sup> <sup>49</sup> <sup>50</sup> <sup>51</sup> <sup>52</sup> <sup>53</sup> <sup>54</sup> <sup>55</sup> <sup>56</sup> <sup>57</sup> <sup>58</sup> <sup>59</sup> <sup>60</sup> <sup>61</sup> <sup>62</sup> <sup>63</sup> <sup>64</sup> <sup>65</sup> <sup>66</sup> <sup>67</sup> <sup>68</sup> <sup>69</sup> <sup>70</sup> <sup>71</sup> <sup>72</sup> <sup>73</sup> <sup>74</sup> <sup>75</sup> <sup>76</sup> <sup>77</sup> <sup>78</sup> <sup>79</sup> <sup>80</sup> <sup>81</sup> <sup>82</sup> <sup>83</sup> <sup>84</sup> <sup>85</sup> <sup>86</sup> <sup>87</sup> <sup>88</sup> <sup>89</sup> <sup>90</sup> <sup>91</sup> <sup>92</sup> <sup>93</sup> <sup>94</sup> <sup>95</sup> <sup>96</sup> <sup>97</sup> <sup>98</sup> <sup>99</sup> <sup>100</sup> <sup>101</sup> <sup>102</sup> <sup>103</sup> <sup>104</sup> <sup>105</sup> <sup>106</sup> <sup>107</sup> <sup>108</sup> <sup>109</sup> <sup>110</sup> <sup>111</sup> <sup>112</sup> <sup>113</sup> <sup>114</sup> <sup>115</sup> <sup>116</sup> <sup>117</sup> <sup>118</sup> <sup>119</sup> <sup>120</sup> <sup>121</sup> <sup>122</sup> <sup>123</sup> <sup>124</sup> <sup>125</sup> <sup>126</sup> <sup>127</sup> <sup>128</sup> <sup>129</sup> <sup>130</sup> <sup>131</sup> <sup>132</sup> <sup>133</sup> <sup>134</sup> <sup>135</sup> <sup>136</sup> <sup>137</sup> <sup>138</sup> <sup>139</sup> <sup>140</sup> <sup>141</sup> <sup>142</sup> <sup>143</sup> <sup>144</sup> <sup>145</sup> <sup>146</sup> <sup>147</sup> <sup>148</sup> <sup>149</sup> <sup>150</sup> <sup>151</sup> <sup>152</sup> <sup>153</sup> <sup>154</sup> <sup>155</sup> <sup>156</sup> <sup>157</sup> <sup>158</sup> <sup>159</sup> <sup>160</sup> <sup>161</sup> <sup>162</sup> <sup>163</sup> <sup>164</sup> <sup>165</sup> <sup>166</sup> <sup>167</sup> <sup>168</sup> <sup>169</sup> <sup>170</sup> <sup>171</sup> <sup>172</sup> <sup>173</sup> <sup>174</sup> <sup>175</sup> <sup>176</sup> <sup>177</sup> <sup>178</sup> <sup>179</sup> <sup>180</sup> <sup>181</sup> <sup>182</sup> <sup>183</sup> <sup>184</sup> <sup>185</sup> <sup>186</sup> <sup>187</sup> <sup>188</sup> <sup>189</sup> <sup>190</sup> <sup>191</sup> <sup>192</sup> <sup>193</sup> <sup>194</sup> <sup>195</sup> <sup>196</sup> <sup>197</sup> <sup>198</sup> <sup>199</sup> <sup>200</sup> <sup>201</sup> <sup>202</sup> <sup>203</sup> <sup>204</sup> <sup>205</sup> 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38. Sh. Madhwoodaikenak joined

Service as Full Time Secretary on 16.02.1998

in the District Planning Office, Karimnagar.

Subsequently he even granted "Mr. Hiss" bond

Wages, grade & promotion on 16.02.2016 on

Completion of 8 year service. Sri. Madhusoodanan K

when completed 15 years of service in the army

Quelle an 15.02.2013. v. 1.2. n. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836

39. 1. H. Schindler, Dr. Med. Univ. Wien

Officer Attendant on No. 8730 L. 19540 May, 1961

granted 2<sup>nd</sup> 1314 on completion of 15 years

Service on: 15-02-2013. Sj. Moulhusodaneni-k

New be promoted - the 2nd. IBHG. Ccy 1602/018

in the State of Tex of 14- 8960-14260.



|                    |  |
|--------------------|--|
| Dept.<br>Section : |  |
| Subject :          | 40. " / Vide the reference <sup>2401</sup> Sri. Jayachandran Kumar. T.A. Night Watchman informed that he has completed 8 years of service and requested for sanction 1st Time Bound Higher Grade Promotion.                              |
| Reference :        |  |
| 41.                | " Regarding the Time Bound Higher Grade promotion of Sri. Jayachandran Kumar. T.A. Night Watchman, the following details may be noted.   |
| 42.                | " Sri. Jayachandran Kumar. T.A. joined service as Night Watchman on 27.09.2004 in this office. He has completed 8 years of service in the entry scale on 26.09.2012. The incumbent has not taken any kind of leave that affect the TBHG. |
| 43.                | " In the circumstances Sri. Jayachandran Kumar. T.A. Night Watchman may be granted 1st TBHG promotion on completion of 8 years service in the scale of Pay 14- 8730-13540 w.e.f 27-09-2012.  |
| 44.                | " The Pay of Sri. Jayachandran Kumar. T.A. Night Watchman is fixed as follows:   |
|                    | * Pay as on 01-09-2012 in the scale of Night Watchman - 10480  |
|                    | * When one Notional Increment is added to the Present Pay - 10750  |
|                    | * Next stage in the Higher Scale - 11020   |
|                    | * Pay in the Higher Scale of 14- 8730- 13540   |
|                    | * With effect from 27-09-2012 - 11020  |
|                    | * Date of Next Increment - 01-09-2013.   |

45. With the reference to, Sri. Vinod. A.G, Officer  
Mandant informed that he has completed the 8  
years of service and requested to sanction 1st time  
1st round higher grade promotion. 1/2

46. Regarding the 1st round higher grade promotion  
of Sri. Vinod. A.G, Officer Mandant the following  
details may be noted.

47. Sri. Vinod. A.G joined service as chartered  
on 31-01-2005 in this office. He has completed  
8 years of service with entry date on 30-01-2013.  
1. The incumbent has not taken any kind of leave  
1. But expect the TBHG.

48. In the circumstances, Sri. Vinod. A.G,  
Officer Mandant may be granted 1st TBHG promotion  
on completion of 8 years service in the scale  
of pay of Rs 8730-13540. Wef. 31-01-2013.

49. The pay of Sri. Vinod. A.G,  
Officer Mandant is fixed as follows.

\* Pay as on 01-01-2013 in the scale of Officer Mandant - 10450.

\* When one adhoc increment is added to the present pay - 10750.

\* Next step in the higher scale - 11020.

\* Pay in the higher scale of Rs 8730-13540 Wef 31-01-2013 - 11020.

\* Date of Next increment - 01-01-2014.

50. Draft proceedings, put up for  
approval and other formalities may be attended

25/3/13

1/2

25/3/13

AA

Sr AD

|                    |   |
|--------------------|---|
| Dept.<br>Section : | 51. Rg. Submission dt. 02/08/2013 from Sri. Biji.S, Officer Attendant.  |
| Subject :          | Vide the reference, Sri. Biji.S, Officer Attendant informed that he has completed the eight years of service and requested to sanction Pt Time Bond Higher Grade Promotion.   |
| Reference :        |   |
| 52.                | Regarding the Time Bond Higher Grade Promotion of Sri. Biji.S, Officer Attendant the following details may be noted.  |
| 53.                | Sri. Biji.S joined service as Officer Attendant on 07-07-2005 in this office. He has completed eight years of service in the entry cadre on 06-07-2013. The incumbent has not taken any kind of leave that effect the Time Bond Higher Grade Promotion. |
| 54.                | In the circumstances, Sri. Biji.S, Officer Attendant may be granted Pt TBHG promotion on completion of 8 years service in the scale of Pay of Rs. 8130-13540 w.e.f. 07-07-2013.   |
| 55.                | The Pay of Sri. Biji.S, Officer Attendant is fixed as follows.  |
|                    | (a) Pay as on 01-07-2013 in the cadre of Officer Attendant - Rs. 10480/-  |
|                    | (b) When one Notional increment is added to the present pay - 10750/-   |
|                    | (c) New change in the Higher's rate - 11020/-   |
|                    | (d) Pay in the higher scale of Rs. 8130-13540 w.e.f. 07-07-2013 - 11020   |
|                    | (e) Date of New increment - 01-07-2014  |
| 56.                | Drat Proceedings put up for approval and option form may be attached.   |
|                    | 29/01   |
|                    | 29/8/13   |
|                    | 29/8  |
|                    | AA  |
|                    | 29/8/13   |
|                    | S.A.O   |

57. Ref: Lr. No. 22-2485/2013/DPD/PSA dt. 17/10/2013

from the District Planning Officer, Puthamkulam.

Vide the reference the District Planning Officer forwarded the representation of Sri. P.N. Johnson, Officer Member regarding the 11th TRHG.

58. Sri. P.N. Johnson joined service as Night Watchman on 01-07-1997 in the State Planning Board, Thiruvananthapuram. Sri. P.N. Johnson has changed his category on par with effect from 01-06-1998. He has completed 15 years of service in the entry cadre on 01-07-2012.

59. In the circumstances, Sri. P.N. Johnson, Officer Member, District Planning Officer, Puthamkulam may be granted the 2nd TRHG promotion in the State of Pay of Rs. 8960-14260 with effect from 02-07-2012 F.N.

60. Draft proceedings sent C/L to  
DPD, Puthamkulam for approval.

20/11

20/11/13

A/A

20/11

20/11/13

For A.O.

Dept.

Section :

61. Reg: Submission dt: 04/03/2014 from Sri. Radhakrishnan. M, Chockidass

Vide the reference, Sri. Radhakrishnan. M, Chockidass

Subject :

Informed that he has completed the 8 years of service and requested to sanction 1<sup>st</sup> Time Bound Higher Grade Promotion.

Reference :

62. Regarding: the Time Bound Higher Grade Promotion of Sri. Radhakrishnan. M, Chockidass the following details may be noted

63.

Sri. Radhakrishnan. M joined service as Chockidass on 12.08.2005 in this office. He has completed eight years of service in this entry cadre on 11.08.2013. The incumbent has not taken any kind of leave that effected the Time Bound Higher Grade Promotion.

64.

In the circumstances, Sri. Radhakrishnan. M Chockidass may be granted 1<sup>st</sup> IBHG promotion on completion of 8 years service in the scale of Pay of Rs 8730-13540 w.e.f. 12.08.2013.

65.

The pay of Sri. Radhakrishnan. M, Chockidass is fixed as follows:

- (a) Pay as on 01.08.2013 in the cadre of Chockidass - Rs. 10480/-
- (b) When our notional increment is added to the Present Pay - Rs. 10750/-
- (c) Next step in the Higher scale - Rs. 11020/-
- (d) Pay in the Higher scale of Rs. 8730-13540 w.e.f. 12.08.13 - Rs. 11020/-
- (e) Date of Next increment - 01-08-2014

66.

Just Proceedings put up for approval and option form may be attested

13/01

13/01/14

AA

Sd/- 14/5/14

14/5/14

Sd/- A.O

67. Rq: L.No. EI-1024/2003/DPO/KNR dt. 30/06/2014.

6. from the District Planning Officer, Kannur.

Vide the reference the District Planning Officer forwarded the representation of Sri. A. Bakasam, Officer Attached, DPO, Kannur regarding the 11<sup>th</sup> TBHG.

68. Sri. A. Bakasam joined service as Officer Attached on 24.06.1999 in the District Planning Officer, Kannur. Subsequently, he was granted this promotion with effect from 01.10.2002. He has completed 15 years of service in the entry cadre on 23.06.2014.

69. In the circumstances, Sri. A. Bakasam, Officer Attached, District Planning Officer, Kannur may be granted the 2<sup>nd</sup> TBHG promotion in the scale of pay of Rs 8960-14260 with effect from 24.06.2014.

To: Dygt Proceedings and C/L to DPO, Kannur put up for approval.

23/07

23/7/14

532 23/7/14

AA

Appd by

23/7/14

1/1/15 P.O

S. AD

71, Ref: Submission dt. 12/11/2014 from Smt. Sabeena K.H,  
Offin Attendat, State Planning Board.

Vide the reference, Smt. Sabeena K.H, Offin Attendat informed that she has completed the 8 years of service and requested to sanction 1<sup>st</sup> time bound higher grade promotion.

72, Regarding the time bound higher Grade promotion of Smt. Sabeena K.H, Offin Attendat the following details may be noted.

73, Smt. Sabeena K.H joined service as Offin Attendat on 28-06-2006 in the District Planning Office, Kinnairathapuram. Smt. Sabeena K.H has availed 90 days LWA without Medical ground in different spells during her service period. After the non-qualifying period, she completed 8 years of service in the entry cadre on 25.09.14.

74, In the circumstances, Smt. Sabeena K.H, Offin Attendat may be granted 1<sup>st</sup> time bound higher grade promotion on completion of 8 years in the cadre scale of pay of Rs-8130-13540 with effect from 26-09-2014.

75, The pay of Smt. Sabeena K.H, Offin Attendat is fixed as follows.

16

E3-6779/11/SPB

\* Pay is on 01.09.2014 in the cadre of Office M. R. 10210

\* When one Notional movement is added to the  
Present Pay [~~Rs~~ 10210+270] : Rs. 10480

\* Next stage in the Higher scale : Rs. 10750

\* Pay in the Higher scale of Rs. 8730-13540

with effect from 26.09.2014 : 10750

\* Date of Next movement : 01.09.2015

76, Draft proceedings put up for approval  
and option form may be attested

~~13/11/2014~~

13/11/14

A/A <sup>SS</sup> 13/11

Appd + Attested

By  
14/11/14  
Sv A.O & A.O



17

|                  |     |   |
|------------------|-----|---|
| Dept.<br>Section | 71. | Ref: Lr. No. 81-840/14/DPO/Idukki dt 30/10/2014<br>from the District Planning Officer, Idukki   |
| Subject:         |     |   |
| Reference:       |     | Vide the reference, the District Planning Officer forwarded the service book of the Sri. Vijayan K.N, Officer Assistant, Idukki regarding the 2nd ABH G promotion.  |
|                  | 72  | Sri. Vijayan K.N joined service as person in the State Planning Board through the Employment Exchange and his service regularized with effect from 13-10-1999. Subsequently he was granted routine promotion with effect from 22.06.2008. He has completed 15 years service in the entry cadre on 12-10-2014. |
|                  | 73. | In the circumstances, Sri. Vijayan K.N Officer Assistant, Idukki may be granted 2nd time bound Higher Grade Promotion in the scale of Pay of Rs. 8960-14260 with effect from 13-10-2014.  |
|                  | 74. | Dist Proceedings and C/L to DPO Idukki put up for approval.<br><div style="text-align: center;"> <div> <i>[Signature]</i><br/> 11/11/14 </div> <div> <i>[Signature]</i><br/> 3/12/14 </div> <div> <i>[Signature]</i><br/> 3/12/14 </div> </div><br><div style="text-align: right;">S.A.O.</div>               |

75. Ref: Lr. No. 92- 1704/2014/ DPO/ EKM dt. 10.02.2015

from the District Planning Officer, Ernakulam.

Vide the reference, the District Planning Officer forwarded the representation of Smt. P.N. Jayanthi, Officer Member, DPO, Ernakulam regarding the 1st BHG.

76. Smt. Jayanthi. P.N, Officer joined service as Officer Member on 07/10/1999 in the District Planning Officer, Ernakulam. Subsequently she was granted ratio promotion with effect from 01.10.2004. Smt. P.N Jayanthi has availed 38 days LWA without medical ground and 33 days absence in different ~~parts~~ during her service period. After the non-qualifying period, she completed 15 years of service on in the entry cadre on 17.12.2014

77. In the circumstances, Smt. P.N. Jayanthi Officer Member District Planning Officer, Ernakulam may be granted 2nd time ground promotion in the scale of pay of Rs- 8960- 14260 with effect from 17.12.2014

78. Draft Proceedings and C/L to DPO, Ernakulam put up for approval

*[Signature]*

3/3/15

AA

3/3/15

3/3/15

S/AO

19

79. Ref: Submission dt. 07/04/2015 from Sri. Shibu K.S, Office Attendant, State Planning Board.

Vide the reference, Sri. Shibu K.S, Office Attendant informed that he has completed the eight years of service and requested to sanction 1<sup>st</sup> time bound higher grade promotion.

80. Regarding the time bound higher grade promotion of Sri. Shibu K.S, Office Attendant the following details may be noted.

81. Sri. Shibu K.S, Office joined service as Office Attendant on 29.03.2007 in the State Planning Board. He has completed 8 years of service in the entry cadre on 28.03.2015. The incumbent has not taken any kind of leave that effect the time bound higher grade promotion.

82. In the circumstances, Sri. Shibu K.S, Office Attendant may be granted 1<sup>st</sup> TBHG promotion on completion of 8 years service in the scale of pay of Rs. 8730-13540 w.e.f. 29.03.2015.

83. The pay of Sri. Shibu K.S, Office Attendant is fixed as follows.

- (a) Pay as on 01.03.2015 in the cadre of OA - 10480/-
- (b) When one notional increment is added to the Basic Post - 10750/-
- (c) Next Range in the higher scale - 11020.
- (d) Pay in the higher scale of Rs. 8730-13540 w.e.f. 29.03.15 - 11020/-
- (e) Date of Next Increment - 01.03.2016.

84. Draft Proceedings put up for approval and action form may be attached

16/04

16/4/15

5/2 12/4/15  
A/A

12/4/15  
S.V.A.O

E3-6779/11/SPB

. 20.

Ref:- submission dt: 07/04/2015 from Smt. Bindu  
office Attendant, DPO, Thiruvananthapuram

85/ Vide the reference Smt. Bindu I.S, office  
Attendant inform that she has completed the  
eight years of service and requested to sanction  
the 1<sup>st</sup> time bond higher grade promotion.

86/ Regarding the time bond higher grade promotion  
of Smt. Bindu I.S, office Attendant, the following  
details may be noted

87/ Smt. Bindu I.S, office Attendant joined  
service as on 26.03.2007 in the State Planning Board  
she has completed 8 years of the service entry cadre  
as 25.03.2015. The incumbent has not taken any kind  
of leave that effect in the time bond higher grade  
promotion.

88/ In the circumstances Smt. Bindu I.S.  
office attendant may be granted TBHG promotion  
has completion of 8 years service in the scale  
of pay 8730-13540 w.e.f. <sup>26</sup>27.03.2015

89/ Draft proceedings put up for approval.

27/4/15 J/S

27/4/15

Sr. 27/4

A/A

Sr. 27/4

Sr. 27/4

90.

As per the approval of the above order, the service book  
and proceedings may be forwarded to the DPO, Tum.

28/4

Sr. 28/4

91. Submission— dt. 19/06/2015 from Sri. V. Vijayan, Office Attendant, State Planning Board.

Vide the reference, Sri. V. Vijayan, Office Attendant informed that he has completed fifteen years of service and requested to sanction 2<sup>nd</sup> Time Bound Higher Grade Promotion.

92. Regarding the time bound higher grade promotion of Sri. V. Vijayan, Office Attendant the following details may be noted;

93. Sri. V. Vijayan, joined service as Office Attendant on 21.06.1999 in the State Planning Board. Subsequently he was granted ratio promotion with effect from 01.10.2003. He has completed 15 years service in the entry cadre on 20.06.2014. Sri. V. Vijayan has opted the date of completion of 15 years service for his 2<sup>nd</sup> time bound higher grade promotion that is 01.07.2014.

94. In the circumstances, Sri. V. Vijayan, Office Attendant may be granted 2<sup>nd</sup> Time Bound Higher Grade promotion on completion of 15 years service in the scale of Pay of Rs. 8960 - 14260 with effect from 01.07.2014.

95. The Pay of Sri. V. Vijayan, Office Attendant is fixed as follows

\* Pay as on 01.07.2014 in the cadre of Officer/Mentor - 12880/-

\* When one notional increment is added to the present Pay  
 $[12880 + 330] = 13210/-$

\* Next stage in the Higher scale - 13540/-

\* Pay in the Higher scale of Rs 8960-14260 w.e.f. 01.07.14 - 13540/-

\* Date of Next Increment - 01.07.2015

96, Dist proceedings put up for approval and  
 option form may be attached

14/07

note  
14/7/15  
2B

14/7/15  
S.A.O.

14/7/15

|                    |      |  |
|--------------------|------|--|
| Dept.<br>Section : | 97   | Reg: 12.No. 22-173/08/200/MPM dt - 15/12/2015<br>from the District Planning Office, Malappuram.  |
| Subject :          |      |  |
| Reference :        |      | Vide the reference, the District Planning Officer, forwarded the representation of Sri. Ravi.C, office attendant, PPO, Malappuram regarding the 11 <sup>th</sup> TBHG.   |
|                    | 98.  | Sri. Ravi.C joined service as office attendant on 23.10.2000 in the District Planning Office, Malappuram. Subsequently he was granted ratio promotion with effect from 01.06.2007. He has completed 15 years of service in the entry cadre on 22.10.2015. The incumbent has not taken any kind of leave that effect the time bound higher grade promotion.       |
|                    | 99.  | In the circumstances, Sri. Ravi.C, office attendant may be granted 2 <sup>nd</sup> time bound higher grade promotion on completion of 15 years of service in the scale of Pay of Rs - 8960 - 14260 with effect from 23.10.2015.  |
|                    | 100. | Draft proceedings put up for approval and opinion form may be affixed.   |
|                    |      | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <del>19/6/16</del><br/> <del>20/11/16</del><br/> <del>J.S</del> </div> <div style="text-align: center;"> <del>20/11/16</del><br/> <del>2A</del> </div> <div style="text-align: center;"> <del>20/11/16</del><br/> <del>2A</del> </div> </div> |
|                    |      | 101 FO may please see for remarks/<br>Concurrence  |
|                    |      | <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <del>FO</del> </div> <div style="text-align: center;"> <del>22/11/16</del> </div> </div>  |

~~100~~ The 2<sup>nd</sup> TBHG may be  
sanctioned at the scale of  
pay 8960-14260 (vide para  
1(ii) of Annexure III to  
GO 25/11/2007 dt. 22/2/11)

~~11/11/11~~  
~~25/01/12~~  
120

~~52/11~~

~~27~~  
27/11/10





[illegible]



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER,**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub:- State Planning Board - Establishment - Sri. Prajith Kumar A, Peon, District Planning Office, Kasargod - Ist Time Bound Higher Grade Promotion - Sanctioned - Pay fixed - Orders issued.

Read:- 1. G.O(P)No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 28.04.2011 from Sri.Prajith Kumar A, Peon, District Planning Office, Kasargod.

**ORDER No: E3-6779/2011/SPB DATED 28.12.2011.**

As per the Government Order cited employees in the scale of pay Rs.8500-13210 are eligible for Ist Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt. Prajith Kumar A, joined service as Peon Grade-II on 28.04.2003 in the District Planning Office, Kasargod. He has completed 8 years of service in the entry cadre on 27.04.2011.

In the circumstances, Sri.Prajith Kumar A is sanctioned Ist Time Bound Higher Grade with effect from 28.04.2011 in the scale of pay Rs.8730-13540.

The pay of Sri.Prajith Kumar A, Peon Grade-II, in the scale of pay of (8730-230-9190-250-9940-270-11020-300-12220-330-13540) fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.04.2011 in the cadre of Peon Grade - II                 | 10480      |
| When one Notional Increment is added to the present pay (10480+270)  | 10750      |
| Next stage in the Higher scale                                       | 11020      |
| Pay in the Higher scale of Rs.8730-13540 with effect from 28.04.2011 | 11020      |
| Date of next increment   | 01.04.2012 |

Sd/-

**K.S.ANIL KUMAR**  
**SENIOR ADMINISTRATIVE OFFICER.**

1. Sri. Prajith Kumar A, Peon Grade-II
2. The District Planning Office, Kasargod.
3. Office copy & Stock file

Forwarded/By Order

**Senior Superintendent**



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER,**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub:- State Planning Board - Establishment - Sri. Prajith Kumar A, Peon,  
District Planning Office, Kasargod - Ist Time Bound Higher Grade  
Promotion - Sanctioned - Pay fixed - Orders issued.

Read:- 1. G.O(P)No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 28.04.2011 from Sri.Prajith Kumar A, Peon, District  
Planning Office, Kasargod.

**ORDER No: E3-6779/2011/SPB DATED 28.12.2011.**

As per the Government Order cited employees in the scale of pay Rs.8500-13210 are eligible for Ist Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt. Prajith Kumar A, joined service as Peon Grade-II on 28.04.2003 in the District Planning Office, Kasargod. He has completed 8 years of service in the entry cadre on 27.04.2011.

In the circumstances, Sri.Prajith Kumar A is sanctioned Ist Time Bound Higher Grade with effect from 28.04.2011 in the scale of pay Rs.8730-13540.

The pay of Sri.Prajith Kumar A, Peon Grade-II, in the scale of pay of (8730-230-9190-250-9940-270-11020-300-12220-330-13540) fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.04.2011 in the cadre of Peon Grade - II                 | 10480      |
| When one Notional Increment is added to the present pay (10480+270)  | 10750      |
| Next stage in the Higher scale                                       | 11020      |
| Pay in the Higher scale of Rs.8730-13540 with effect from 28.04.2011 | 11020      |
| Date of next increment   | 01.04.2012 |

Sd/-

**K.S.ANIL KUMAR**  
**SENIOR ADMINISTRATIVE OFFICER.**

1. Sri. Prajith Kumar A, Peon Grade-II
2. The District Planning Office, Kasargod.
3. Office copy & Stock file

**Forwarded/By Order**

**Senior Superintendent**

6779  
E3  
8/10  
Registered Post with A.D

No.P1.512/2003/DPO/KSD.

District Planning Office,  
Kasaragod.

Dated: 23.09.2011.

From

District Planning Officer  
Kasaragod.

To

The Member Secretary,  
State Planning Board,  
Pattom.P.O,  
Thiruvananthapuram.



Sir,


Sub:- Establishment-District Planning Office, Kasaragod-Sri.Prajith Kumar.A;  
Peon-proposal for time bound higher grade promotion-forwarding of-reg.

Ref:- 1. G.O(P) No.85/2011/Fin. dated 26.02.2011 & G.O(P) No.143/2011/Fin.  
dated 30.03.2011.

2. Request from Sri.Prajith Kumar.A, Peon dated 20.08.2011.

I am forwarding here with the proposal for 1<sup>st</sup> time bound higher grade promotion to Sri.Prajith Kumar.A, Peon of this office along with the Service Book, Form of Option, declaration for favour of necessary action.

Yours faithfully,

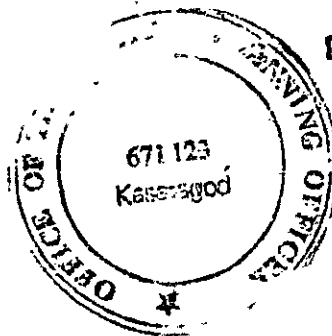
  
District Planning Officer

Encl: as above.

pm 24.09.2011

PROFORMA

1. Name and Designation : Parajith Kumar.A.
2. Entry cadre of post : Peon
3. Date of First Appointment : 28.04.2003
4. Date of promotion : 28.04.2011 (1<sup>st</sup> time bound higher grade promotion)
5. Details of Departmental Test : N.A
6. Period of service which does not count For increment in case of punishment. : Nil
7. Period of service which does not count For the purpose of promotion. : Nil
8. Total column 6 & 7 : Nil
9. Total service put in by the individual for Sanctioning higher grade. : 8 years
10. Date from the individual is opted for higher Grade. : 28.04.2011
11. Scale of pay in which the higher grade to be Sanctioned. : 8730-230-9190-250-9940-270-11020-300-12220-330-13540
12. Remarks : Incumbent is entitled to get 1<sup>st</sup> time bound higher grade promotion on completion eight years of service in the entry post under G.O (P) No.85/2011 Fin. dated 26.2.2011 & G.O(P)No.143/2011 Fin dated 30.3.2011.



District Planning Officer  
Kasaragod

PROFORMA

1. Name and Designation : Parajith Kumar.A.
2. Entry cadre of post : Peon
3. Date of First Appointment : 28.04.2003
4. Date of promotion : 28.04.2011 (1<sup>st</sup> time bound higher grade promotion)
5. Details of Departmental Test : N.A
6. Period of service which does not count For increment in case of punishment. : Nil
7. Period of service which does not count For the purpose of promotion. : Nil
8. Total column 6 & 7 : Nil
9. Total service put in by the individual for Sanctioning higher grade. : 8 years
10. Date from the individual is opted for higher Grade. : 28.04.2011
11. Scale of pay in which the higher grade to be Sanctioned. : 8730-230-9190-250-9940-270-11020-300-12220-330-13540
12. Remarks : Incumbent is entitled to get 1<sup>st</sup> time bound higher grade promotion on completion eight years of service in the entry post under G.O (P) No.85/2011 Fin. dated 26.2.2011 & G.O(P)No.143/2011 Fin dated 30.3.2011.



  
District Planning Officer  
Kasaragod

## OPTION FOR HIGHER GRADE / SENIOR GRADE / SELECTION GRADE

In terms of G.O. (P) 8/68 and G.O.(P) 4/68 Edn. Dated 4-1-68 G.O. (Ms.) 74/68G. End. Dated 24-2-68 and G.O. (Ms.) 10/81 G. Edn. Dated 2 - 1- 88 read with circular No. B-2 13482/78 Dated 19-2-1979 of the director of Public Instruction Trivandrum and G.O. [P] 600/93 Fin dt 25-2-93 G.O. [P] 930/93 [2] Fin dt. 8-12-93 and G.O. [P] No.3000/98 Fin Dated 25-11-1988 G.O. [P] 145/2006/Fin-dated 25-3-2006 GO [P] No. 85 / 2011 / Fin dated 26/02/2011 READ WITH GO (P) No. 143/2011/Fin dated 30/03/2011

I PRAJITH KUMAR.A Designation PEON  
office District Planning Office, Kasaragod hereby elect the higher /Senior / Selection  
grade scale of pay of Rs. 8730 - 13540 with effect from  
28.04.11. on which date I complete  
8 (Eight) years of service to earn of higher / Senior Selection grade  
scale on which date my next increment after becoming eligible higher / Senior. Selection grade  
scale fails due in lower grade.

Signature : Pmj

Counter Signed

Name : PRAJITHKUMARA

Station: Kasaragod

Designation : PEON

Date : 20.8.2011



Office District Planning Officer  
Kasaragod

### DECLARATION

I Prajith Kumar.A, Peon, District Planning Office, Kasaragod hereby agree to refund any  
excess payment to pay allowances noticed in subsequent scrutiny of the claims and check of pay fixation  
made as per G.O.(P) No. 3000/98 Fin Dated 25-11-98 G.O. (P) No.145/2006 Fin Dated. 25-03-2006 GO (P)  
No. 85 / 2011 / Fin dated 26/02/2011 READ WITH GO (P) No.143/2011/Fin dated 30/03/2011

Signature

— Pmj

Name

— PRAJITH KUMAR.A

Designation

— PEON

Office

— District Planning Office  
Kasaragod

Counter Signed

— District Planning Officer  
Kasaragod

Place : Kasaragod

Date : 23/9/2011





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W. J. ...  
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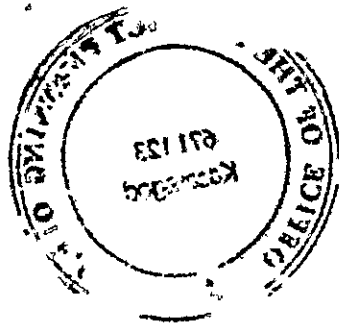
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District Planning Officer  
Kasragod



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District Planning Officer  
Kasragod

District Planning Officer  
Kasragod



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## OPTION FOR HIGHER GRADE / SENIOR GRADE / SELECTION GRADE

In terms of G.O. (P) 8/68 and G.O.(P) 4/68 Edn. Dated 4-1-68 G.O. (Ms.) 74/68G. End. Dated 24-2-68 and G.O. (Ms.) 10/81 G. Edn. Dated 2-1-88 read with circular No. B-2 13482/78 Dated 19-2-1979 of the director of Public Instruction Trivandrum and G.O. [P] 600/93 Fin dt 25-2-93 G.O. [P] 930/93 [2] Fin dt. 8-12-93 and G.O. [P] No.3000/98 Fin Dated 25-11-1988 G.O. [P] 145/2006/Fin dated 25-3-2006 GO [P] No. 85 / 2011 / Fin dated 26/02/2011 READ WITH GO (P) No. 143/2011/Fin dated 30/03/2011

I PRAJITH KUMAR A Designation PEON  
office District Planning office, Kasaragod hereby elect the higher /Senior / Selection  
grade scale of pay of Rs. 8730 - 13540 with effect from  
28.04.2011 on which date I complete  
8 (Eight) years of service to earn of higher / Senior Selection grade  
scale on which date my next increment after becoming eligible higher / Senior Selection grade  
scale fails due in lower grade.

Signature : Pmj

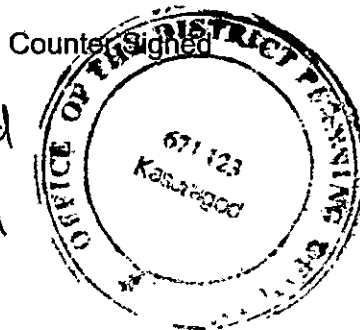
Name : PRAJITH KUMAR A

Designation : PEON

Office District Planning Officer  
Kasaragod

Station: Kasaragod

Date : 20-8-2011



### DECLARATION

I Prajiith Kumar A <sup>peon</sup> District Planning office, Kasaragod hereby agree to refund any  
excess payment to pay allowances noticed in subsequent scruting of the claims and check of pay fixation  
made as per G.O.(P) No. 3000/98 Fin Dated 25-11-98 G.O. (P) No.145/2006 Fin Dated. 25-03-2006 GO (P)  
No. 85 / 2011 / Fin dated 26/02/2011 READ WITH GO (P) No.143/2011/Fin dated 30/03/2011

Signature : Pmj

Name : PRAJITH KUMAR A

Designation : PEON

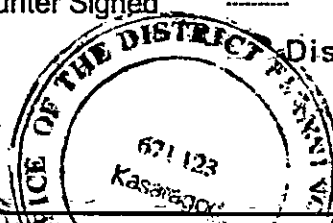
Office : District Planning office  
Kasaragod

Counter Signed : \_\_\_\_\_

District Planning Officer  
Kasaragod

Place : Kasaragod

Date : 23 9/2011



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District Planning Officer  
Karachi



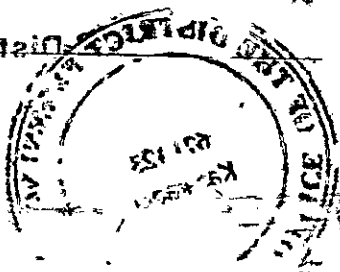
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District Planning Officer  
Karachi



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E3/6779/200/888

From

The M/s

to

The District Planning Officer  
District Planning Officer,  
Kanniyod.

Sir,

Sub: State Planning Board - Establishment - Sir. Rajith Kumar. A,  
Reon, DPO, Kanniyod - 1st IBHG promotion - Service Book  
proceeding - reg.

your  
Ref. No. P. 512/2003/DPO/888 Dt. 23/09/2011.  
28.12.2011

2) This other proc. & even so: ~~25~~ 28.12.2011  
I am proceeding herewith the Service Book <sup>(v)</sup> and ~~25~~  
of 1st IBHG promotion in  
Sir. Rajith Kumar. A, Reon, DPO, Kanniyod.)

a copy of  
proceedings  
is  
sent (of

The ~~recd~~ receipt of the Service Book may please be acknowledged.

Yours faithfully  
30/12/11  
For M/s.

30/12/2011



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Prajith Kumar.A, Peon,  
District Planning Office, Kasargod- Ist Time Bound Higher Grade  
Promotion-Sanctioned-Pay ~~Promotion~~ fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 28.04.2011 from Sri.Prajith Kumar.A, Peon, District  
Planning Office, Kasargod.

**ORDER No. E3 - 6779/2011/SPB/ Dated .12.2011**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for Ist Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt. Prajith Kumar.A, joined service as Peon Grade - II on 28.04.2003 in the District Planning Office, Kasargod. He has completed 8 years of service in the entry cadre on 27.04.2011 ✓

In the circumstances Sri. Prajith Kumar.A is sanctioned Ist Time Bound Higher Grade with effect from 28.04.2011. in the Scale of Pay Rs.8730-13540.

The pay of Sri.Prajith Kumar.A, Peon Grade-II in the Scale of Pay of ~~Rs.8730-13540~~ is fixed as follows. <sup>①</sup> (8730-230-9190-250-9940-270-11020-300-12220-330-13740)

|  |              |
|--|--------------|
| Pay as on 01.04.2011 in the cadre of Peon Grade - II                 | 10480 ✓      |
| When one Notional Increment is added to the present pay(10480+270)   | 10750 ✓      |
| Next stage in the Higher scale                                       | 11020        |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 28.04.2011 | 11020 ✓      |
| Date of next increment   | 01.04.2012 ✓ |

  
K.S. Anilkumar

Senior Administrative Officer

To

1. Sri. Prajith Kumar.A Peon Grade II
2. The District planning Office, Kasargod.
3. Office Copy & Stock File

  
28/12/2011



**STATE PLANNING BOARD**

**No: E3-6779/2011/SPB**

Pattom Palace. P.O.  
Thiruvananthapuram  
Dated: 30.12.2011

From

The Member Secretary

To

The District Planning Officer,  
District Planning Office,  
Kasargod.

Sir,

Sub: - State Planning Board - Establishment - Sri. Prajithkumar A,  
Peon, DPO, Kasargod - Ist TBHG promotion - Service Book  
forwarding - reg.

Ref: - 1.Your letter No. P1-512/2003/DPO/KSD dated 23.09.2011.  
2.This office proceedings of even no: dated 28.12.2011.

-----

I am forwarding herewith the Service Book of Sri.Prajithkumar A, Peon,  
District Planning Office, Kasargod, and a copy of proceedings cited, for necessary  
action.

The receipt of Service Book may please be acknowledged.

**Yours faithfully**

**For Member Secretary**

5.1.2  
29/12

**OPTION FOR FIXATION OF PAY UNDER RULE 28 A PART 1 KSR**

- (a) Consequent upon my promotions as Attended Grade II [P1349] with effect from 30/09/2011.....FN/AN, I hereby opt the fixation of pay under Rule 28 A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower post.
- (b) Consequent upon my promotion as 1..... with effect from 1.....FN/AN, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28 A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from 1..... ie from the date of accrual of next increment in the scale of pay of the lower post.

Place:

Patthor.

Date :

Signature

Name

Designation

Buro

Surinder Nataraj

Attender

**OPTION FOR FIXATION OF PAY UNDER RULE 28 A PART 1 KSR**

- (a) Consequent upon my promotions as Member Grade II [M. II B. G.] with effect from 30/09/2011.....FN/AN, I hereby opt the fixation of pay under Rule 28 A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower post.
- (b) Consequent upon my promotion as ..... with effect from .....FN/AN, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28 A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from ..... ie from the date of accrual of next increment in the scale of pay of the lower post.

Place: Patna.

Date :

Signature

Name

Designation

Brom

Surendran Nair.

Attender.



UNDERTAKING

I, \_\_\_\_\_ hereby agree to refund excess pay and allowances, if any drawn by me, in case it is found later that I have been paid such excess (even it is due to erroneous fixation)

Signature:

*[Signature]*

Name : *Surendran Nair*

Designation: *Attender*

Office/Department: *SDB*

Station:

Date :

UNDERTAKING

I.....  
.....  
..... hereby agree to refund  
excess pay and allowances, if any drawn by me, in case it is found later  
that I have been paid such excess (even it is due to erroneous fixation)

Signature: *[Signature]*  
Name : *Sunderban Naik*  
Designation: *Attender.*  
Office/Department: *SPB*

Station: *Patna*

Date :

### Scheme for Time Bound Higher Grade Promotion

Subject to Para 6 below, employees who remain in their entry posts in the scales of pay ranging from Rs. 8500-13210/- to Rs. 9940- 16580/- will be granted four higher grades on completion of the following specified periods of service in their posts.

- (i) The first time bound higher grade on completion of eight years of service in the entry post,
- (ii) The second time bound higher grade on completion of 15 years of service in the entry post and the first regular promotion post/time bound higher grade taken together,
- (iii) The third time bound higher grade on completion of 22 years of total service in the entry post and the regular promotion post (s)/time bound higher grade (s) taken together.
- (iv) A fourth time bound higher grade on completion of 27 years of total service in the entry post and the regular promotion post (s) /time bound higher grade (s) taken together.

- (2) An employee who remain in their entry post on scales of pay ranging from Rs. 8500-13210 to Rs. 13900-24040 will be granted their higher grades on completion of the period of qualifying service in their posts as follows with the scales of pay shown in TABLE - 1 of Annex - III

★ TABLE - I

| Revised pay scales in the entry post | 1 <sup>st</sup> time bound higher grade in the entry post | 2 <sup>nd</sup> time bound higher grade | 3 <sup>rd</sup> time bound higher grade. | 4 <sup>th</sup> time bound higher grade |
|--------------------------------------|---|---|--|---|
| 8500-13210                           | 8730-13540  | 8960-14260                              | 9940-16580                               | 10480-18300                             |
| 8730-13540                           | 8960-14260  | 9190-15780                              | 9940-16580                               | 10480-18300                             |
| 8960-14260                           | 9190-15780  | 9940-16580                              | 10480-18300                              | 11620-20240                             |
| 9190-15780                           | 9940-16580  | 11620-20240                             | 13900-24040                              | 14620-25280                             |
| 9940-16580                           | 11620-20240   | 13900-24040                             | 14620-25280                              | 16180-29180                             |
| 10480-18300                          | 11620-20240   | 13900-24040                             | 14620-25280                              | NIL                                     |
| 11620-20240                          | 13210-22360   | 13900-24040                             | 16180-29180                              | NIL                                     |
| 13210-22360                          | 13900-24040   | 16180-29180                             | 16980-31360                              | NIL                                     |
| 13900-24040                          | 14620-25280   | 16180-29180                             | 16980-31360                              | NIL                                     |

completion of 8 years of service in the entry post and the second on completion of 15 years of total service in the entry post and first promotion post/ higher grade together.

TABLE - II

| <i>Revised pay scale in the entry post</i> | <i>1<sup>st</sup> time bound higher grade for 8 years of service in the entry post</i> | <i>2<sup>nd</sup> time bound higher grade for 15 years of service</i> |
|--|--|---|
| 14620-25280                                | 16180-29180  | 18740-33680   |
| 15380-25900                                | 16980-31360  | 19240-34500   |
| 16180-29180                                | 18740-33680  | 20740-36140   |
| 16980-31360                                | 18740-33680  | 20740-36140   |
| 18740-33680                                | 20740-36140  | 22360-37940   |
| 19240-34500                                | 20740-36140  | 22360-37940   |
| 20740-36140<br>21240-37040                 | 22360-37940  | 24040-38840   |

- (4) For direct recruits against posts carrying the scales of Rs. 22360-37940 to Rs. 29180-43640 one higher grade promotion in the scale as shown below will be given on completion of 8 years of service.

TABLE-III

| <i>Revised scale of pay in the entry post</i> | <i>Time bound higher grade for 8 years of service in the entry post.</i> |
|---|--|
| 22360-37940                                   | 24040-38840  |
| 24040-38840                                   | 29180-43640  |
| 29180-43640                                   | 36140-49740  |

- (5) For incumbents of posts on scales of pay above Rs. 29180-43640, no time bound higher grade will be allowed.
- (6) If there is a promotion post in respect of the categories of posts (entry) coming under pay range from Rs. 8730-13540 to Rs. 16980-31360 and its scale of pay is higher than the time bound higher grade proposed above, then the qualified incumbent will be given the scale of pay of the promotion post in the direct line of promotion as time bound higher grade. While assigning higher grade only qualified hands will get the scales of pay of regular promotion posts. Unqualified hands will be allowed the next

higher scale of pay above that of the scale of pay of the post held at that time, in the standard scales of pay.

(7) If the scale of pay of the promotion post is lower than the time bound higher grade proposed in the Table, the scale of pay of time bound higher grade specified above will be given by reckoning the total service in both the lower post and promotion post together. In such cases the fixation under Rule 30 Part I - K.S.R. will be admissible.

(8) 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 of Rules 30, Part I KSR.

(9) In respect of categories of post coming under the pay scale ranging from Rs. 18740-33680 to 21240-37040 the time bound higher grade will be as specified in Table II of Annex-III. Scales of pay of promotion post will not be given in these cases. This is applicable in the case of employee enjoying scale of pay 18740-33680 and above whether by regular promotion or by time bound higher grade. Corresponding revised scale of pre-revised grade scale (as per annexure-I) will not be allowed in such cases.

(10) In the case of time-bound grade promotion to higher scale of pay, the pay in the higher time scale will be fixed in terms of Rule 28 A Part I KSR ie. one notional increment will be given and thereafter the pay in the higher grade scale will be fixed at the next stage above the pay in the lower time scale, as on the date of the higher grade promotion, irrespective of whether it is a stage in the higher time scale or not. Refixation based on due date of increment in the lower scale will not be given.

(11) In case the 15/22 year higher grades as per the table above are equal to or lower than the first promotion post/ second promotion post as the case may be, that grade (s) will be modified and fixed at the next higher scale (s) above that of the promotion post (s) in the list of standard scales of pay.

(12) Non-teaching staff in Aided Schools, Private Colleges and Polytechnics who come under the scheme of direct payment of salary by Government are also eligible for time bound grade promotion subject to the above conditions.

(13) The service rendered in the entry post and reckoned for normal increments may be treated as the qualifying service for granting higher grades in that post.

(14) The term 'entry post' shall be defined as the post to which an employee is initially appointed in Government service by direct recruitment by the competent authority. Appointments made by PSC by transfer from other categories will also be treated as equivalent to direct recruitment for allowing the benefit of higher grade. However, promotion to a post in the direct line of promotion in a Department to be made on the basis of select list prepared by the Departmental Promotion Committee, cannot be treated as direct recruitment for allowing the benefit of time bound higher grade. The time bound higher grade admissible will be determined with reference to the

initial entry post in the present department only. Service in different posts same scale will not be treated as qualifying service. Similarly in the case of employees who get inter departmental transfer (interdepartmental transferees) prior service in the same post in the former department may also be reckoned as qualifying service for time bound higher grade. Those who get regular promotion and appointment to higher posts within the period specified for each time bound higher grade may not be granted further time bound higher grade during that period.

- (15) All appointment by transfer except the promotions/appointments from subordinate service to State Service may also be treated as equivalent to direct recruitment sanctioning Time Bound Higher Grade.
- (16) Those who relinquish regular promotions will not be given time bound higher grade as at present.
- (17) The employees in the scales of pay of Rs. 8730-13540 and Rs. 8960-14260 will be eligible for reckoning their service in the last grade for allowing 22 years higher grade. This benefit will not be allowed to employees in the posts having the revised scale of Rs. 9190-15780 and above.
- (18) Military service which will count for civil pension of Ex-serviceman will be reckoned as qualifying service for allowing first higher grade. However, Ex-servicemen enjoying protection of pay will not be allowed this benefit. In that case, service under State Government alone will be reckoned as qualifying service. Period of leave on loss of pay which will not be taken, into account for granting increments will not be reckoned as qualifying service.
- (19) All other existing general terms and conditions governing grant of time bound higher grade promotions may continue subject to the modifications issued by the Government from time to time.

PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER  
STATE PLANNING BOARD, THIRUVANATHAPURAM

Sub: State Planning Board - Establishment - Sri. Sureshram Nair, Attender Grade II,  
State Planning Board - 1st time Bond Higher Grade Promotion - Sanctioned -  
By quired - Order issued.

Read: 1. G.O (P) No. 85/2011/Fin dt. - 26/02/2011.

2. G.O (P) No. 143/2011/Fin dt. - 30/03/2011

3. Option dt. . . . . from Sri. Sureshram Nair, Attender, State Planning Board.

ORDER No. E3 - 1169/11/SPB

DATED

As per the Govt. Order read above, employees in the scale of Rs- 8730 - 13540 are eligible for 1st time Bond Higher Grade in the scale of pay of Rs- 8960 - 14260 on completion of 8 years of service in the entry post

Sri. Sureshram Nair, joined service aspeon Grade II on 15/12/1999 in the State Planning Board, Thiruvananthapuram. He was promoted as Attender Grade II in the scale of pay Rs- 8730 - 13540 in the State Planning Board w.e.f 30-09-2003. Sri. Sureshram Nair, Attender Grade II has completed 8 years of service in the ~~Attender~~ Grade Entry cadre on 30/09/2011.

In the circumstances, Sri. Sureshram Nair, Attender is sanctioned 1st time Bond Higher Grade with effect from 30/09/2011 in the scale of pay Rs- 8960 - 14260

The pay of Sri. Sureshram Nair, is fixed as follows.

|  |                |
|--|----------------|
| Pay as on 01/09/2011 in the cadre of Attender Grade II                   | - 11620 ✓      |
| When one Notional Increment is added to the Present Pay<br>[11620 + 300] | - 11920 ✓      |
| Next stage in the Higher scale   | - 12220 ✓      |
| Pay in the Higher scale of Rs- 8960 - 14260 w.e.f 30/09/2011             | - 12220 ✓      |
| Date of Next Increment   | - 01/09/2012 ✓ |

K.S. ANIL KUMAR

SENIOR ADMINISTRATIVE OFFICER

To

① Sri. Sureshram Nair, Attender Grade II

② The Accountant

③ I.T. Wing

④ Office copy & sub file

9/11/11  
18/11



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Surendran Nair.S,  
Attender Grade.II, State Planning Board-Ist Time Bound Higher Grade  
Promotion-Sanctioned-Pay Promotion fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 30.09.2011 from Sri. Surendran Nair.S, Attender,  
State Planning Board.

**ORDER No. E3 - 1169/2011/SPB/ Dated 17 .11.2011**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for Ist Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 8 years of service in the entry post.

Smt. Surendran Nair.S joined service as Peon Grade - II on 15.12.1999 in the State Planning Board, Thiruvananthapuram. He was promoted as Attender Grade II in the scale of pay Rs.4630-7000 in the State Planning Board w.e.f 30.09.2003. Sri Surendran Nair, Attender grade II has completed 8 years of service in the entry cadre on 29.09.2011

In the circumstances Sri. Surendran Nair. S, Attender is sanctioned Ist Time Bound Higher Grade with effect from 30.09.2011. in the Scale of Pay Rs.8960-14260.

The pay of Sri. Surendran Nair.s, in the Scale of Pay of Rs8960-14260 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.09.2011 in the cadre of Attender Grade - II             | 11620      |
| When one Notional Increment is added to the present pay(11620-300)   | 11920      |
| Next stage in the Higher scale                                       | 12220      |
| Pay in the Higher Scale of Rs.8960-14260 with effect from 30.09.2011 | 12220      |
| Date of next increment   | 01.09.2011 |

Sd/-

**K.S.Anilkumar**  
**Senior Administrative Officer**

To

1. Sri. Surendran Nair.S, Attender Grade II
2. The Accounts Section
3. LT Wing E2, sect, Establishment.
4. Office Copy & Stock File

Forwarded/By Order

**Junior Superintendent**

2/11



E3 12/10

ഇ1. 1270/11/ഡി.പി.ഒ/പി.കെ.ഡി.

ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്, പാലക്കാട്.  
തീയതി, 30-09-2011.

പ്രേഷിതൻ

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ,  
പാലക്കാട്.

സ്വീകർത്താവ്

മെമ്പർ സെക്രട്ടറി,  
സംസ്ഥാന ആസൂത്രണ ബോർഡ്,  
തിരുവനന്തപുരം.

6964



സർ,

വിഷയം:- എസ്റ്റാ - ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്, പാലക്കാട് - ശ്രീ. കെ. മോഹനൻ,  
പുൺ - ഗ്രേഡ് പ്രൊമോഷൻ അനുവദിക്കുന്നത് സംബന്ധിച്ച് :-

.....

ഈ കാര്യാലയത്തിലെ പുൺ ആയ ശ്രീ. കെ. മോഹനൻ ന് ഗ്രേഡ് പ്രൊമോഷൻ അനുവദിക്കുന്നതിനായി ടിയാന്റെ സേവന പുസ്തകവും, പ്രൊഫോർമയും അനന്തര നടപടികൾക്കായി ഇതോടൊപ്പം അയച്ചുകൊള്ളുന്നു.

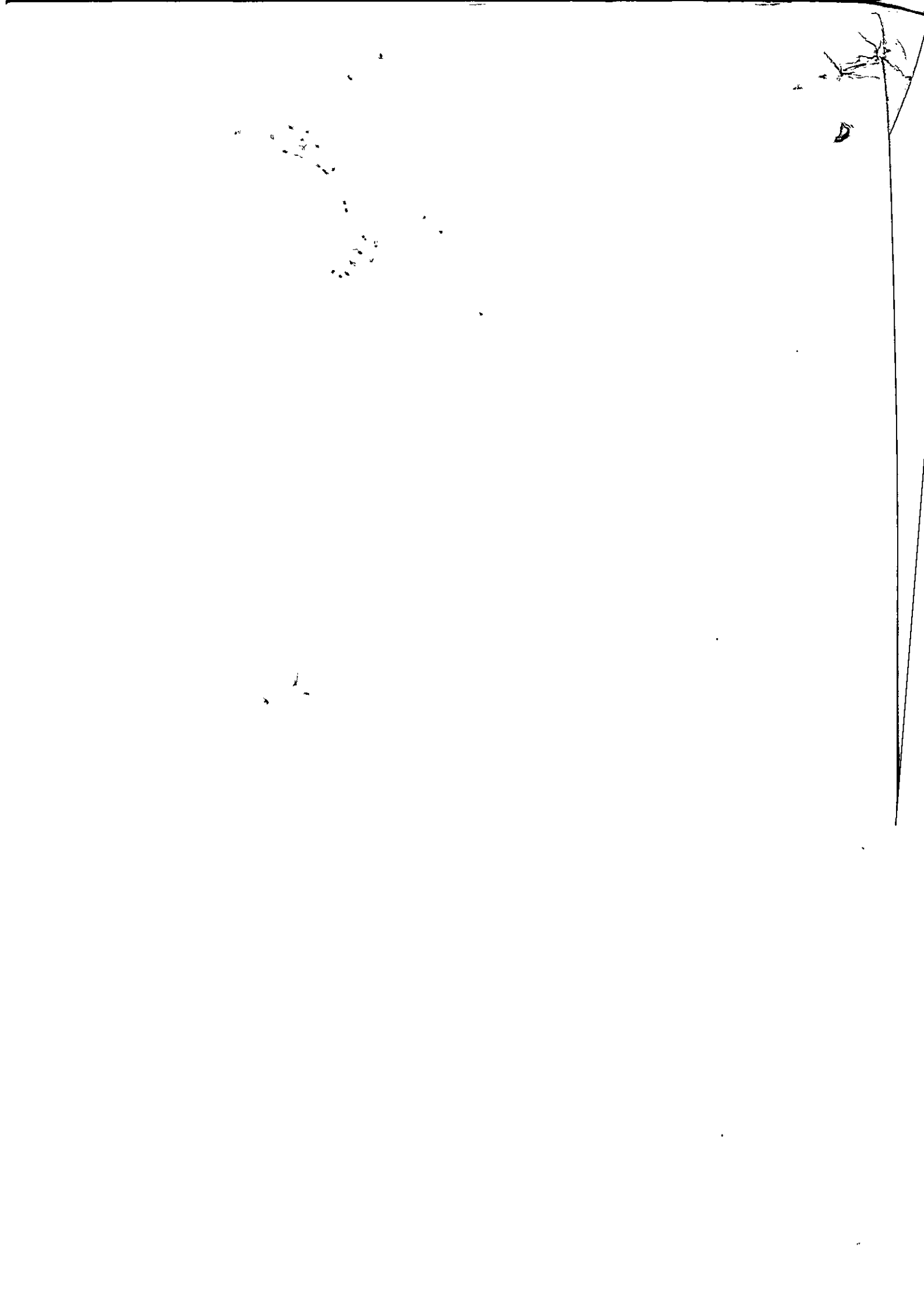
വിശ്വസ്തതയോടെ,

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ.

ഉള്ളടക്കം: 1. പുരിപ്പിച്ച പ്രൊഫോർമ.

2. സേവന പുസ്തകം.

3. എപ്ലിക് ലേഔറം



**PROPOSAL FOR THE SANCTION OF TIME BOUND HIGHER GRADE OF 8 YEARS OF  
QUALIFYING SERVICE VIDE G.O. (P) No.85/2011/FIN DATED, 26-02-2011.**

- 1 Serial No. : 1
- 2 Name & Designation : K. MOHANAN, PEON GRADE - II
- 3 Present Station : Palakkad
- 4 Date of birth : 12-05-1965 · 12.5.1964
- 5 Qualifation a) : S.S.L.C.  
b) :
- 6 Qualification / Departmental tests prescribed for promotion in the normal line : NA
- 7 Whether acquired the above qualification / Departmental test for promotion : NA
- 8 Date of commencement of service ( F.N. or A.N. ) : 27-12-2002 F.N.
- 9 Category to which appointed first in service with scale of pay of the post : Category : Night Watchman  
Scale : 8500 to 13210
- 10 Date of commencement of continuous service ( FN or AN) : 27--12-2002 FN
- 11 Details of promotion already enjoyed with designation of the post, date of joining in each post and scale of pay of the post.
  - a) First promotion :
  - b) Second promotion : NIL
  - c) Third promotion :
- 12 Details of Higher Grade already granted with scale of pay and date of effect : NIL
- 13 Total length of service as on the date of option : 8 Years

14 Whether an undertaking has been obtained from the incumbent to the effect that he / she will not refuse regular promotions as and when it become due  
( Declaration to be enclosed) : Yes

15 Whether promotion has already been relinquished. If so furnish details : NIL

16 If relinquished, whether the incumbent has tendered declaration to the effect that he / she will accept the promotion in future after getting higher grade ( If so enclose declaration duly attested by the Head of Office ) : NA

Details of service if any which will not count for sanctioning the Higher Grade : LWA

|                        |   |         |
|------------------------|---|---------|
| 1-1-2003               | - | 1 day   |
| 5-5-2003 to 9-5-2003   | - | 5 days  |
| 10-5-2003 to 22-5-2003 | - | 13 days |
| 10-6-2003 to 7-7-2003  | - | 28 days |

-----  
47 days  
-----

18 Next promotion post in the normal course if any and scale of pay : Next promotion post : PEON Gr. I  
Scale : 8730 to 13540

19 Whether the incumbent is eligible to get Higher Grade ? : Yes

i) From which date ? : 31-01-2011

ii) On which scale of pay : Rs.8730 to 13540

20 Remarks : Grade option has been filed by the incumbent.

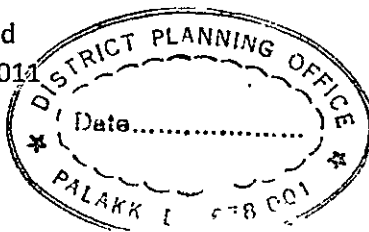
Certified that I have verified the Service Book of the incumbent and that the details furnished above are correct. Also certified that the incumbent is eligible to get Higher Grade

  
P.P. Johnny  
District Planning Officer

Signature, Name & Designation of Head of Office

Place : Palakkad

Date: 30-09-2011



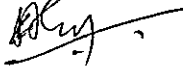
**OPTION / DECLARATION FORM**

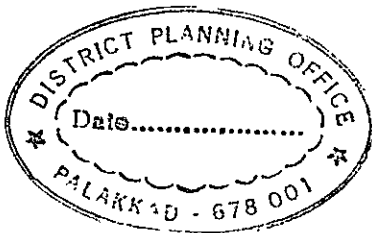
( Govt. Circular No. 46/2008/fin. Dated, 8-8-2008 and  
G.O. (P) 85/2011 /Fin. Dated, 26-2-2011.

I, K. Mohanan, Peon ( Name & Designation ) elect to come over to the 8 / 15 / 22 / 27 / 28 / 30 years time bound higher grade in the scale of pay of Rs.8730 – 13450 with effect from 12-2-2011.

- (i) I will not relinquish the regular promotion due after the grant of time bound higher grade promotion.
- (ii) I hereby agree to refund excess pay and allowances if any drawn by me in case it is found that I have been paid such excess due to mistake in the grant of grade promotion or irregular fixation of pay.

Station : Palakkad.  
Date : 30-9-2011.

Signature :   
Name : K. Mohanan.  
Designation : Peon.  
Office / Dept. : District Planning Office,  
Palakkad,





**STATE PLANNING BOARD**

**No: E3-6779/2011/SPB**

Pattom Palace. P.O.  
Thiruvananthapuram  
Dated: 01.02.2012

From

The Member Secretary

To

The District Planning Officer  
The District Planning Office  
Palakkad.

Sir,

Sub: - State Planning Board – Establishment – Sri. K. Mohanan, Peon, District Planning Office, Palakkad – Ist TBHG Promotion - Service Book – Forwarding –Regarding.

Ref: - 1. Your letter No.E1-1270/11/DPO/PKD Dt:30/09/2011.

2. This Office proceedings of even No. ~~Dt:01/2012.~~ 01/02/2012

-----

I am forwarding herewith the Service Book of Sri. K Mohanan, Peon, District Planning Office, Palakkad and copy of proceedings cited for necessary action.

The receipt of Service Book may please be acknowledged.

**Yours faithfully**

**For Member Secretary**

No/23-6779/2011/SPB

From

The M/s

To

The District Planning Officer,  
District Planning Officer, Katalahad.

Sir,

Sub:- SPB - SPB - Sr. K. Mohanram, Peon, DPO, Katalahad.

1st IBHG Promotion - Service Book forwarding - reg

Ref: ① Your letter No. E1-1270/11/DPO/PKD dt. 30/09/2011

② This officer proceedings of even. No. dt. 01/2012

I am forwarding herewith the Service Book of  
Sr. K. Mohanram, <sup>Peon</sup> District Planning Officer, Katalahad and  
copy of proceedings cited for necessary action.

The receipt of Service Book may please be acknowledged.

Yours F/R  
dt. 11/2/12  
For M/s.

22/01



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri.K.Mohanana, Peon, District Planning Office, Palakkad- 1st Time Bound Higher Grade Promotion- Sanctioned-Pay Promotion fixed-Orders issued.

- Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 12.02.2011 from Sri.K.Mohanana, Peon, District Planning Office, Palakkad.  
4. Letter No.E1-1270/11/DPO/PKD, Palakkad. Dated, 30.09.2011

**ORDER No. E3 - 6779/2011/SPB/ Dated 1.2.12**  
**-012.2011**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt.K.Mohanana, joined service as Night Watchman on 27.12.2002 in the State Planning Board, Thiruvananthapuram. The incumbent has changed his category as peon with effect from 01.01.2004.

~~As per the letter cited 4th above, the District Planning Officer Palakkad has reported that Sri.K.Mohanana, peon has completed 8 years service on 12.02.2011 and is eligible for 1st Time Bound Higher Grade. w.e.f 12.2.2011.~~

12.2.2011 as

Vide option cited 3rd above Sri. K.Mohanana, Peon has opted the date of completion of 8 years for his 1st Time Bound Higher Grade Promotion. ~~that is 12.02.2011.~~


In the circumstances Sri.K.Mohanana, Peon, District Planning Office, Palakkad is granted his 1st Time Bound Higher Grade in the <sup>scale of</sup> pay of Rs.8730-13540 with effect from 12.02.2011 FN. The post of peon in the District Planning Office, Palakkad is upgraded to that of 1st higher grade peon on Rs.8730-13540 till he holds the post.

  
K.S. Anilkumar

Senior Administrative Officer

To

1. Sri. K.Mohanana, Peon, DPO, Palakkad
2. The District Planning Office, Palakkad.
3. Office Copy & Stock File

  
28/1/12



3653

നമ്പർ.ഇ2- 1311/11/ഡി.പി.ഓ/കെ.റ്റി.എം

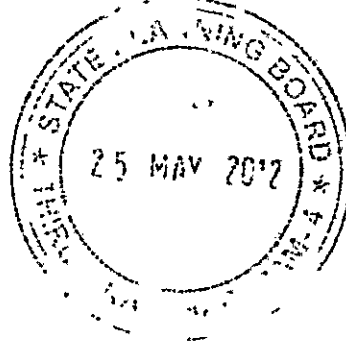
E3

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ

മെമ്പർ സെക്രട്ടറി,  
സംസ്ഥാന ആസൂത്രണ ബോർഡ്  
തിരുവനന്തപുരം

ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്  
കോട്ടയം

തീയതി -18/05/2012.



സർ,

വിഷയം:-ജീവനക്കാര്യം - ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്, കോട്ടയം - ശ്രീ.ഗണേഷ്  
ബാബു, പ്യൂൺ - സമയബന്ധിത ഹയർ ഗ്രേഡ്  
അനുവദിക്കുന്നത് - സംബന്ധിച്ച്

സൂചന:- ശ്രീ.ഗണേഷ് ബാബുവിന്റെ 7/5/12 ലെ അപേക്ഷ.

ഈ ഓഫീസിലെ പ്യൂൺ ശ്രീ.ഗണേഷ് ബാബു 13/04/2012 ൽ പ്രവേശന  
തസ്തികയിൽ 8 വർഷം സർവീസ് പൂർത്തിയാക്കിയിട്ടുണ്ട്. ശ്രീ.ഗണേഷ് ബാബുവിന്  
അനുവദനീയമായ സമയബന്ധിത ഹയർഗ്രേഡ് അനുവദിക്കുന്നതിനുള്ള നടപടി  
സ്വീകരിക്കണമെന്ന് അപേക്ഷിക്കുന്നു. സർവീസ് ബുക്ക്, ഓപ്ഷൻ ഫോം,  
പ്രൊഫോർമ എന്നിവ തുടർ നടപടികൾക്കായി ഇതോടൊപ്പം ഉൾക്കൊള്ളിക്കുന്നു.  
കൈപ്പറ്റു രസീത് അയച്ചുതരണമെന്ന് അപേക്ഷിക്കുന്നു.

വിശ്വസ്തതയോടെ,

Seethadenn

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ

ഉള്ളടക്കം :

- 1) സർവീസ് ബുക്ക്
- 2) ഓപ്ഷൻ ഫോം
- 3) പ്രൊഫോർമ

പ്രൊ.റ്റ.കര/കെ.പി.ഡി/11/11/11 - ഇ.പ്ര.ന

ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ്  
കോളേജ്  
2002/2011 - തൃശ്ശൂർ

ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ്

പ്രൊ.റ്റ.കര കോളേജ്  
ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ്  
കോളേജ്

കോളേജ്

ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ് - കോളേജ്  
ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ് - കോളേജ്  
ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ് - കോളേജ്

കോളേജ് - കോളേജ്

നഗരസഭാ കോളേജ് ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ്  
നഗരസഭാ കോളേജ് ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ്  
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നഗരസഭാ കോളേജ് ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ്

കോളേജ്

കോളേജ്

ഗവണ്മെന്റ് സർവ്വീസ് ഓഫീസ്

കോളേജ്

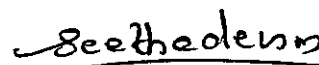
കോളേജ്  
കോളേജ്  
കോളേജ്

**PROFORMA**  
**PROPOSAL FOR SANCTION OF HIGHER GRADE PROMOTION**  
*(to be submitted separately for each officer)*

1. Name, present designation & Scale of pay : GANESH BABU, PEON  
(Rs.8500 - 13210)
  2. Qualifications possessed by Officer
    - a. General : S.S.L.C
    - b. Special :
    - c. Technical :
  3. Entry grade
    - a. Designation : Peon
    - b. Scale of Pay : (Rs.8500 - 13210)
    - c. Date of commencement of service : 13/04/2004
  4. Post in which higher grade promotion is to be sanctioned :
    - a. Designation : Peon Grade-I
    - b. Scale of Pay : (Rs.8730 - 13540)
    - c. Date of commencement of service : 13/04/2004
- Details of provisional service counting for increments as per Government decision No. Under A 33 KSR Part-I
5. (a) Whether appointed to the post from which higher grade promotion proposed to be granted by direct recruitment through the PSC, If so number and date of the PSC's advice letter :  
/
  6. Details of Service in other Government Departments: Not Applicable
  7. Service, if any not counted for Higher Grade
    - a) Leave without allowance granted for employment outside Govt. Service and LWA availed of by the Officer for accompanying spouse abroad : Not Applicable
    - b) Period during which the officer has held by Higher post on promotion : Not Applicable
    - c) Period during which increments barred with cumulative effect : Not Applicable
    - d) Other period if any which do not count for higher grade : Not Applicable
  8. Details of leave without allowance other than on medical ground under taken : Not Applicable
  9. Next promotion post(with scale of pay) :

10. Whether the officer possess the superior qualifications and experience of any, prescribed for the next promotion post : No
11. Higher Grade for which the officer's eligible : Grade-I
12. Date of completion of 8 years of qualifying service in the post in which higher grade is to be sanctioned to the grade : 13/04/2012
13. Date of completion of 16 years opted qualifying service : Not Applicable
14. Date from which higher grade is opted : 13/04/2012
15. Option enclosed : Yes
16. Service Book attached : Yes
17. Date from which higher grade promotion is recommended : 13/04/2012
18. Any other relevant information : Nil

Certified that the particulars furnished above have been verified with the reference to entries in the Service Books and other relevant records and are found correct.

  
DISTRICT PLANNING OFFICER  
KOTTAYAM

Kottayam  
Dated : 18/05/2012

ATTN: ESTABLISHMENT

**OPTION/ DECLARATION FORM**

(To be submitted by employees during time bound higher grade promotion.  
See Circular No.46/2008/Fin dated 08/08/2008)

- i) I.....Ganesh Babu, Peon, District Planning Office, Kottayam.....(Name & Designation)  
here by elect to come over to the 8/16/23/25 years time bound higher grade in the scale of  
pay of Rs. (8730-13540).....  
with effect from 13/04/2012.....
- ii) I will not relinquish the regular promotion due after the grant of time bound higher grade promotion.
- iii) I hereby agree to refund excess pay and allowances if any drawn by me in case it is found later that I have been paid such excess due to mistake in the grant of grade promotion or irregular fixation of pay.

Station: Kottayam.

Date:

Signature :

Name :

Designation :

Office/Dept :

Ganesh

GANESH BABU

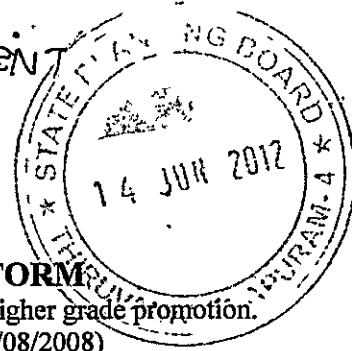
PEON

DISTRICT PLANNING OFFICE  
KOTTAYAM

Option accepted  
Jagannathan V  
16/6/12

ATTN: ESTABLISHMENT

4190



**OPTION/ DECLARATION FORM**

(To be submitted by employees during time bound higher grade promotion.  
See Circular No.46/2008/Fin dated 08/08/2008)

- E3
- i) I... Ganesh Babu, Peon, District Planning Office, Kottayam (Name & Designation)  
here by elect to come over to the 8/16/23/28 years time bound higher grade in the scale of  
pay of Rs. (8730-13540)  
with effect from 13/04/2012
- ii) I will not relinquish the regular promotion due after the grant of time bound higher grade promotion.
- iii) I hereby agree to refund excess pay and allowances if any drawn by me in case it is found later that I have been paid such excess due to mistake in the grant of grade promotion or irregular fixation of pay.
- of 14/6/12

Station: Kottayam

Date:

Signature :

Name : GANESH BABU

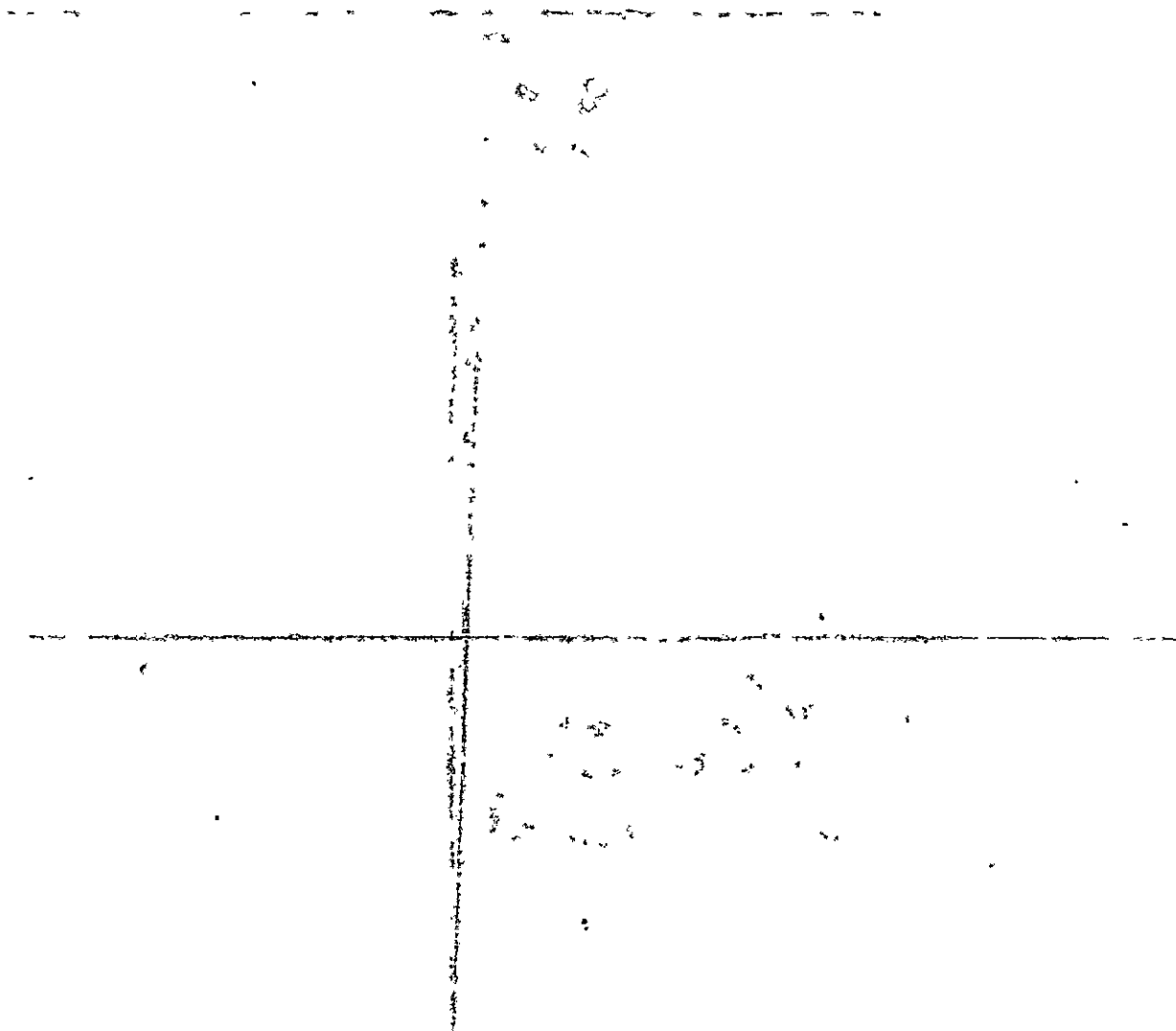
Designation : PEON

Office/Dept : DISTRICT PLANNING OFFICE  
KOTTAYAM

option accepted

Jagannathan  
16/6/12

1311



0471-2532686



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Ganesh Babu, Peon,  
District Planning Office, Kottayam- Ist Time Bound Higher Grade  
Promotion-Sanctioned-Pay Promotion fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Lr.No.E2-1311/11/DPO/KTM Dated, 18.05.2012  
4. Option dated 13.04.2012, from Sri. Ganesh Babu, Peon, District  
Planning Office, Kottayam.

**ORDER No. E3 - 1169/2011/SPB/ Dated 00.06.2012**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for Ist Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

~~Smt.~~ <sup>Sri.</sup> Ganesh Babu, joined service as Peon Grade - II on 13.04.2004 in the State Planning Board, Thiruvananthapuram. He has completed 8 years of service in the entry cadre on 12.04.2012.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, Kottayam has reported that Sri. Ganesh Babu, Peon. has completed 8 years of service on 12.04.2012 and is eligible for 1<sup>st</sup> Time Bound Higher Grade.

Vide Option cited 4<sup>th</sup> above Sri. Ganesh Babu peon has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade Promotion that is 13.04.2012

In the circumstances Sri. Ganesh Babu, peon, District Planning Office Kottayam is granted his 1<sup>st</sup> TBHG in the Scale of Pay of Rs.8730-13540 with effect from 13.04.2012 FN. *The Post of Peon in the D.P.O, Kottayam is upgraded to that of 1<sup>st</sup> higher grade peon on Rs. 8730-13540 till he holds the post.*

*Jaganathan Nair*  
JAGANATHAN NAIR  
Senior Administrative Officer

To

1. Sri. Ganesh Babu, Peon, DPO, Kottayam
2. The District Planning Office, Kottayam
3. The Accounts Section
4. Office Copy & Stock File

*2/10/12*





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Ganesh Babu, Peon,  
District Planning Office, Kottayam- Ist Time Bound Higher Grade  
Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-1311/11/DPO/KTM Dated,18.05.2012  
4.Option dated 13.04.2012, from Sri.Ganesh Babu, Peon, District  
Planning Office, Kottayam.

**ORDER No. E3 - 1169/2011/SPB/ Dated 16 .06.2012**

As per the Government order cited employees in the scale of pay  
Rs.8500-13210 are eligible for Ist Time Bound Higher Grade in the scale of pay of  
Rs.8730-13540 on completion of 8 years of service in the entry post.

Sri. Ganesh Babu, joined service as Peon Grade - II on 13.04.2004 in the  
State Planning Board, Thiruvananthapuram. He has completed 8 years of service  
in the entry cadre on 12.04.2012.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, Kottayam has  
reported that Sri.Ganesh Babu, Peon has completed 8 years of service on  
12.04.2012 and is eligible for 1<sup>st</sup> Time Bound Higher Grade.

Vide Option cited 4<sup>th</sup> above Sri.Ganesh Babu peon has opted the date of  
completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade Promotion that is  
13.04.2012

In the circumstances Sri. Ganesh Babu,peon, District Planning Office  
Kottayam is granted his 1<sup>st</sup> TBHG in the Scale of Pay of Rs.8730-13540 with effect  
from 13.04.2012 FN. The post of peon in the D.P.O, Kottayam is upgraded to that  
of 1<sup>st</sup> higher grade peon on Rs.8730-13540 till he holds the post.

(Sd-)

JAGANATHAN NAIR.A.R  
Senior Administrative Officer

To

1. Sri. Ganesh Babu, Peon, DPO, Kottayam
2. The District Planning Office, Kottayam
3. The Accounts Section
4. Office Copy & Stock File

Forwarded/ By order

  
Senior Superintendent



**STATE PLANNING BOARD**

**No: E3-6779/2011/SPB**

Pattom Palace. P.O.  
Thiruvananthapuram  
Dated: 00.06.2012

From

The Member Secretary

To

The District Planning Officer  
The District Planning Office  
Kottayam

Sir,

Sub: - State Planning Board - Establishment – Sri.Ganesh Babu, peon, District  
Planning Office, Kottayam-1<sup>st</sup> TBHG Promotion-Service Book-  
Forwarding-reg.

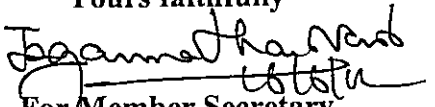
Ref: - 1. Your letter No. E2-1311/11/DPO/KTM Dated, 18.05.2012  
2. This Office proceedings of even No. Dated. 00.06.2012

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I am forwarding herewith the Service Book of Sri.Ganesh Babu, Peon, District  
Planning Office, Kottayam and copy of proceedings cited for necessary action..

The receipt of Service Book may please be acknowledged.

Yours faithfully

  
For Member Secretary

2/13/06

REGD

4147

നമ്പർ : ഇ 2-1664 /11/ഡിപിഒ/കെ.റ്റി.എം

ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്,  
കോട്ടയം,

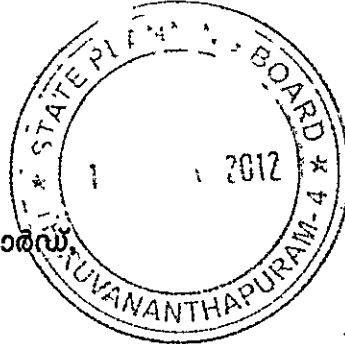
തീയതി : 07/06/2012

പ്രേക്ഷിതൻ

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ,  
കോട്ടയം.

സ്വീകർത്താവ്

മെമ്പർ സെക്രട്ടറി,  
സംസ്ഥാന ആസൂത്രണ ബോർഡ്,  
തിരുവനന്തപുരം.



സർ,

വിഷയം:- ജീവനക്കാര്യം - ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്, കോട്ടയം -  
ശ്രീ. ബിനോയി. പി.ആർ, പ്യൂൺ - ഹയർ ഗ്രേഡ്  
അനുവദിക്കുന്നത് - സംബന്ധിച്ച്

സൂചന:- 1. ശ്രീ. ബിനോയിയുടെ 06/06/2012 - ലെ സമർപ്പണം.

ഈ ഓഫീസിലെ പ്യൂൺ ശ്രീ. ബിനോയി 29/05/2012 - ൽ പ്രവേശന  
തസ്തികയിൽ 8 വർഷത്തെ സർവ്വീസ് പൂർത്തിയാക്കിയിട്ടുണ്ട്. ശ്രീ.  
ബിനോയി.പി.ആർ-ന് അനുവദനീയമായ ഹയർഗ്രേഡ്  
അനുവദിക്കുന്നതിനുള്ള നടപടി സ്വീകരിക്കണമെന്ന് അപേക്ഷിക്കുന്നു.  
സർവ്വീസ് ബുക്ക്, ഓപ്ഷൻ ഫോം, പ്രൊഫോർമ എന്നിവ തുടർ  
നടപടികൾക്കായി ഇതൊടൊപ്പം ഉൾക്കൊള്ളിക്കുന്നു. കൈപ്പറ്റു രസീത്  
അയച്ചു തരണമെന്ന് അപേക്ഷിക്കുന്നു.

വിശ്വസ്തതയോടെ,

Scethadela

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ

ഉള്ളടക്കം : സർവ്വീസ് ബുക്ക്  
ഓപ്ഷൻ ഫോം  
പ്രൊഫോർമ

**PROFORMA**  
**PROPOSAL FOR SANCTION OF HIGHER GRADE PROMOTION**  
*(to be submitted separately for each officer)*

1. Name, present designation & Scale of pay : BINOY .P.R, PEON  
(Rs.8500 - 13210)

2. Qualifications possessed by Officer

a. General : S.S.L.C  
b. Special :  
c. Technical :

3. Entry grade

a. Designation : Peon  
b. Scale of Pay : (Rs.8500 - 13210)  
c. Date of commencement of service : 29/05/2004

4. Post in which higher grade promotion is to be sanctioned :

a. Designation : Peon Grade-I  
b. Scale of Pay : (Rs.8730 - 13540)  
c. Date of commencement of service : 29/05/2004

Details of provisional service counting for increments as per Government decision No. Under A 33 KSR Part-I

5. (a) Whether appointed to the post from which higher grade promotion proposed to be granted by direct recruitment through the PSC, If so number and date of the PSC's advice letter :

6. Details of Service in other Government Departments: Not Applicable

7. Service, if any not counted for Higher Grade

a) Leave without allowance granted for employment outside Govt. Service and LWA availed of by the Officer for accompanying spouse abroad : Not Applicable  
b) Period during which the officer has held by Higher post on promotion : Not Applicable  
c) Period during which increments barred with cumulative effect : Not Applicable  
d) Other period if any which do not count for higher grade : Not Applicable

8. Details of leave without allowance other than on medical ground under taken : Not Applicable

9. Next promotion post(with scale of pay) :

10. Whether the officer possess the superior qualifications and experience of any, prescribed for the next promotion post : No
11. Higher Grade for which the officer's eligible : Grade-I
12. Date of completion of 8 years of qualifying service in the post in which higher grade is to be sanctioned to the grade : 29/05/2012
13. Date of completion of 16 years opted qualifying service : Not Applicable
14. Date from which higher grade is opted : 29/05/2012
15. Option enclosed : Yes
16. Service Book attached : Yes
17. Date from which higher grade promotion is recommended : 29/05/2012
18. Any other relevant information : Nil

Certified that the particulars furnished above have been verified with the reference to entries in the Service Books and other relevant records and are found correct.

*Seethadevi*  
DISTRICT PLANNING OFFICER  
KOTTAYAM

Kottayam  
Dated : 07/07/2012

### OPTION/ DECLARATION FORM

(To be submitted by employees during time bound higher grade promotion.  
See Circular No.46/2008/Fin dated 08/08/2008)

- i) I... BINOY P.R., PEON, DISTRICT PLANNING OFFICE, KOTTAYAM (Name & Designation)  
here by elect to come over to the 8/16/23/28 years time bound higher grade in the scale of  
pay of Rs. (8730-13540)  
with effect from 29/05/12.....
- ii) I will not relinquish the regular promotion due after the grant of time bound higher grade promotion.
- iii) I hereby agree to refund excess pay and allowances if any drawn by me in case it is found later that I have been paid such excess due to mistake in the grant of grade promotion or irregular fixation of pay.

Station: Kottayam.  
Date: 7-6-2012.

Signature : B. P. R.  
Name : BINOY P.R  
Designation : PEON  
Office/Dept : DIST. PLANNING OFFICE  
KOTTAYAM

Option accepted  
Jagannathan Varghese  
19/6/12



**STATE PLANNING BOARD**

**No: E3-6779/2011/SPB**

Pattom Palace. P.O.  
Thiruvananthapuram  
Dated: 00.06.2012

From

The Member Secretary

To

The District Planning Officer  
The District Planning Office  
Kottayam

Sir,

Sub: - State Planning Board - Establishment - Sri.Benoy.P.R, peon, District  
Planning Office, Kottayam-1<sup>st</sup> TBHG Promotion-Service Book-  
Forwarding-reg.

- Ref: - 1. Your letter No. E2-1664/11/DPO/KTM Dated, 07.06.2012  
2. This Office proceedings of even No. Dated. 00.06.2012
- 

I am forwarding herewith the Service Book of Sri.Benoy.P.R, Peon, District  
Planning Office, Kottayam and copy of proceedings cited for necessary action..

The receipt of Service Book may please be acknowledged.

Yours faithfully

*J. G. Ananthan*  
For Member Secretary 19/6/12

*2/12/00*

*8/12*  
18/6/2012



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Benoy.P.R, Peon,  
District Planning Office, Kottayam- Ist Time Bound Higher Grade  
Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-1664/11/DPO/KTM Dated,07.06.2012  
4.Option dated 29.05.2012, from Sri.Benoy.P.R, Peon, District  
Planning Office, Kottayam.

**ORDER No. E3 - 1169/2011/SPB/ Dated 19.06.2012**

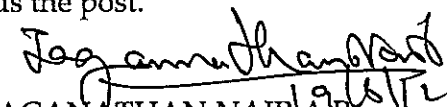
As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for Ist Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Sri. Benoy.P.R, joined service as Peon Grade - II on 29.05.2004 in the State Planning Board, Thiruvananthapuram. He has completed 8 years of service in the entry cadre on 28.05.2012.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, Kottayam has reported that Sri.Benoy.P.R, Peon has completed 8 years of service on 28.05.2012 and is eligible for 1<sup>st</sup> Time Bound Higher Grade.


Vide Option cited 4<sup>th</sup> above Sri.Benoy.P.R, peon has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade Promotion that is 29.05.2012

In the circumstances Sri.Benoy.P.R, peon, District Planning Office Kottayam is granted his 1<sup>st</sup> TBHG in the Scale of Pay of Rs.8730-13540 with effect from 29.05.2012 FN. The post of peon in the D.P.O, Kottayam is upgraded to that of 1<sup>st</sup> higher grade peon on Rs.8730-13540 till he holds the post.

  
JAGANATHAN NAIR  
Senior Administrative Officer

To

1. Sri. Benoy.P.R, Peon,DPO,Kottayam
2. The District Planning Officer,Kottayam
3. The Accounts Section
4. Office Copy & Stock File

  
18/6/2012





No. E2-1571/2010/DPO/Alp.

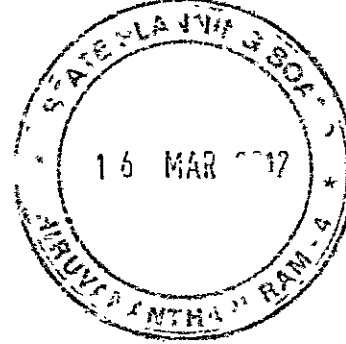
Ph. 0477 2252064  
email: planningalpy@gmail.com

DISTRICT PLANNING OFFICE  
ALAPPUZHA

Dated: 9-3-2012

From  
District Planning Officer

To  
The Member Secretary,  
State Planning Board,  
Thiruvananthapuram.




Sir,

*Sub: District Planning Office, Alappuzha -- Establishment --  
Sri. I.C. Mohandas, peon Gr. I -- Request for Higher Grade  
Promotion -- forwarding of -- reg.*

*Ref: - Submission dtd. 1-3-2012 of Sri. I.C. Mohandas, peon Gr. I*

Kindly see the reference cited. As per the reference, Sri. I.C. Mohandas, Peon Gr. I of this office has completed 15 years of service in the category of peon in the State Planning Board and has qualified for getting Higher Grade promotion. In the circumstances, I am forwarding herewith the Service Book along with duly filled proforma of service details in respect of Sri. I.C. Mohandas, Peon Gr. I of this office for further necessary action.

Yours faithfully,

  
District Planning Officer.

## PROFORMA

### PROPOSAL FOR SANCTION OF HIGHER GRADE PROMOTION

(to be submitted separately for each officer)

1. Name of present designation & Scale of Pay : PEON Gr. I (8730-13540)
2. Qualifications possessed by officer
  - a. General : Peon Gr. I
  - b. Scale of Pay : 8730-13540
  - c. Technical :
3. Entry grade :
  - a. Designation : Chawkidar
  - b. Scale of Pay : 775-1065 (Pre-revised)
  - c. Date of commencement of service : 21-11-1996
4. Post in which higher grade promotion is to be sanctioned
  - a. Designation : Peon (Higher Grade)
  - b. Scale of Pay : 8960-14260
  - c. Date of commencement of service : 21-11-1996

Details of provisional service counting for increments

as per Government decision No. Under A 33 KSR Part – I: N.A.

5. (a) Whether appointed to the post from which Higher Grade promotion proposed to be granted by direct recruitment through the PSC : N.A.  
If so number and date of the PSC's advice letter : N.A.

6. Details of Service in other Government Departments

| Post | Scale of Pay | From | To | Period |        |      |
|------|--------------|------|----|--------|--------|------|
|      |              |      |    | Year   | Months | Days |
|      |              |      |    |        |        |      |

7. Service, if any not counted for Higher Grade

- a. Leave without allowance granted for employment outside Govern. Service and L.W.A. availed of by the Officer for accompanying spouse abroad : N.A.

- b. Period during which the officer has held by higher post of promotion : N.A.
- c. Period during which increments barred with cumulative effect : N.A.
- d. Other period if any which do not count for higher grade: N.A.
- 
8. Details of leave without allowance other than on medical ground undertaken : N.A.
9. Next promotion post (with scale of pay) : Peon Higher Grade (IInd) (8960-14260)
10. Whether the officer possess the superior qualifications and experience of any, prescribed for the next promotion post : N.A.
11. Higher Grade for which the officer's eligible : N.A.
12. Date of completion of 8 year of qualifying service in the post in which higher grade is to be sanctioned to the grade :
13. Date of completion of 15 years opted qualifying service : 20-11-2011
14. Date from which higher grade is opted :
15. Option enclosed :
16. Service Book attached :
17. Date from which higher Grade promotion is recommended : 20-11-2011
18. Any other relevant information : No

Certified that the particulars furnished above in respect of Sri. I.C. Mohandas, Peon Gr. I are true to the best of my knowledge and belief.

  
District Planning Officer

4899

Ph. 0477 2252064  
email: planningalpy@gmail.com

DISTRICT PLANNING OFFICE  
ALAPPUZHA

No. E1-1571/2010/DPO/Alp.

Dated: 4-07-2012

From

District Planning Officer

E3 To

The Member Secretary,  
State Planning Board,  
Thiruvananthapuram.



Sir,

*Sub: - District Planning Office, Alappuzha -- Establishment --  
Sri. I. Mohandas, Peon Gr: I, - Next Higher Grade Promotion -  
Option Form - forwarding of -- reg.*

*Ref: - Option form dated 02/07/2012 of Sri. I. C. Mohandas, Peon, Gr: I.*

Kind attention is invited to the reference cited. I am forwarding here with the Option Form cited in the reference in respect of Sri. I. C. Mohandas, Peon Gr: I of this office for favour of further necessary action.

Yours faithfully,

District Planning Officer.

**OPTION FOR FIXATION OF PAY UNDER  
RULE 28 A PART 1, KSR AS PER  
G.O. (P) NO. 227/07/(54)/FIN. DTD. 31/05/2007**

\* (a) Consequent up on my promotion as Deputy - H.S. (I) with effect from 24.11.2011 FN/AN; I hereby opt the fixation of pay under Rule 28A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower scale.

\* (b) Consequent up on my promotion as ..... with effect from ..... FN/AN; I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from ..... i.e. from the date of accrual of next increment in the scale of pay of the lower post.

Signature : Mohamed I.C

Name : Mohamed I.C

Designation : Deputy - I

Place : Thiruvananthapuram

Date : 2.07.2012

\* Strike off whichever is not applicable

*option accepted*  
Jagannathan Vair  
28/7/12  
Senior Administrative Officer,  
State Planning Board,  
Thiruvananthapuram.



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri.I.C.Mohandas, Peon,  
District Planning Office, Alappuzha- 2<sup>nd</sup> Time Bound Higher Grade  
Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-1571/2010/DPO/Alp Dated,09.03.2012  
4.Option dated 02.07.2012, from Sri.I.C. Mohandas, Peon,District .  
Planning Office, Alappuzha.

**ORDER No. E3 - 1169/2011/SPB/ Dated 26.07.2012**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.I.C. Mohandas joined service as Chowkidar on 21.11.1996 in the State Planning Board, Thiruvananthapuram. Subsequently he was granted ratio promotion/Higher Grade on 31.01.2002. Sri.I.C. Mohandas, Peon has completed 15 years of service in the entry cadre on 20.11.2011.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Sri.I.C.Mohandas, Peon has completed 15 years of service on 20.11.2011 and is eligible for 2<sup>nd</sup> Time Bound Higher Grade.

Vide Option cited 4<sup>th</sup> above Sri.I.C. Mohandas peon has opted the date of completion of 15 years for his 2<sup>nd</sup> Time Bound Higher Grade Promotion that is 21.11.2011.

In the circumstances Sri.I.C.Mohandas,peon, District Planning Office Alappuzha is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 21.11.2011 FN. The post of peon in the D.P.O, Alappuzha is upgraded to that of 2<sup>nd</sup> higher grade peon on Rs.8960-14260 till he holds the post.

(Sd-)

JAGANATHAN NAIR.A.R  
Senior Administrative Officer

To

1. Sri. I.C. Mohandas,,Peon,DPO,Alappuzha.
2. The District Planning Office,Alappuzha.
3. The Accounts Section
4. Office Copy & Stock File

Forwarded/By order

  
Senior Superintendent



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri.I.C.Mohandas, Peon,  
District Planning Office, Alappuzha- 2<sup>nd</sup> Time Bound Higher Grade  
Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Lr.No.E2-1571/2010/DPO/Alp Dated, 09.03.2012  
4. Option dated 02.07.2012, from Sri.I.C. Mohandas, Peon, District  
Planning Office, Alappuzha.

**ORDER No. E3 - 1169/2011/SPB/ Dated 00.07.2012**

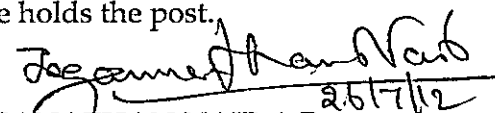
As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.I.C. Mohandas joined service as Chowkidar on 21.11.1996 in the State Planning Board, Thiruvananthapuram. Subsequently he was granted ratio promotion/Higher Grade on 31.01.2002. Sri.I.C. Mohandas, Peon has completed 15 years of service in the entry cadre on 20.11.2011.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Sri.I.C.Mohandas, Peon has completed 15 years of service on 20.11.2011 and is eligible for 2<sup>nd</sup> Time Bound Higher Grade.

Vide Option cited 4<sup>th</sup> above Sri.I.C. Mohandas peon has opted the date of completion of 15 years for his 2<sup>nd</sup> Time Bound Higher Grade Promotion that is 20.11.2011.

In the circumstances Sri.I.C.Mohandas,peon, District Planning Office Alappuzha is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 20.11.2011 FN. The post of peon in the D.P.O, Alappuzha is upgraded to that of 2<sup>nd</sup> higher grade peon on Rs.8960-14260 till he holds the post.

  
JAGANATHAN NAIR.A.R.  
Senior Administrative Officer

To

1. Sri. I.C. Mohandas,,Peon,DPO,Alappuzha.
2. The District Planning Office/Alappuzha.
3. The Accounts Section
4. Office Copy & Stock File

  
20/7/2012



**STATE PLANNING BOARD**

**No: E3-6779/2011/SPB**

Pattom Palace, P.O.  
Thiruvananthapuram  
Dated: 00.07.2012.

From

The Member Secretary

To

The District Planning Officer  
The District Planning Office  
Alappuzha.

Sir,

Sub: - State Planning Board - Establishment – Sri.I.C. Mohandas, Peon – District Planning office, Alappuzha- 2<sup>nd</sup> Time Bound Higher Grade Promotion- Service Book returning of - reg.

Ref: - 1.Your letter No. E2-1571/2010/DPO/Alp dated 09.03.2012.

2. This Office proceedings of even No.Dated. 00.07.2012

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I am to return herewith the Service Book of Sri.I.C. Mohandas, Peon Grade I District Planning Office, Alappuzha and copy of proceedings cited for necessary action.

The receipt of Service Book may please be acknowledged.

**Yours faithfully**

*Jagannathan*  
26/7/12

**For Member Secretary**



Estt

4931

E3

No.E2-1062/04//DPO/KNR

District Planning Office,  
Kannur. Dated: 03. 7. 2012

From

The District Planning Officer,  
Kannur.

To

The Member Secretary,  
State Planning Board,  
Thiruvananthapuram.

Sir,

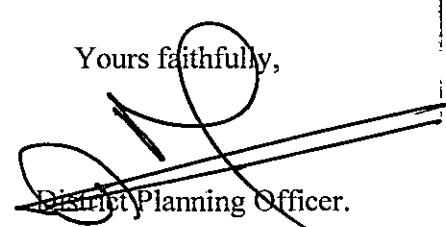
Sub:- Estt-DPO-KNR --Time bound higher Grade - Smt. Pravitha Manthatil  
Puthiyedath, peon- Service Book - forwarding - reg.

\*\*\*\*

\*\*\*\*

I am forwarding herewith the Service Book in respect of Smt. Pravitha Manthatil Puthiyedath, Peon of this office for sanctioning the first Time Bound Higher Grade of 8 years service.

Yours faithfully,

  
District Planning Officer.





**STATE PLANNING BOARD**

**No: E3-6779/2011/SPB**

Pattom Palace. P.O.  
Thiruvananthapuram  
Dated: 00.08.2012.

From

The Member Secretary

To

The District Planning Officer  
The District Planning Office  
Kannur.

Sir,

Sub: - State Planning Board - Establishment – Smt. Pravitha Manthatil, Peon –  
District Planning office, Kannur – 1<sup>st</sup> Time Bound Higher Grade  
Promotion-Service Book returning of - reg.

Ref: - 1. Your letter No. E2-1062/04/DPO/KNR dated 03.07.2012.

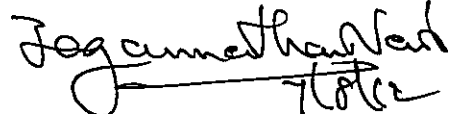
2. This Office proceedings of even No. Dated. 00.08.2012

-----

I am to return herewith the Service Book of Smt. Pravitha Manthatil, Peon,  
District Planning Office, Kannur and copy of proceedings cited for necessary action.

The receipt of Service Book may please be acknowledged.

**Yours faithfully**

  
For Member Secretary

Option in terms of Rule 28 A Part I-KSR.

Consequent upon my promotion as 1<sup>st</sup> Time bound higher grade  
With effect from 22.6.12.....FN/AN, I hereby opt that my initial pay in the promoted post may be fixed.

(i) in terms of Rule 28A straightway without any further review on account of increment in the lower post.

(ii) initially at the next stage in the time scale of the promoted post without granting the notional increment on the date of promotion, but such increment being allowed on the date of accrual of next increment in the scale of the lower post i.e..... I understand that the next increment in the promoted scale will fall due only after 1 year from the date of this increment.

(Strike off whichever is not applicable)

Signature : Prav

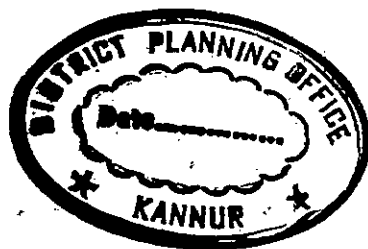
Name : Pravitha. madhathi/ Puthiyath

Designation : Office Attendant

Place : Kannur

Date : 27.7.12

[Signature]  
DISTRICT PLANNING OFFICE  
KANNUR



544/2



No.E2-1062/04//DPO/KNR

District Planning Office,  
Kannur. Dated: 27. 7. 2012

From

The District Planning Officer,  
Kannur.

To

The Member Secretary,  
State Planning Board,  
Thiruvananthapuram.

Sir,

Sub:- Estt-DPO-KNR -Time bound higher Grade - Smt. Pravitha Manthatil  
Puthiyedath, peon- Option form - forwarding - reg.


Ref:- This office letter of even no. , Dtd. 03.7.2011

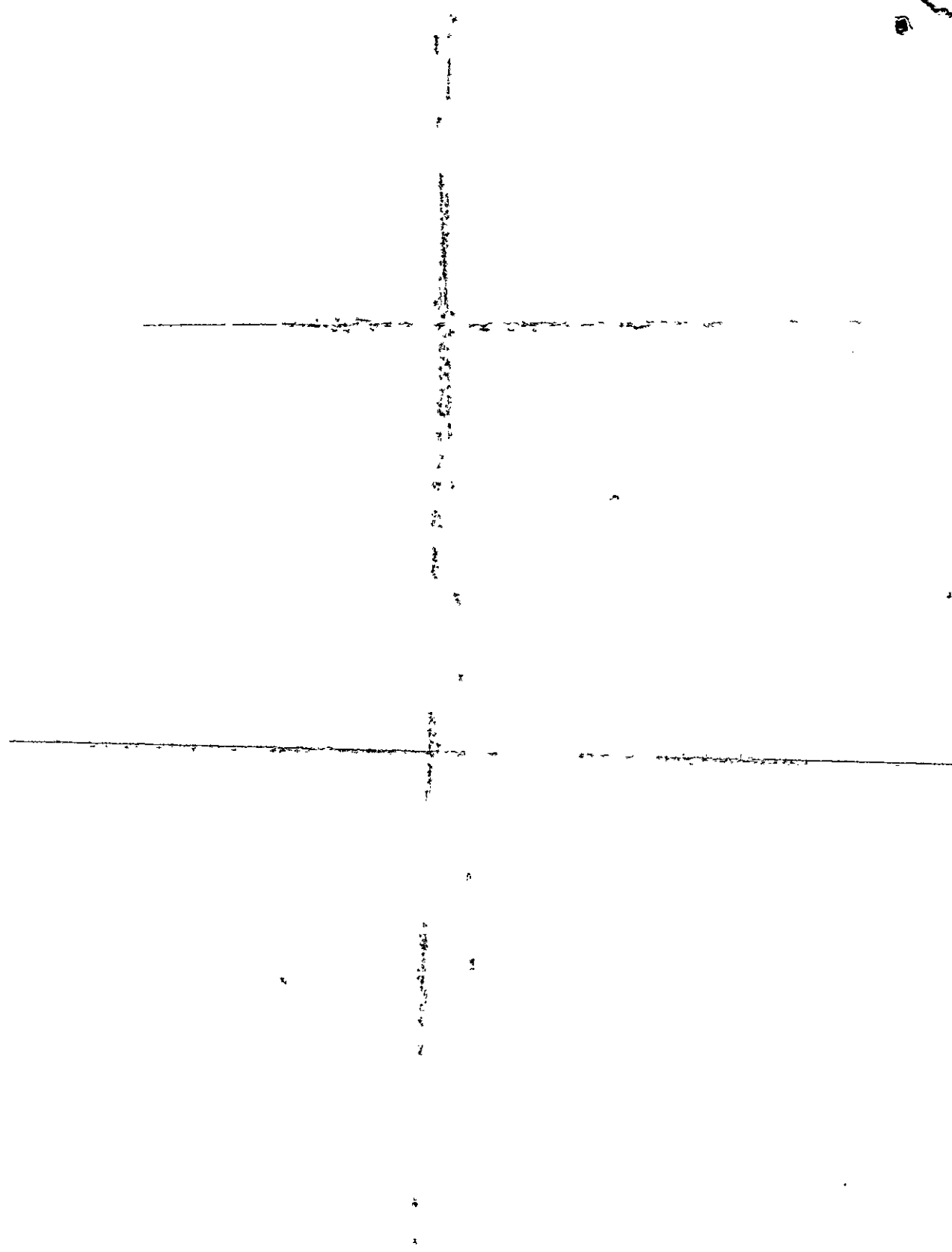
\*\*\*\*

\*\*\*\*

In continuation with the above referred letter, it is forwarding herewith the  
Option form in respect of Smt. Pravitha Manthatil Puthiyedath, Office Attendant of this  
office for sanctioning the first Time Bound Higher Grade of 8 years service.

Yours faithfully,

  
District Planning Officer.





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Smt.Pravitha Manthatil  
Puthiyadath, Peon, District Planning Office, Kannur- 1st Time Bound  
Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-1062/04/DPO/KNR Dated,03.07.2012  
4.Option dated 27.07.2012, from, Smt.Pravitha Manthatil,  
Peon,District Planning Office, Kannur..

**ORDER No. E3 - 1169/2011/SPB/ Dated 07.08.2012**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt. Pravitha Manthatil Puthiyadath, joined service as Peon Grade - II on 23.06.2004 in the District Planning Office, Kannur. She has completed 8 years of service in the entry cadre on 22.06.2012.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, Kannur has reported that Smt. Pravitha Manthatil, Peon has completed 8 years of service on 22.06.2012 and is eligible for 1<sup>st</sup> Time Bound Higher Grade.

Vide Option cited 4<sup>th</sup> above Smt. Pravitha Manthatil, peon has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade Promotion that is 23.06.2012

In the circumstances Smt. Pravitha Manthatil, peon, District Planning Office Kannur is granted her 1<sup>st</sup> TBHG in the Scale of Pay of Rs.8730-13540 with effect from 23.06.2012 FN. The post of peon in the D.P.O, Kannur is upgraded to that of 1<sup>st</sup> higher grade peon on Rs.8730-13540 till she holds the post.

(Sd-)

JAGANATHAN NAIR.A.R  
Senior Administrative Officer

To

1. Smt. Pravitha Manthatil Puthiyadath, Peon, DPO, Kannur
2. The District Planning Officer, Kannur
3. The Accounts Section
4. Office Copy & Stock File

Forwarded/By order

  
Senior Superintendent



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Smt.Pravitha Manthatil<sup>Pathiyadath</sup>  
Peon, District Planning Office, Kannur- 1st Time Bound Higher  
Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-1062/04/DPO/KNR Dated,03.07.2012  
4.Option dated <sup>27</sup>06.07.2012, from, Smt.Pravitha Manthatil,  
Peon,District Planning Office, Kannur..

**ORDER No. E3 - 1169/2011/SPB/ Dated 00.08.2012**


As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

~~Smt. Pravitha Manthatil~~<sup>Pathiyadath</sup>,  
~~Sri. Benoy P.R.~~ joined service as Peon Grade - II on 23.06.2004 in the District Planning Office, Kannur. ~~He~~<sup>She</sup> has completed 8 years of service in the entry cadre on 22.06.2012.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, Kannur has reported that Smt. Pravitha Manthatil, Peon has completed 8 years of service on 22.06.2012 and is eligible for 1<sup>st</sup> Time Bound Higher Grade.

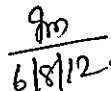
Vide Option cited 4<sup>th</sup> above Smt. Pravitha Manthatil, peon has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade Promotion that is 23.06.2012

In the circumstances Smt. Pravitha Manthatil, peon, District Planning Office Kannur is granted ~~his~~<sup>her</sup> 1<sup>st</sup> TBHG in the Scale of Pay of Rs.8730-13540 with effect from 23.06.2012 FN. The post of peon in the D.P.O, Kannur is upgraded to that of 1<sup>st</sup> higher grade peon on Rs.8730-13540 till ~~he~~<sup>she</sup> holds the post.

  
JAGANATHAN NAIR.A.R  
Senior Administrative Officer

To

- <sup>Pathiyadath</sup>  
1. Smt. Pravitha Manthatil, Peon,DPO,Kannur  
2. The District Planning Officer,Kannur  
3. The Accounts Section  
4. Office Copy & Stock File

  
6/8/12

Ert

271 ✓  
955/2013

Parcel  
Registered ~~Post~~ with A.D

E 3

No.P1-873/2005/DPO/KSD

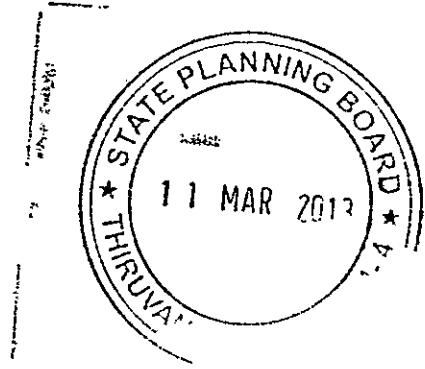
District Planning Office,  
Kasaragod,  
Dated: 06.03.2013.

From

District Planning Officer,  
Kasaragod.

To

The Member Secretary,  
State Planning Board,  
Pattom.P.O.,  
Thiruvananthapuram.



Sir,

Sub:- Establishment- District Planning Office- Kasaragod- Sri.Madhusoodanan.K,  
Office Attendant- proposal for granting of 2<sup>nd</sup> time bound higher grade  
promotion- forwarding- reg.

Ref:- 1. GO(P) No. 85/2011/Fin dated 26.02.2011 & GO (P) No. 143/2011/Fin  
dated 30.03.2011.

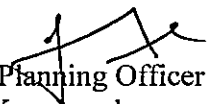
2. Request from Sri.Madhusoodanan.K, Office Attendant dated 15.02.2013.

\*\*

M  
11/3/13

I am forwarding herewith the proposal for 2<sup>nd</sup> time bound higher grade promotion on completion of 15 years service, to Sri.Madhusoodanan.K, Office Attendant of this office along with the Service Book, Form of Option and Declaration, for favour of necessary action.

Yours faithfully,

  
District Planning Officer  
Kasaragod

Encl: As above.

an 06/03/2013



## PROFORMA

- |  |   |   |
|--|---|---|
| 1. Name and Designation  | : | Madhusoodanan K<br>Office Attendant (HG 8 Years)  |
| 2. Entry cadre of post   | : | Full Time Sanitary Worker   |
| 3. Date of First Appointment   | : | 16.02.1998 FN   |
| 4. Date of promotion   | : | Category changed as Peon Wef<br>01.02.2003 vide GO (MS) No.<br>54/ 2002/PLG dated 15.11.2002.   |
| 5. Details of departmental Test  | : | N A   |
| 6. Period of service which does not Count for<br>increment in case of punishment | : | Nil   |
| 7. Period of service which does not count for<br>the purpose of promotion        | : | Nil   |
| 8. Total Culum 6&7   | : | Nil   |
| 9. Total Service put in by the<br>individual for sanctioning higher grade        | : | 15 years  |
| 10. Date from which the individual is opted<br>for higher grade                  | : | 16.02.2013  |
| 11. Scale of pay in which the higher grade to be :<br>Sanctioned                 | : | Rs. 8960-230-9190-250-9940-<br>270-11020-300-12220-330-<br>13540-360-14260  |
| 12. Remarks  | : | Incumbent is eligible for getting<br>2 <sup>nd</sup> time bound Higher Grade<br>promotion on completion of 15<br>years of Service in the entry post<br>Under GO(P)No. 85/2011 fin<br>dated 26.02.2011 |

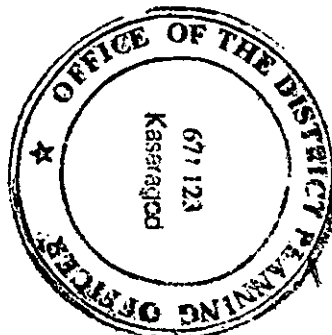


**District Planning Officer,  
KASARAGOD.**

05.03.2013

## PROFORMA

1. Name and Designation : Madhusoodanan K  
Office Attendant (HG 8 Years)
2. Entry cadre of post : Full Time Sanitary Worker
3. Date of First Appointment : 16.02.1998 FN
4. Date of promotion : Category changed as Peon Wef  
01.02.2003 vide GO (MS) No.  
54/ 2002/PLG dated 15.11.2002.
5. Details of departmental Test : N A
6. Period of service which does not Count for  
increment in case of punishment : Nil
7. Period of service which does not count for  
the purpose of promotion : Nil
8. Total Culum 6&7 : Nil
9. Total Service put in by the  
individual for sanctioning higher grade : 15 years
10. Date from which the individual is opted  
for higher grade : 16.02.2013
11. Scale of pay in which the higher grade to be :  
Sanctioned Rs. 8960-230-9190-250-9940-  
270-11020-300-12220-330-  
13540-360-14260
12. Remarks : Incumbent is eligible for getting  
2<sup>nd</sup> time bound Higher Grade  
promotion on completion of 15  
years of Service in the entry post  
Under GO(P)No. 85/2011 fin  
dated 26.02.2011



*[Signature]*  
District Planning Officer,  
KASARAGOD  
05.03.2013

Option for fixation of Pay under Rule 28 A part I KSR\*

\* (a) Consequent upon my promotions as .....  
with effect from ..... FN/AN, I hereby opt the fixation of pay under Rule 28 A, in  
higher scale of pay of the promoted post, with effect from date of promotion, without any  
review consequent on accrual of increment in the lower post.

\* (b) Consequent upon my promotions as Office Attendant .....  
with effect from 16/02/13 ..... FN/AN, I hereby opt the initial  
stage in the time scale of pay of the promoted post next above my  
lower post on the date of promotion, and thereafter under Rule 2  
of the promoted post based on the pay in the lower post with eff  
from the date of accrual of next increment in the scale of lower p  
..... H.G.  
pay at the  
e of pay the  
r scale of pay  
..... 7.13 ..... ie

Place : Kasaragod

Date : 16/02/13

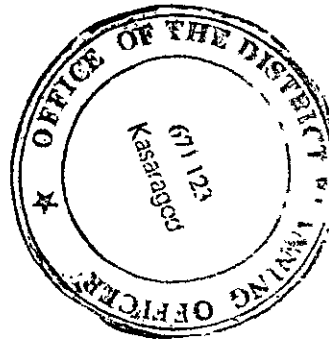
Signature : [Signature]

Name : Madhusoodanan K

Designation : Office Attendant



[Signature]  
District Planning Officer  
KASARAGOD



മാർഗ്ഗരേഖ

Advice Lr. No. DTD(3)6654/01 (8)

൧൧. ൧൧. ൦൧ പ്രകാരം സംസ്ഥാന ശൈത്യകാലക്കാലാവസ്ഥയിൽ  
class IV ശുദ്ധനഗ്നനായി (Night watchman) ൧൧-൦൧-൧൧൦൧ൽ  
സർവ്വീസിൽ പ്രവേശിച്ചു. ൧൧/൦൧/൧൧ൽ എടുത്തുള്ള ചുരുക്കി  
ചെയ്യുക ചെയ്തു. അതിനാൽ ഗവൺമെന്റ് അനുവദിക്കുന്ന  
വെൽ കോപ്പി കിട്ടിയിട്ടുണ്ട്.

൧൧൦

൦൧-൦൧-൧൦൧൩

Johny P. D.  
ജോയന്റ് കമ്മീഷൻ. ൧. ൧൧  
തന്നെ വെൽ കോപ്പി  
൧. ൧. ൧.

State Planning Board  
Thiruvananthapuram  
Dated:27-09-2004.

OFFICE ORDER NO-E3-4743/02/SPB Dt.27-9-04

Sub : Establishment - State Planning Board -  
Sri.JayachandraKumar.T.A - Reported for duty -  
Posting orders issued.

Read: 1) Advice Lr.No.DTB(3) 6654/01(8)dt.24.8.04  
from the District Officer, K.P.S.C, Thiruvananthapuram.  
2) This office order of even no.dt.20-9-04.  
3) Submission dt.27.9.04 from Sri.JayachandraKumar.T.A.

.....

With reference to the above, Sri.JayachandraKumar.T.A,  
a candidate advised by the District Officer, K.P.S.C,  
Thiruvananthapuram for the post of Night Watchman in the  
State Planning Board, Thiruvananthapuram has reported for  
duty on the PM of 27-9-04. In the circumstances, he is  
permitted to join duty as Night Watchman in the State  
Planning Board, Thiruvananthapuram subject to submission  
of the Conduct Certificate from Gazetted Officer.

S.Sushama  
Senior Administrative Officer.

To  
✓ Sri.Jayachandra Kumar.T.A  
Accounts & Stock File.

Forwarded/By Order

  
Administrative Assistant.

PKS/27-9

OPTION FOR FIXATION OF PAY UNDER RULE

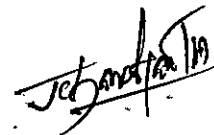
KSR

- (a) Consequent upon my promotions as ..... with effect from .... 27/09/2007 2012 ..... FN/AN, I hereby opt the fixation of my pay under Rule 28 A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review of increment in the lower post.
- (b) Consequent upon my promotion as ..... with effect from ..... FN/AN, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28 A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from ..... ie from the date of accrual of next increment in the scale of pay of the lower post.

Place: DATTOM

Date: 16/03/2013

Signature



Name JAYACHANDRAKUMAR T-A

Designation NIGHTWATCHMAN

108/2013



Submitted

I was appointed in the cadre of LGS and Joined duty in this Office as on 31.01.2005 FN. I have completed 8 Years of Service as on 30.01.2013 AN.

In the Circumstances, it is hereby requested that first time bound higher grade promotion may kindly be granted w.e.f 31.01.2013.

A handwritten signature in black ink, appearing to be 'Vinod.A.G.', written over a horizontal line.

Pattom  
02.02.2013

Vinod.A.G,  
Office Attendant,  
State Planning Board,  
Pattom, Trivandrum – 4.

N.  
4/2/13  
S. B.

OPTION FOR FIXATION OF PAY UNDER RULE 28 A

R

- (a) Consequent upon my promotions as ..... effect  
from 20.01.2013.....FN/AN, I hereby ..... n of  
pay under Rule 28 A, in the higher scale of pay of the pr ..... with  
effect from the date of promotion, without any review cons ..... rual  
of increment in the lower post.
- (b) Consequent upon my promotion as ..... with effect  
from .....FN/AN, I hereby opt the initial  
fixation of my pay at the stage in the time scale of pay of the promoted post  
next above my pay in the scale of pay of the lower post on the date of  
promotion, and thereafter under Rule 28 A in the higher scale of pay of the  
promoted post based on the pay in the lower post with effect from  
..... ie from the date of accrual of next increment in the scale  
of pay of the lower post.

Place: Pattony

Date: 16.03.2013

Signature

Name

Designation

Venod. A. G

Office Assistant





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Jayachandrakumar.T.A,  
Night Watchman, State Planning Board-1st Time Bound Higher Grade  
Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated.27.09.2012 from Sri.Jayachandrakumar.T.A.,SPB.

**ORDER No. E3 - 6779/11/SPB/ Dated 25.03.2013**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt.Jayachandrakumar.T.A, joined service as Night Watchman on 27.09.2004 in the State Planning Board, Thiruvananthapuram. Sri.Jayachandrakumar.T.A has completed 8 years of service in the entry cadre on 26.09.2012. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade promotion that is 27.09.2012.

In the circumstances Sri.Jayachandrakumar.T.A is sanctioned 1st Time Bound Higher Grade with effect from 27.09.2012 in the Scale of Pay Rs.8730-13540. The Post of Night Watchman is upgraded to that of 1<sup>st</sup> higher grade Night Watchman on Rs.8730-13540. The pay of Sri.Jayachandrakumar.T.A, in the Scale of Pay of Rs8730-13540 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.09.2012 in the cadre of Night Watchman                  | 10480      |
| When one Notional Increment is added to the present pay(10480+270)   | 10750      |
| Next stage in the Higher scale                                       | 11020      |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 27.09.2012 | 11020      |
| Date of next increment   | 01.09.2013 |

[Sd-]

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Sri. Jayachandrakumar.T.A, Night Watchman.
2. The Accounts Section
3. C.A to Sr.A.O
4. Office Copy & Stock File

**Forwarded/By order**

**Junior Superintendent**



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Vinod.A.G, Office Attendant, State Planning Board-1st Time Bound Higher Grade Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 16.03.2013 from Sri. Vinod.A.G, Office Attendant, State Planning Board.

**ORDER No. E3 - 6779/11/SPB/ Dated 25.03.2013**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Sri.Vinod.A.G, joined service as Chowkidar on 31.01.2005 in the State Planning Board, Thiruvananthapuram. Sri.Vinod.A.G, Office Attendant has completed 8 years of service in the entry cadre on 30.01.2013. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade promotion that is 31.01.2013.

In the circumstances Sri.Vinod.A.G is sanctioned 1st Time Bound Higher Grade with effect from 31.01.2013 in the Scale of Pay Rs.8730-13540. The Post of Office Attendant is upgraded to that of 1<sup>st</sup> higher grade office attendant on Rs.8730-13540. The pay of Sri. Vinod.A.G, in the Scale of Pay of Rs8730-13540 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.01.2013 in the cadre of Office Attendant                | 10480      |
| When one Notional Increment is added to the present pay(10480+270)   | 10750      |
| Next stage in the Higher scale                                       | 11020      |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 31.01.2013 | 11020      |
| Date of next increment   | 01.01.2014 |

[Sd-]

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Sri. Vinod.A.G, Office attendant.
2. The Accounts Section
3. C.A to Sr.A.O
4. Office Copy & Stock File

Forwarded/By order

**Junior Superintendent**



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Sri.Madhusoodanan.K,Office Attendant, Planning Office,kasaragod- 2<sup>nd</sup> Time Bound Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.P1-873/2005/DPO/KSD Dated,06.03.2013.  
4.Option dated 16.02.2013, from Sri.Madhusoodanan.K,Office Attendant.

**ORDER No. E3 - 6779/2011/SPB/ Dated 25.03.2013.**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.Madhusoodanan.K joined service as Full Time Sanitary Worker on 16.02..1998 in the District Planning Office, Kasaragod. The incumbent has changed his category as peon with effect from 01.02.2003. He was granted 1<sup>st</sup> Time Bound Higher Grade wef 16.02.2006 on completion of 8 years service. Sri.Madhusoodanan.K, Office Attendant has completed 15 years of service in the entry cadre on 15.02.2013.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Sri.Madhusoodanan.K, Peon has completed 15 years of service on 15.02.2013 and is eligible for 2<sup>nd</sup> Time Bound Higher Grade.

Vide Option cited 4<sup>th</sup> above Sri.Madhusoodanan.K has opted the date of completion of 15 years for his 2<sup>nd</sup> Time Bound Higher Grade Promotion that is 16.02.2013.

In the circumstances Sri.Madhusoodanan.K,Office Attendant, District Planning Office,Kasaragod is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 16.02.2013 FN. The post of Office Attendant in the D.P.O, Kasaragod is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

[Sd-]

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Sri. Madhusoodanan.K,,DPO,Kasaragod.
2. The District Planning Office,Kasaragod.
3. The Accounts Section
4. Office Copy & Stock File

Forwarded/By Order

**Junnior Superintendent**



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri.Madhusoodanan.K,Office Attendant, Planning Office,kasaragod- 2<sup>nd</sup> Time Bound Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.P1-873/2005/DPO/KSD Dated,06.03.2013.  
4.Option dated 16.02.2013, from Sri.Madhusoodanan.K,Office Attendant.

**ORDER No. E3 - 6779/2011/SPB/ Dated 00.03.2013.**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

*K. madhusoodanan*  
Sri.K. Mohandas joined service as Full Time Sanitary Worker on 16.02..1998 in the District Planning Office, Kasaragod. The incumbent has changed his category as peon with effect from 01.02.2003. He was granted 1<sup>st</sup> Time Bound Higher Grade wef 16.02.2006 on completion of 8 years service. Sri.Madhusoodanan.K, Office Attendant has completed 15 years of service in the entry cadre on 15.02.2013.

*K. madhusoodanan*  
As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Sri.K. Mohandas, Peon has completed 15 years of service on 15.02.2013 and is eligible for 2<sup>nd</sup> Time Bound Higher Grade.

Vide Option cited 4<sup>th</sup> above Sri.Madhusoodanan.K has opted the date of completion of 15 years for his 2<sup>nd</sup> Time Bound Higher Grade Promotion that is 16.02.2013.

In the circumstances Sri.Madhusoodanan.K,Office Attendant, District Planning Office,Kasaragod is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 16.02.2013 FN. The post of Office Attendant in the D.P.O, Kasaragod is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

*01/*  
*25/3/13*

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Sri. Madhusoodanan.K,,DPO,Kasaragod.
2. The District Planning Office,Kasaragod.
3. The Accounts Section
4. Office Copy & Stock File



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Vinod.A.G, Office Attendant, State Planning Board-1st Time Bound Higher Grade Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 16.03.2013 from Sri. Vinod.A.G, Office Attendant, State Planning Board.

**ORDER No. E3 - 6779/11/SPB/ Dated 00.03.2013**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

~~Smt.~~ <sup>Sri.</sup> Vinod.A.G, joined service as Chowkidar on 31.01.2005 in the State Planning Board, Thiruvananthapuram. Sri. Vinod.A.G, Office Attendant has completed 8 years of service in the entry cadre on 30.01.2013. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade promotion that is 31.01.2013.

In the circumstances Sri. Vinod.A.G is sanctioned 1st Time Bound Higher Grade with effect from 31.01.2013 in the Scale of Pay Rs.8730-13540. The Post of Office Attendant is upgraded to that of 1<sup>st</sup> higher grade office attendant on Rs.8730-13540. The pay of Sri. Vinod.A.G, in the Scale of Pay of Rs.8730-13540 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.01.2013 in the cadre of Office Attendant                | 10480      |
| When one Notional Increment is added to the present pay(10480+270)   | 10750      |
| Next stage in the Higher scale                                       | 11020      |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 31.01.2013 | 11020      |
| Date of next increment   | 01.01.2014 |

*N*  
*25/3/13*  
**KRISHNA SARMA.P**  
Senior Administrative Officer

To

1. Sri. Vinod.A.G, Office attendant.
2. The Accounts Section
3. C.A to Sr.A.O
4. Office Copy & Stock File



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Jayachandrakumar.T.A,  
Night Watchman, State Planning Board-1st Time Bound Higher Grade  
Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated.27.09.2012 from Sri.Jayachandrakumar.T.A.,SPB.

**ORDER No. E3 - 6779/11/SPB/ Dated 00.03.2013**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Sri.Jayachandrakumar.T.A, joined service as Night Watchman on 27.09.2004 in the State Planning Board, Thiruvananthapuram. Sri.Jayachandrakumar.T.A has completed 8 years of service in the entry cadre on 26.09.2012. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade promotion that is 27.09.2012.

In the circumstances Sri.Jayachandrakumar.T.A is sanctioned 1st Time Bound Higher Grade with effect from 27.09.2012 in the Scale of Pay Rs.8730-13540. The Post of Night Watchman is upgraded to that of 1<sup>st</sup> higher grade Night Watchman on Rs.8730-13540. The pay of Sri.Jayachandrakumar.T.A, in the Scale of Pay of Rs8730-13540 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.09.2012 in the cadre of Night Watchman                  | 10480      |
| When one Notional Increment is added to the present pay(10480+270)   | 10750      |
| Next stage in the Higher scale                                       | 11020      |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 27.09.2012 | 11020      |
| Date of next increment   | 01.09.2013 |

25/3/13

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Sri. Jayachandrakumar.T.A, Night Watchman.
2. The Accounts Section
3. C.A to Sr.A.O
4. Office Copy & Stock File



**STATE PLANNING BOARD**

**No: E3-6779/2011/SPB**

Patton Palace. P.O.  
Thiruvananthapuram  
Dated: 00.03.2013

From

The Member Secretary

To

The District Planning Officer  
The District Planning Office  
Kasaragod.

Sir,

Sub: - State Planning Board - Establishment – Sri.Madusoodanan.K, Office  
Attendant, District Planning office, Kasaragod – 2<sup>nd</sup> Time Bound Higher  
Grade Promotion- Service Book returning of - reg.

Ref: - 1.Your letter No. P1-873/2005/DPO/KSD dated. 06.03.2013.

2. This Office proceedings of even No.Dated. <sup>25</sup>00.03.2013

-----

I am to return herewith the Service Book of Sri.Madhusoodanan.K,Office  
attendant, District Planning Office, Kasaragod and copy of proceedings cited for  
necessary action.

The receipt of Service Book may please be acknowledged.

**Yours faithfully**

*M*  
*25/3/13*  
**For Member Secretary**

സമർപ്പണം.

സർ,

തീയതി: 04-04-2005-ൽ സാക്ഷാൽ

പ്രത്യേകമായി അറിയിക്കുന്നതിനായി ഓരോ സർവ്വീസ്  
നോട്ടീസ് അറിയിക്കുന്നതിനായി പ്രത്യേകമായി. 04-04-2013-ൽ  
എന്നിവ സർവ്വീസിൽ ഉൾപ്പെടുത്തി (8) വർഷം  
ഉൾക്കൊള്ളിച്ചിരിക്കുന്നു. അതിനാൽ - എന്നിവ  
സമയ ചെലവിനെ അടിസ്ഥാനമാക്കി അനുവദിക്കണമെന്നും  
അറിയിക്കുന്നു.

02/08/2018.  
2/80.

P. S. S.

Peipi. S.  
Office Attendant.  
S. S. Dn. SPB.



OPTION FOR FIXATION OF PAY UNDER RULE 28 A PART 1 KSR

- (a) Consequent upon my promotions as 1<sup>st</sup> IBHG..... with effect from 07-07-2013.....FN/AN, I hereby opt the fixation of pay under Rule 28 A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower post.
- (b) Consequent upon my promotion as ..... with effect from .....FN/AN, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28 A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from ..... ie from the date of accrual of next increment in the scale of pay of the lower post.

Place: Pattam

Date: 02/08/2013

Signature

Name

Designation

P. J. S.

PRI. J. S.

Officer Assistant



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Priji.S, Office Attendant,  
State Planning Board-1st Time Bound Higher Grade Promotion-  
Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 02.08.2013 from Sri. Priji.S, Office Attendant,  
State Planning Board.

**ORDER No. E3 - 6779/11/SPB/ Dated 00.08.2013**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Sri.Priji.S, joined service as Office Attendant on 07.07.2005 in the State Planning Board, Thiruvananthapuram. Sri.Priji.S, Office Attendant has completed 8 years of service in the entry cadre on 06.07.2013. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade promotion that is 07.07.2013.

In the circumstances Sri.priji.S is sanctioned 1st Time Bound Higher Grade with effect from 07.07.2013 in the Scale of Pay Rs.8730-13540. The Post of Office Attendant is upgraded to that of 1<sup>st</sup> Higher grade office attendant on Rs.8730-13540. The pay of Sri. Priji.S, in the Scale of Pay of Rs8730-13540 is fixed as follows. .

|   |            |
|---|------------|
| Pay as on 07.07.2013 in the cadre of Office Attendant                                       | 10480      |
| When one Notional Increment is added to the present pay(10480+270)                          | 10750      |
| Next stage in the Higher scale  | 11020.     |
| Pay in the Higher Scale of Rs.8730-13540 with effect from <del>31.01.2013</del><br>7-7-2013 | 11020      |
| Date of next increment  | 01.07.2014 |

*01/29/8/13*  
**KRISHNA SARMA.P**

**Senior Administrative Officer**

To

1. Sri. Priji.S, Office attendant.
2. The Accounts Section
3. C.A to Sr.A.O
4. Office Copy & Stock File

*35/29/8*

2

**PROFORMA FOR SANCTIONING HIGHER GRADE**

1. Name of Government Servant : P.N.Johnson
2. Entry in Service : 02/07/1997
3. Post held at present : Office Attendant
4. Existing scale of pay in full and Basic pay : 8730-230-9190-250-9940-  
270-11020-300-12220-330-13540
5. Period of Provisional Service Nil
6. Period of service not counted for increment/  
Non qualifying service for the time bound  
Higher grade promotion : Nil
7. Period of service not counted for increment  
as punishment : Nil
8. Broken periods of service in the higher  
post due reversion to a lower post : Nil
9. Date of completion of 16 years : 01/07/2013
10. Date from which Higher grade is opted : 02/07/2013
11. Revised scale of pay in full : 9190 - 15780

  
District Planning Officer  
Pathanamthitta

Place : Pathanamthitta  
Date : 03/10/2013

:

Para 14 of Appendix - II  
(See Rules for fixation of pay)

FORM OF OPTION

\* I, P.N. Johnson, Office Attendant, District  
Planning Office hereby elect to the revised scale of  
Rs. 9190 - 15780 with effect from 2/7/13

4

or

\* I, .....  
hereby elect to continue in the existing scale of pay of Rs. ....  
..... of my substantive/officiating post mentioned below till  
..... 200 ..... from which date, I may be given the corresponding higher scale.

I hereby agree to refund excess pay and allowances, if any, drawn by me, in case it is found later that I have been paid such excess (even if it is due to erroneous fixation).

Signature: [Signature]

Name: P.N. Johnson

Designation: Office Attendant

Office/Department: Dist. planning office  
Palharanthitta

Station: P.T.A

Date: 2/7/13

\* To be scored off if not applicable

Para 14 of Appendix - II  
(See Rules for fixation of pay)

FORM OF OPTION

\* I, P.N. Johnson, Office Attendant,  
District Planning Office hereby elect to the revised scale of  
Rs. 9190 - 15780 with effect from 2/7/13

or

\* I, .....  
hereby elect to continue in the existing scale of pay of Rs. ....  
..... of my substantive/officiating post mentioned below till  
..... 200 ..... from which date, I may be given the corresponding higher scale.

I hereby agree to refund excess pay and allowances, if any, drawn by me, in case it is found later that I have been paid such excess (even if it is due to erroneous fixation).

Signature: [Signature]

Name: P.N. Johnson,

Designation: Office Attendant

Office/Department: ..

Station: P.T.A

Date: 2/7/13

Para 14 of Appendix - II  
(See Rules for fixation of pay)

FORM OF OPTION

\* I, P. N. Johnson, Office Attendant,  
District Planning Office hereby elect to the revised scale of  
Rs. 9190-15780 with effect from 2/7/13

OR

\* I, .....  
hereby elect to continue in the existing scale of pay of Rs. ....  
..... of my substantive/officiating post mentioned below till  
..... 200..... from which date, I may be given the corresponding higher scale.

I hereby agree to refund excess pay and allowances, if any, drawn by me, in case it is  
found later that I have been paid such excess (even if it is due to erroneous fixation).

Signature: [Signature]

Name: P. N. Johnson

Designation: Office Attendant

Office/Department: District Planning Office  
Pathanamthitta

Station: PTA.

Date: 2/7/13

\* To be scored off if not applicable



STATE PLANNING BOARD

No: E3-6779/2011/SPB

Patton Palace.P.O.  
Thiruvananthapuram  
Dated: 00/11/2013

From

The Member Secretary

To

The District Planning Officer  
District Planning Office  
Pathanamthitta.

Sir,

Sub: - State Planning Board - Establishment -- Sri.P.N.Johnson,Office  
Attendant,DPO,Pathanamthitta - 2<sup>nd</sup> TBHG Promotion -Service Book -  
Returning - reg.

Ref: - 1.Your letter No. E2-2485/2013/DPO/PTA Dated.18.06.2013.  
2.This Office Proceedings of even No. Dated.00.11.2013

I am forwarding herewith the Service Book of Sri.P.N.Johnson, Office  
Attendant,District Planning Office;Pathanamthitta and copy of proceedings cited for  
necessary action.

The receipt of Service Book may please be acknowledged.

Yours faithfully

  
22/11/13  
For Member Secretary

512



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri.P.N.Johnson, Office Attendant, Planning Office, Pathanamthitta- 2<sup>nd</sup> Time Bound Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-2485/2013/DPO/PTA Dated,17.10.2013.

**ORDER No. E3 - 6779/2011/SPB/ Dated 00.11.2013.**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.P.N.Johnson joined service as Night Watchman on 02.07.1997 in the State Planning Board, Thiruvananthapuram. The incumbent has changed his category as peon with effect from 01.06.1998. He has completed 15 years of service in the entry cadre on 15.02.2013. 01.07.2012.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Sri.P.N.Johnson, Office Attendant has completed 15 years of service on 01.07.2012 and is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

In the circumstances Sri.P.N.Johnson, Office Attendant, District Planning Office, Pathanamthitta is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 02.07.2012 FN. The post of Office Attendant in the D.P.O, Pathanamthitta is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

22/11/13

**KRISHNA SARMA.P**

**Senior Administrative Officer**

To

1. Sri. P.N.Johnson,,DPO,Pathanamthitta.
2. The District Planning Office, Pathanamthitta.
3. The Accounts Section
4. Office Copy & Stock File

20/11





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri.P.N.Johnson, Office  
Attendant, District Planning Office, Pathanamthitta- 2<sup>nd</sup> Time Bound  
Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-2485/2013/DPO/PTA Dated,17.10.2013.

**ORDER No. E3 - 6779/2011/SPB/ Dated 22.11.2013.**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.P.N.Johnson joined service as Night Watchman on 02.07.1997 in the State Planning Board, Thiruvananthapuram. The incumbent has changed his category as peon with effect from 01.06.1998. He has completed 15 years of service in the entry cadre on 01.07.2012.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Sri.P.N.Johnson, Office Attendant has completed 15 years of service on 01.07.2012 and is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

In the circumstances Sri.P.N.Johnson, Office Attendant, District Planning Office, Pathanamthitta is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 02.07.2012 FN. The post of Office Attendant in the D.P.O, Pathanamthitta is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

[Sd-]

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Sri. P.N.Johnson,,DPO,Pathanamthitta.
2. The District Planning Office,Pathanamthitta.
3. The Accounts Section
4. Office Copy & Stock File

Forwarded/By order

**Junior Superintendent**

Est

STATE PLANNING  
04 MAR 1964  
THIRUVANANTHAPURAM

ആംഗലിഷ് പ്രവേശന കമ്മീഷൻ 2013 നവംബർ 12-ാം തീയതി  
 ചരിത്ര വകുപ്പ് മുൻപയച്ചിട്ടുണ്ട്. നേതൃനിരയ്ക്ക്  
 മെമ്പർമാർക്ക് അനുവദിച്ചു തിരഞ്ഞെടുക്കലായ നാട്  
 സ്ത്രീകൾക്കുമാണ് അപേക്ഷിക്കുന്നത്.

F3

02-03-2014.

M. Beck

ഡബ്ബിൾ. എ.

ചന്ദ്രികാദി

എപ്പ. പി.സി.

6886

4/3/12  
LAD

Proforma for sanctioning Higher Grade

1. Name of Government Servant : Rethelurishnem. M
2. Entry in service : 12. 08. 2005
3. Post held at present : Chowkidar
4. Existing scale of pay in full and Basic Pay : 8500 - 230 - 9190 - 250 - 9940 - 270 -  
11020 - 300 - 12220 - 330 - 13210 -  
Peni Pay - 10480 .
5. Period of provisional service :
6. Period of service not counted for increment/Non qualifying service for Time bound Higher Grade promotion : NJ
7. Period of service not counted for increment as punishment : NJ
8. Broken periods of service in the higher post due to reversion to a lower post : NJ
9. Date of completion of 8 years : 11. 08. 2013 .
10. Date from which Higher Grade is opted : 12. 08. 2013 .
11. Revised scale of pay in full :

Place : Kallam  
Date : 04/03/2014

Signature of Controlling Officer :  
Name and Designation :

OPTION FOR FIXATION OF PAY UNDER RULE 28 A PART 1 KSR

- (a) Consequent upon my promotion as 1st (Mini) bound Higher Grade with effect from 12/08/2013 I hereby opt the fixation of pay under Rule 28 A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower post.
- (b) Consequent upon my promotion as ..... with effect from .....FN/AN, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28 A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from ..... ie from the date of accrual of next increment in the scale of pay of the lower post.

Place: Kilbourn

Date: 04/03/2014

Signature

Name

Designation

M. Radh  
Radhakrishnan. M  
Chowdhury

## UNDERTAKING

I, ..... hereby agree to refund excess pay and allowances, if any drawn by me, in case it is found later that I have been paid such excess (even it is due to erroneous fixation).

Place: Kottan  
Date: 04/03/2014

Signature

Name

Designation

Office/Department

*M. Raghav*

*Raghavishan. M*

*Charuliden*

*State Planning Dept*



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER,  
STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Radhakrishnan.M,  
Chowkidar, State Planning Board-1st Time Bound Higher Grade  
Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 12.08.2013 from Sri. Radhakrishnan.M, Chowkidar,  
State Planning Board.

**ORDER No. E3 - 6779/11/SPB/ Dated 00.05.2014**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Sri. <sup>R</sup>Radhakrishnan.M, joined service as Chowkidar on 12.08.2005 in the State Planning Board, Thiruvananthapuram. Sri. Radhakrishnan.M, Chowkidar has completed 8 years of service in the entry cadre on 11.08.2013. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade promotion that is 12.08.2013.

In the circumstances Sri. <sup>R</sup>Radhakrishnan.M is sanctioned 1st Time Bound Higher Grade with effect from 12.08.2013 in the Scale of Pay Rs.8730-13540. The Post of Chowkidar is upgraded to that of 1<sup>st</sup> higher grade Chowkidar on Rs.8730-13540. The pay of Sri. Radhakrishnan.M, in the Scale of Pay of Rs.8730-13540 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.08.2013 in the cadre of Chowkidar                       | 10480      |
| When one Notional Increment is added to the present pay(10480+270)   | 10750      |
| Next stage in the Higher scale of Rs. 8730 - 13540                   | 11020      |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 12.08.2013 | 11020      |
| Date of next increment   | 01.08.2014 |

<sup>14/5/14</sup>  
**KRISHNA SARMA.P**

**Senior Administrative Officer**

To

1. Sri. <sup>R</sup>Radhakrishnan.M, Chowkidar, SPB.
2. The Accounts Section
3. C.A to Sr.A.O
4. Office Copy & Stock File

REGISTERED POST WITH A/D



No.E1-1024/2003/DPO/KNR

District Planning Office,

Kannur.

PH : 0497 2700765

Email : [dpokannur@gmail.com](mailto:dpokannur@gmail.com)

Dated : 30.06.2014.

From

District Planning Officer

To

The Member Secretary,  
State Planning Board,  
Pattom Palace (P.O),  
Thiruvananthapuram.

Sir,

Sub:- Estt – DPO, KNR - Sri. A. Prakasan.A., Office Attendant – Proposal for granting of 2<sup>nd</sup> Time Bound Higher Grade Promotion – forwarding – reg.

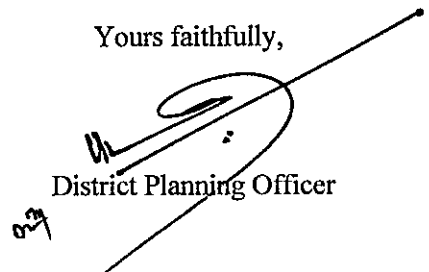
Ref:- 1) GO(P) No.85/2011/Fin. Dated 26.02.2011 & GO(P)No.143/2011 Fin. Dated, 30.03.2011.

2) Request from Sri. A. Prakasan, Office Attendant dated 10.06.2014.

.....

I am forwarding herewith the proposal for 2<sup>nd</sup> time bound higher grade promotion on completion of 15 years service, to Sri. A. Prakasan, Office Attendant of this office along with the Service Book, Form of Option and Declaration for favour of necessary action. Kindly acknowledge receipt of the same.

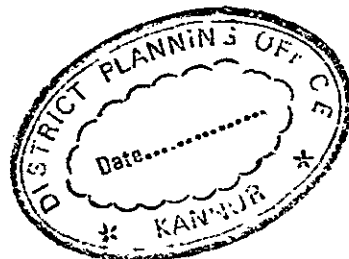
Yours faithfully,

  
District Planning Officer

Encl: As above

**PROFORMA**

1. Name and Designation : PRAKASAN.A.  
Office Attendant (15 Years)
2. Entry cadre of post : Office Attendant
3. Date of First Appointment : 24.06.1999 FN
4. Date of Promotion : Promoted as Peon Grade 1<sup>st</sup> w.e.f 01.10.2002  
vide Order No.E2-151/2003/SPB. Dated  
22.11.2003.
5. Details of Department Test : N.A
6. Period of service which does not count  
for increment in case of punishment : Nil
7. Period of service which does not count for  
The purpose of promotion : Nil
8. Total Column 6 & 7 : Nil
9. Total service put in by the individual  
for sanctioning higher grade : 15 Years
10. Date from which the individual is opted  
for higher grade : 24.06.2014
11. Scale of Pay which the higher grade to be  
Sanctioned : 8960-230-9190-250-9940-270-11020-300-  
12220-330-13540-360-14260
12. Remarks : Incumbent is eligible for getting 2<sup>nd</sup> time bound  
Higher Grade promotion on completion of 15  
years of Service in the entry post Under GO(P)  
No.85/2011 Fin. Dated 26.02.2011.



  
DISTRICT PLANNING OFFICER  
KANNUR



## Option for fixation of Pay under Rule ( 28 A) Part 1 KSR

\*(a) Consequent upon my promotion as.....

With effect from .....FN/AN, I hereby opt the fixation of pay under Rule 28A, in higher scale of pay of the promoted post, with effect from date of promotion, without any review consequent on increment in the Lower post.

\*(b) Consequent upon my promotion as **Office Attendant 15 years Time Bound Higher Grade with effect from 24/06/2014 FN**, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay the lower post on the date of promotion, and thereafter under Rule 28 A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from **24.06.2014**, ie, from the date of accrue of next increment in the scale of lower post.

Place : Kannur,


Date : .06.2014

Signature : 

Name : Prakashan. A

Designation : Office Attendant



  
20.6.2014  
DISTRICT PLANNING OFFICER  
KANNUR

## Option for fixation of Pay under Rule ( 28 A) Part 1 KSR

\*(a) Consequent upon my promotion as.....

With effect from .....FN/AN, I hereby opt the fixation of pay under Rule 28A, in higher scale of pay of the promoted post, with effect from date of promotion, without any review consequent on increment in the Lower post.

\*(b) Consequent upon my promotion as **Office Attendant 15 years Time Bound Higher Grade with effect from 24/06/2014 FN**, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay the lower post on the date of promotion, and thereafter under Rule 28 A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from **24.06.2014**, ie, from the date of accrue of next increment in the scale of lower post.

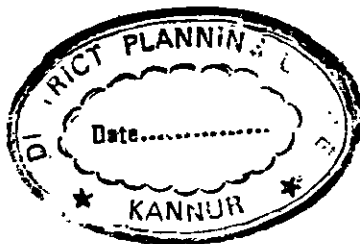
Place : Kannur,

Date : .06.2014

Signature : 

Name : Prakashan. A

Designation: Office Attendant



  
DISTRICT PLANNING OFFICER  
KANNUR  
20.6.2014



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Sri.A.Prakasan,Office  
Attendant, District Planning Office, Kannur- 2<sup>nd</sup> Time Bound Higher  
Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E1-1024/2003/DPO/KNR Dated.30.06.2014.

**ORDER No. E3 - 6779/2011/SPB/ Dated 23.07.2014.**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.A.Prakasan joined service as Office Attendant on 24.06.1999 in the District Planning Office, Kannur. Subsequently he was granted ratio promotion/higher grade with effect from 01.10.2002. He has completed 15 years of service in the entry cadre on 23.06.2014.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Sri.A.Prakasan, Office Attendant has completed 15 years of service on 23.06.2014 and he is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

In the circumstances Sri.A.Prakasan,Office Attendant, District Planning Office, Kannur is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 24.06.2014 FN. The post of Office Attendant in the D.P.O, Kannur is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

[Sd-]

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Sri. A.Prakasan, Office Attendant,DPO, Kannur.
2. The District Planning Officer,Kannur.
3. The Accounts Section
4. Office Copy & Stock File

**Forwarded/By order**

**Junior Superintendent**



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri.A.Prakasan, Office Attendant, District Planning Office, Kannur- 2<sup>nd</sup> Time Bound Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E1-1024/2003/DPO/KNR Dated.30.06.2014.

**ORDER No. E3 - 6779/2011/SPB/ Dated <sup>23/</sup>00.07.2014.**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.A.Prakasan joined service as Office Attendant on 24.06.1999 in the District Planning Office, Kannur. Subsequently he was granted ratio promotion/higher grade with effect from 01.10.2002. He has completed 15 years of service in the entry cadre on 23.06.2014.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Sri.A.Prakasan, Office Attendant has completed 15 years of service on 23.06.2014 and he is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

In the circumstances Sri.A.Prakasan, Office Attendant, District Planning Office, Kannur is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 24.06.2014 FN. The post of Office Attendant in the D.P.O, Kannur is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

23/7/14

**KRISHNA SARMA.P**

**Senior Administrative Officer**

To

Sri ✓

1. Sri. A.Prakasan, Office Attendant, DPO, Kannur.
2. The District Planning Officer, Kannur.
3. The Accounts Section
4. Office Copy & Stock File



**STATE PLANNING BOARD**

**No: E3-6779/2011/SPB**

**Pattom Palace.P.O.  
Thiruvananthapuram  
Dated: 00/07/2014**

**From**

**The Member Secretary**

**To**

**The District Planning Officer  
District Planning Office  
Kannur.**

**Sir,**

**Sub: - State Planning Board - Establishment – Sri.A.Prakasan,Office  
Attendant,DPO,Kannur – 2<sup>nd</sup> TBHG Promotion -Service Book - Returning  
- reg.**

**Ref: - 1.Your letter No. E1-1024/2003/DPO/KNR Dated.30.06.2014.  
2.This Office Proceedings of even No. Dated.00.07.2014**

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23/

I am forwarding herewith the Service Book of Sri.A.Prakasan, Office Attendant,District Planning Office,Kannur and copy of proceedings cited for necessary action.

The receipt of Service Book may please be acknowledged.

**Yours faithfully**

*01/*  
*23/7/14*

**For Member Secretary**

സമർപ്പണം

ഞാൻ 28-06-2006-ൽ സർജിയിൽ പ്രവേശിച്ചു  
90 ദിവസത്തെ ശസ്ത്ര രഹിത അവധി ജ്വരമുണ്ടായി നാൽ  
25-09-2014-ൽ 8 വർഷം സർജി സ്കൂളിൽ  
26-09-2014 മുതൽ തുടർന്നു സമയബദ്ധമായി  
60൯ അനുവദിച്ചു നൽകുന്നത് അപേക്ഷിക്കുന്നു

ടി.ടി.  
12/11/14  
A.A

പട്ടം  
12/11/2014

Sahu  
സുബ്ബിന.കെ.എച്ച്  
റോഡിൽ അടുത്തു  
പെട്ടെന്ന് ജീവ് വെട്ട് ചെയ്യുക

Option for fixation of pay under Rule 28 A, Part I, KSR

a) Consequent upon my promotion as 1<sup>st</sup> Higher Grade Office Assistant with effect from 26/09/2014 FN/AN, I hereby opt the fixation of pay under rule 28A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower scale.

(b) Consequent upon my promotion as ..... with effect from 26-09-2014 ..... FN/AN, I hereby opt the fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from 26-09-2014 ..... i.e from the date of accrual of next increment in the scale of pay of the lower post.

Signature : Sabena

Name : SABENA K.H

Designation : OFFICE ATTENDANT

Place : PATTOIY  
Date : 12/11/2014

Pl. Marne

S26

ESTD

14078



സമർപ്പണം

E3

താൻ പ്ലാനിംഗ് ബോർഡിൽ ഉൾപ്പെട്ടിട്ട്  
 ഡിവിഷനിൽ ട്രാഷിന് അനുബന്ധമായി ജോലി  
 നോക്കിവരികയാണ്. 28-06-2006-ൽ സർജിനിൽ  
 പ്രവേശിച്ച താൻ 8 വർഷം സർജിൻ.  
 പൂർത്തിയാക്കുകയും ചെയ്തു. ആയതിനാൽ  
 മേൽ അനുവദിച്ച അനുവദനം അനുവദിക്കി-  
 ജി.സി.

S26  
23/8/14

A.A

PATTON

22-08-2014

Salmu.

SABEGNA K. H  
 OFFICE ATTENDANT  
 STATE PLANNING BOARD  
 PATTON, TVPM





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Smt.Sabeena K.H, Office Attendant, State Planning Board-1st Time Bound Higher Grade Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated ~~26.09.2014~~ from Smt.Sabeena K.H, Office Attendant, State Planning Board. *12-11-2014*

**ORDER No. E3 - 6779/11/SPB/ Dated 00.11.2014**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt.Sabeena K.H, joined service as Office Attendant on 28.06.2006 in the District Planning Office, Thiruvananthapuram. Smt.Sabeena K.H, Office Attendant has availed 90 days LWA without medical ground in different spells during her service period. After the non-qualifying period she completed 8 years of service in the entry cadre on 25.09.2014. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for <sup>her</sup> 1<sup>st</sup> Time Bound Higher Grade promotion as 26.09.2014.

In the circumstances Smt.Sabeena K.H, Office Attendant is sanctioned 1st Time Bound Higher Grade with effect from 26.09.2014 in the Scale of Pay Rs.8730-13540. The Post of Office Attendant is upgraded to that of 1<sup>st</sup> higher grade office attendant on Rs.8730-13540. The pay of Smt.Sabeena K.H, in the Scale of Pay of Rs.8730-13540 is fixed as follows. .

|  |            |
|--|------------|
| Pay as on 01.09.2014 in the cadre of Office Attendant                | 10210      |
| When one Notional Increment is added to the present pay(10210+270)   | 10480      |
| Next stage in the Higher scale                                       | 10750      |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 26.09.2014 | 10750      |
| Date of next increment   | 01.09.2015 |

*14/11/14*  
**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Smt.Sabeena K.H, Office Attendant.
2. The Accounts Section
3. C.A to Sr.A.O
5. Office Copy & Stock File
- 4 *E28cat*

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15890

രജിസ്റ്റേർഡ് തപാൽ



**ഭരണഭാഷ - മാതൃഭാഷ**

നമ്പർ:ഇ.840/14/ഡി.പി.ഒ/ഇടുക്കി

ജില്ലാ പ്ലാനിംഗ് ആഫീസ്, ഇടുക്കി.  
തീയതി: 30-10-2014

പ്രേഷിതൻ

ജില്ലാ പ്ലാനിംഗ് ആഫീസർ,  
ഇടുക്കി

ഗ്രാഹകൻ

മെമ്പർ സെക്രട്ടറി,  
സംസ്ഥാന ആസൂത്രണ ബോർഡ്,  
തിരുവനന്തപുരം.

63

സർ,

വിഷയം:- എസ്റ്റാ - ഡി.പി.ഒ - ഇടുക്കി - ശ്രീ. വിജയൻ കെ. എൻ - ആഫീസ്  
അറ്റൻഡന്റ് ഗ്രേഡ് - I ന് 15 വർഷത്തെ ഗ്രേഡ് അനുവദിച്ചു കിട്ടുന്നത് -  
സംബന്ധിച്ച്.

688

സൂചന:- ശ്രീ. വിജയൻ കെ.എൻ - ആഫീസ് അറ്റൻഡന്റ് ഗ്രേഡ് - I ന്റെ 11.08.2014  
ലെ സമർപ്പണം.

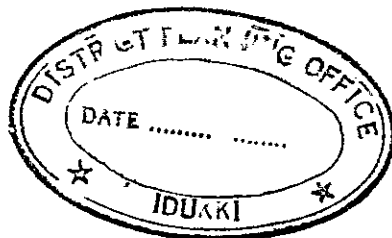
4/10/14

2 A

ഈ ആഫീസിലെ ശ്രീ. വിജയൻ കെ.എൻ, ആഫീസ് അറ്റൻഡന്റ് ഗ്രേഡ് - I  
12.10.2014 ൽ 15 വർഷം സർവ്വീസ് പൂർത്തിയാക്കിയിരിക്കുന്നു.

ടിയാന്റെ 15 വർഷം സർവ്വീസ് പൂർത്തിയാക്കിയ സമയബന്ധിത ഹയർ ഗ്രേഡ്  
അനുവദിച്ച് ഉത്തരവാകണമെന്ന് അപേക്ഷിച്ചുകൊള്ളുന്നു.

ടിയാന്റെ സേവന പുസ്തകം അനന്തര നടപടികൾക്കായി ഇതോടൊപ്പം  
അയച്ചുകൊള്ളുന്നു.



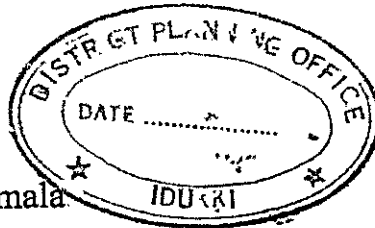
വിശ്വസ്തതയോടെ

*(Signature)*

ജില്ലാ പ്ലാനിംഗ് ആഫീസർ

## Proforma for Sanctioning Higher Grade

1. Name of Government Servant : Sri. K.N Vijayan
2. Entry in Service : 13.10.1999
3. Post held at present : Office Attendant Grade - I
4. Existing scale of pay in full and Basic Pay : 8730-230-9190-250-9940-270-11020-300-12220-330-13540
5. Period of provisional service : NIL
6. Period of service not counted for increment/Non qualifying service for Time bound Higher Grade promotion : NIL
7. Period of service not counted for increment as punishment : NIL
8. Broken periods of service in the higher post due to reversion to a lower post : NIL
9. Date of completion of 15 years : 12.10.2014
10. Date from which Higher Grade is opted : 13.10.2014
11. Revised scale of pay in full : 8960-230-9190-250-9940-270-11020-300-12220-330-13540-360-14260



Place: Kuyilimala  
Date: 03.12.2014

Signature of Controlling Officer:  
Name & Designation :

**SANKARANARAYANAM**  
**DISTRICT PLANNING OFFICER**  
**IDUKKI**

6888 / E3

M  
3/12/14  
L 20



**STATE PLANNING BOARD**

By Regd.Post with A/D

No: E3-6779/2011/SPB

Pattom Palace.P.O.  
Thiruvananthapuram  
Dated: ~~23/07~~<sup>31/12</sup>/2014

From

The Member Secretary

To

The District Planning Officer  
District Planning Office  
Idukki.

Sir,

Sub: State Planning Board - Establishment - Sri.Vijayan K.N, Office  
Attendant,DPO,Idukki - 2<sup>nd</sup> TBHG Promotion -Service Book - Returning  
- reg.

Ref: - 1.Your letter No. E1-840/14/DPO/Idukki Dated.30.10.2014.  
2.This Office Proceedings of even No. Dated.00.11.2014

I am forwarding herewith the Service Book of Sri.Vijayan K.N, Office  
Attendant,District Planning Office,Idukki and copy of proceedings cited for necessary  
action.

The receipt of Service Book may please be acknowledged.

Yours faithfully

  
For Member Secretary

5/✓



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Sri.Vijayan K.N,Office  
Attendant, District Planning Office, Idukki- 2<sup>nd</sup> Time Bound Higher  
Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E1-840/14/DPO/Idukki Dated.30.10.2014.

**ORDER No. E3 - 6779/2011/SPB/ Dated 03.12.2014.**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.Vijayan K.N joined service as Office Attendant on 13.10.1999 in the District Planning Office, Idukki. Subsequently he was granted ratio promotion/higher grade with effect from 22.06.2003. He has completed 15 years of service in the entry cadre on 12.10.2014.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer,Idukki has reported that Sri.Vijayan K.N,Office Attendant.has completed 15 years of service on 12.10.2014 and he is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

In the circumstances Sri.Vijayan K.N,Office Attendant, District Planning Office, Idukki is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 13.10.2014 FN. The post of Office Attendant in the D.P.O, Idukki is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

[Sd-]

**KRISHNA SARMA.P**  
Senior Administrative Officer

To

1. Sri. Vijayan K.N, Office Attendant,DPO,Idukki.
2. The District Planning Officer,Idukki.
3. The Accounts Section
4. Office Copy & Stock File

Forwarded/By order

Administrative Assistant



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board Establishment -Sri.

.Vijayan K.N,Office Attendant, District Planning Office, Idukki- 2<sup>nd</sup> Time Bound  
Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011

2. G.O(P) No.143/2011/Fin dated 30.03.2011

3.Lr.No.E1-840/14/DPO/Idukki Dated.30.10.2014.

**ORDER No: E3-6779/2011/SPB/Dated 00.11.2014.**

As per the Government order cited employees in the scale of pay Rs.8730-13540 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.Vijayan K.N joined service as Office Attendant on 13.10.1999 in the District Planning Office, Idukki. Subsequently he was granted ratio promotion/higher grade with effect from 22.06.2003. He has completed 15 years of service in the entry cadre on 12.10.2014.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer,Idukki has reported that Sri.Vijayan K.N, Office Attendant has completed 15 years of service on 12.10.2014 and he is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

In the circumstances Sri.Vijayan K.N,Office Attendant, District Planning Office, Idukki is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 13.10.2014 FN. The post of Office Attendant in the D.P.O, Idukki is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

M  
3/12/14

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Sri. Vijayan K.N, Office Attendant,DPO,Idukki.
2. The District Planning Officer,Idukki.
3. The Accounts Section
4. Office Copy & Stock File



**STATE PLANNING BOARD**

**By Regd.Post with A/D**

**No: E3-6779/2011/SPB**

**Pattom Palace.P.O.  
Thiruvananthapuram  
Dated: 03/03/2015**

**From**

**The Member Secretary**

**To**

**The District Planning Officer  
District Planning Office  
Ernakulam.**

**Sir,**

**Sub: - State Planning Board - Establishment – Smt.Jayanthi.P.N, Office  
Attendant,DPO,Ernakulam – 2<sup>nd</sup> TBHG Promotion -Service Book -  
Returning - reg.**

**Ref: - 1.Your letter No. E2-17044/14/DPO/EKM Dated.10.02.2015.  
2.This Office Proceedings of even No. Dated.00.03.2015**

**I am forwarding herewith the Service Book of Smt.P.N Jayanthi, Office  
Attendant,District Planning Office,Ernakulam and copy of proceedings cited for  
necessary action.**

**The receipt of Service Book may please be acknowledged.**

**Yours faithfully**

*Handwritten signature*  
**3/3/15**

**For Member Secretary**

*Handwritten initials*



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Smt.P.N Jayanthi, Office Attendant, District Planning Office, Ernakulam- 2<sup>nd</sup> Time Bound Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-17044/2014/DPO/EKM Dated.10.02.2015.

**ORDER No. E3 - 6779/2011/SPB/ Dated 03.03.2015.**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Smt.P.N Jayanthi, joined service as Office Attendant on 07.10.1999 in the District Planning Office, Ernakulam. Subsequently she was granted ratio promotion/higher grade with effect from 01.10.2004.Smt.P.N Jayanthi has availed 38 days LWA without medical ground during her service period.After the non-qualifying period she has completed 15 years of service in the entry cadre on 14.11.2014.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Smt.P.N Jayanthi, Office Attendant has completed 15 years of service on 14.11.2014 and he is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

In the circumstances Smt.P.N Jayanthi, Office Attendant, District Planning Office, Ernakulam is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 14.11.2014 FN. The post of Office Attendant in the D.P.O, Ernakulam is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

[Sd-]

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

1. Smt.P.N Jayanthi, Office Attendant,DPO, Ernakulam.
2. The District Planning Officer,Ernakulam.
3. The Accounts Section
4. Office Copy & Stock File

Forwarded/By order

**Junior Superintendent**





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Smt.P.N Jayanthi, Office Attendant, District Planning Office, Ernakulam- 2<sup>nd</sup> Time Bound Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
 2. G.O(P) No.143/2011/Fin dated 30.03.2011  
 3.Lr.No.E2-17044/2014/DPO/EKM Dated.10.03.2014. 10/04/15

**ORDER No. E3 - 6779/2011/SPB/ Dated 00.02.2015.**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Smt.P.N Jayanthi, joined service as Office Attendant on 07.10.1999 in the District Planning Office, Ernakulam. Subsequently she was granted ratio promotion/higher grade with effect from 01.10.2004.Smt.P.N Jayanthi has availed 38 days LWA without medical ground and 33 days dies non in different spells during her service period.After the non-qualifying period,she has completed 15 years of service in the entry cadre on 17.12.2014. 14-11-2014

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Smt.P.N Jayanthi, Office Attendant has completed 15 years of service on 17.12.2014-14.11.14 and he is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

In the circumstances Smt.P.N Jayanthi, Office Attendant, District Planning Office, Ernakulam is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from 17.12.2014 FN. The post of Office Attendant in the D.P.O, Ernakulam is upgraded to that of 2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

*01/3/15*

**KRISHNA SARMA.P**  
**Senior Administrative Officer**

To

- 5/2*
1. Smt.P.N Jayanthi, Office Attendant,DPO, Ernakulam.
  2. The District Planning Officer,Ernakulam.
  3. The Accounts Section
  4. Office Copy & Stock File

18526

437

ESHA

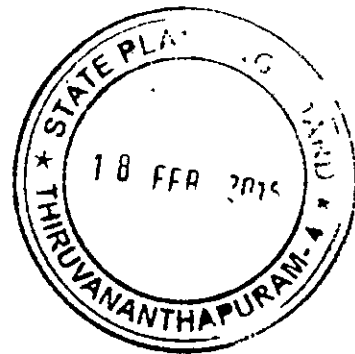
നമ്പർ: ഇ2-1704/2014/ഡി.പി.ഒ./ഇ.കെ.എം.

ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്,  
എറണാകുളം,  
തീയതി : 10.02.2015.

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ,  
എറണാകുളം.

മെമ്പർ സെക്രട്ടറി,  
സംസ്ഥാന ആസൂത്രണ ബോർഡ്,  
തിരുവനന്തപുരം.

സർ,



വിഷയം:- ജീവനക്കാര്യം - ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്, എറണാകുളം - ശ്രീമതി. ജയന്തി.പി.എൻ., ഓഫീസ് അറ്റൻ്റ് ഗ്രേഡ് I - II ഗ്രേഡ് പ്രമോഷൻ അനുവദിക്കുന്നത് - സംബന്ധിച്ച്.

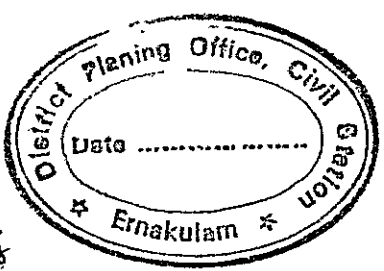
സൂചന:- 06.12.2014-ലെ ശ്രീമതി. ജയന്തി. പി. എൻ., ഓഫീസ് അറ്റൻ്റ് ഗ്രേഡ് I-ന്റെ സമർപ്പണം.

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ഈ കാര്യലയത്തിലെ ഓഫീസ് അറ്റൻ്റ് ഗ്രേഡ് I ആയ ശ്രീമതി. ജയന്തി.പി.എൻ. 15 വർഷം സേവനം പൂർത്തിയാക്കിയതിനു നൽകേണ്ട ഗ്രേഡ് പ്രമോഷൻ അനുവദിക്കുന്നതിനുവേണ്ടി സേവന പുസ്തകം, ഗ്രേഡ് അനുവദിക്കുന്നതിനായുള്ള പൂരിപ്പിച്ച പ്രമോർമ സഹിതം ഇതിനോടൊപ്പം അയച്ചു കൊള്ളുന്നു.

വിശ്വസ്തതയോടെ,

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ.



ESHA

16/2/15

L-A

**PROFORMA**  
**PROPOSAL FOR SANCTION OF HIGHER GRADE PROMOTION**

(to be submitted separately for each officer)

- 1 Name, present designation & Scale of pay : JAYANTHI. P. N., Office Attendant  
(8730 - 13540)
- 2 Qualification possessed by Officer
- a. General : B.Sc. Zoology
- b. Special : Diploma in Social Science
- c. Technical : Diploma in Shorthand & Typewriting
- 3 Entry grade
- a. Designation : Peon
- b. Scale of Pay : 8500-13210
- c. Date of commencement of service : 07.10.1999
- 4 Post in which higher grade promotion is to be
- a. Designation : Office Attendant II Higher Grade
- b. Scale of Pay : 8960-14260
- c. Date of commencement of service : 07.10.1999

Details of provisional service counting of increments as per Government decision No.  
Under A 33 KSR Part-1

- 5 (a) Whether appointed to the post from which  
higher grade promotion proposed to be granted  
by direct recruitment through the PSC. If so  
number and date of the PSC's advice letter : Not applicable
- 6 Details of Service in other Government Departments : "
- 7 Service, if any not counted for Higher Grade
- a) Leave without allowance granted for employment  
outside Govt. Service and LWA availed of by the  
Officer for accompanying spouse abroad : "
- b) Period during which the officer has held by Higher  
post of promotion : "
- c) Period during which increments barred with  
cumulative effect. : "
- d) Other period if any which do not count  
for higher grade : Diasnon for 31 days w.e.f. 06.02.2002 to  
08.03.2002.  
Diasnon for 2 days w.e.f. 08.01.2013 to  
09.01.2013.

- 8 Details of leave without allowance other than  
on medical ground under taken : LWA for 38 days.
- 9 Next promotion post (with scale of pay) :
- 10 Whether the officer possess the superior  
qualifications and experience of any, prescribed  
for the next promotion post :
- 11 Higher Grade for which the officer is eligible :
- 12 Date of completion of 8 years of qualifying service  
in the post in which higher grade is to be sanctioned  
to the grade : Not applicable
- 13 Date of completion of 16 years opted  
qualifying service : 17.12.2014
- 14 Date from which higher grade is opted :
- 15 Option enclosed :
- 16 Service Book attached : Yes
- 17 Date from which higher grade promotion is  
recommended :
- 18 Any other relevant information : Already submitted a request for sanctioning  
LWA w.e.f. 24.11.13 to 31.12.13 on medical  
ground.

Certified that the particulars furnished above have been verified with the reference to entries in the Service Books and other relevant records and are found correct.

Ernakulam,

Dated :

  
**DISTRICT PLANNING OFFICER,**  
Ernakulam.



നമ്പർ: ഇ2-1704/2014/ഡി.പി.ഒ./ഇ.കെ.എം.

ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്,  
എറണാകുളം,  
തീയതി : 10.02.2015.

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ,  
എറണാകുളം.

മെമ്പർ സെക്രട്ടറി,  
സംസ്ഥാന ആസൂത്രണ ബോർഡ്,  
തിരുവനന്തപുരം.

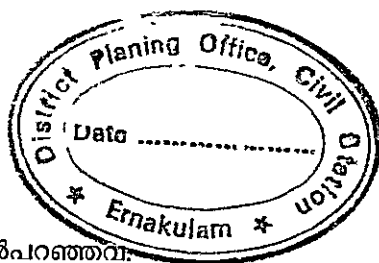
സർ,

വിഷയം:- ജീവനക്കാര്യം - ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്, എറണാകുളം - ശ്രീമതി. ജയന്തി.പി.എൻ.,  
ഓഫീസ് അറ്റൻ്റ് ഗ്രേഡ് I - ശുന്യവേതനാവധി അനുവദിച്ചത് - മെഡിക്കൽ  
സർട്ടിഫിക്കറ്റിൻ്റെ അടിസ്ഥാനത്തിലാക്കുന്നത് - സംബന്ധിച്ച്.

സൂചന:- 15.01.2015-ലെ ശ്രീമതി. ജയന്തി. പി. എൻ., ഓഫീസ് അറ്റൻ്റ് ന്റിൻ്റെ സമർപ്പണം.

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ശ്രീമതി. ജയന്തി. പി. എൻ., ഓഫീസ് അറ്റൻ്റ് സമർപ്പിച്ചിരിക്കുന്ന അപേക്ഷയും, മെഡിക്കൽ  
സർട്ടിഫിക്കറ്റിൻ്റെ പകർപ്പും 'ടി'യാളുടെ സേവനപുസ്തകം സഹിതം അനന്തര നടപടികൾക്കായി  
ഇതോടൊപ്പം അയച്ചുകൊള്ളുന്നു.



ഉള്ളടക്കം : മേൽപറഞ്ഞവ.

വിശ്വസ്തതയോടെ,

ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ.

ജയന്തി.പി.എൻ.,  
ആഫീസ് അറ്റൻഷൻ,  
സംസ്ഥാന ആസൂത്രണ ബോർഡ്,  
തിരുവനന്തപുരം.

സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ,  
സംസ്ഥാന ആസൂത്രണ ബോർഡ്,  
തിരുവനന്തപുരം.

(മേലധികാരി മുഖേന)

സർ,

വിഷയം:- 04.11.2013 - 23.11.2013 വരെയുള്ള അർദ്ധ വേതനാവധി, 24.11.2013-31.12.2013 ശൂന്യവേതനാവധി എന്നിവ - സംബന്ധിച്ച്.

സൂചന:- 1) ഉത്തരവ് നം. ഇ3-333/09/എസ്.പി.ബി. തീയതി 23.11.2013.  
2) 01.11.2013-ൽ അപേക്ഷിച്ച ലീവ് അപേക്ഷ.  
3) 01.01.2014-ൽ അപേക്ഷിച്ച ലീവ് അപേക്ഷ.


സൂചന (2) പ്രകാരം ഞാൻ നൽകിയ ലീവ് അപേക്ഷയിൽ 04.11.2013 മുതൽ 23.11.2013 വരെ അർദ്ധവേതനാവധിയും 24.11.2013 മുതൽ 31.12.2013 വരെ ശൂന്യവേതനാവധിയുമാണ് നൽകിയിരിക്കുന്നത്. ലീവ് ചികിത്സാർത്ഥമാണെന്ന് വ്യക്തമായി എഴുതിയിരുന്നു. എന്നാൽ എന്റെ അറിവില്ലായ്മമൂലം ലീവ് അപേക്ഷയോടൊപ്പം മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് ഹാജരാക്കിയിരുന്നില്ല. എന്റെ സേവന കാലയളവിൽ ആദ്യമായാണ് ശൂന്യവേതനാവധി എടുക്കുന്നത്. ആയതിനാൽ എനിക്ക് അപേക്ഷയോടൊപ്പം മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് ഹാജരാക്കണമെന്ന് അറിയില്ലായിരുന്നു. ബന്ധപ്പെട്ട സെക്ഷനിൽ ലീവ് അപേക്ഷ നൽകിയപ്പോൾ മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് അപേക്ഷയോടൊപ്പം വേണമെന്ന് അറിയിച്ചിട്ടുമില്ല. പിന്നീട് എന്റെ ചില സഹപ്രവർത്തകർ പറഞ്ഞ് അറിഞ്ഞതിനെ തുടർന്ന് 26.11.2013-ൽ ഞാൻ മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് ഹാജരാക്കുകയും, 7482/13/എസ്.പി.ബി. തീയതി 26.11.2013 എന്ന നമ്പറിൽ സെക്ഷനിൽ സ്വീകരിക്കുകയും ചെയ്തിട്ടുള്ളതാണ്.

എന്നാൽ സൂചന (1) പ്രകാരം എന്റെ അർദ്ധവേതനാവധിയും ശൂന്യവേതനാവധിയും ഒരുമിച്ച് ചികിത്സാർത്ഥം എന്നില്ലാതെ ഉത്തരവായിരിക്കുന്നു. ഇത് ഭാവിയിൽ എന്റെ പെൻഷൻ, ഗ്രേഡ്, ഇൻക്രിമെന്റ് എന്നിവയെ ബാധിക്കുമെന്ന് ഉത്തരവിൽതന്നെ വ്യക്തമാക്കിയിട്ടുണ്ട്. ആയതിനാൽ 24.11.2013 മുതൽ 31.12.2013 വരെയുള്ള ശൂന്യവേതനാവധി (38 ദിവസം) മെഡിക്കൽ ഗ്രൗണ്ടിലായി അനുവദിക്കണമെന്ന് താഴ്മയായി അപേക്ഷിക്കുന്നു.

ഇതിനു പുറമെ 01.01.2014, 02.01.2014 എന്നീ തീയതികളിൽ ഞാൻ മെഡിക്കൽ ഗ്രൗണ്ടിൽ ശുന്യവേതനാവധി തുടരുകയും ആയതിന്റെ മെഡിക്കൽ സർട്ടിഫിക്കറ്റും ഫിറ്റ്നസ്സ് സർട്ടിഫിക്കറ്റും ലീവ് അപേക്ഷയോടൊപ്പം 03.01.2014-ൽ സമർപ്പിക്കുകയും ചെയ്തിരുന്നു. മുൻ അവധികൾക്കു ശേഷം 03.01.2014 പൂർവ്വാഹ്നത്തിൽ ഞാൻ ജോലിക്ക് ഹാജരാകുകയും ചെയ്തു. എന്നാൽ 01.01.2014, 02.01.2014 എന്നീ തീയതികളിലെ ശുന്യവേതനാവധി ഉത്തരവാക്കിയതായി സേവന പുസ്തകത്തിൽ രേഖപ്പെടുത്തിയിട്ടില്ല. ആയതിന്റെ പകർപ്പ് എനിക്ക് ലഭിച്ചിട്ടുമില്ല. ആയതിനാൽ ഇക്കാര്യംകൂടി പരിഗണിച്ച് എന്റെ ശുന്യവേതനാവധി മെഡിക്കൽ ഗ്രൗണ്ടിൽ അനുവദിക്കണമെന്ന് താഴ്മയായി അപേക്ഷിക്കുന്നു.

വിശ്വസ്തതയോടെ,

സ്ഥലം : തിരുവനന്തപുരം  
തീയതി : 15.1.2015

  
ജയന്തി. പി. എൻ.

- ഉള്ളടക്കം :-
1. 01.11.2013-ലെ ലീവ് അപേക്ഷയുടെ കോപ്പി.
  2. മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റെ കോപ്പി (കൃണ്ണം)  
(24.11.2013 മുതൽ 31.12.2013 വരെയും, 01.01.2014 മുതൽ 02.01.2014 വരെയും)
  3. ഫിറ്റ്നസ്സ് സർട്ടിഫിക്കറ്റിന്റെ കോപ്പി.

25/28/2013 3,500,000. 0

Form No. 51

APPL. FORM FOR

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.

Note: Form 1 to 14 must be filled in by the applicant.

2. Government of Kerala

NAME

Signature of the applicant

JAYANTI P N

3. 1971

Office Address

State Planning Board, Triv. Pm.

12224/-

7. 10. 1989

7. 10. 1999

Padinjare Pallam Plass, Kumbalangi

560/-

Half Pay Leave from 11.2.2013 to 23.12.2013

L.W.A from 24.12.2013 to 31.12.2013 (3 days)

Prefix = 3-11-2013

Reason: On Medical Ground

1.11.2013, Earned leave

1. Name of the applicant
2. Date of birth
3. Form No.
4. Designation, Office or Station
5. Pay Band/Grade of pay
6. Date of entry in service
7. Date of commencement of continuous service
8. Address during leave
9. If the applicant is a member of any other service, the name of the service and the date of entry into service
10. Name and period of leave applied for and the date from which the leave is required
11. If the leave is of a special nature, the name of the leave and the date from which the leave is required
12. Purpose for which the leave is applied for
13. Date of return from leave and the date and period of leave
14. I declare to refund the leave salary drawn during the period of leave which was not available to me at the time of my resignation or termination of service at any time and I agree to pay the amount of leave not drawn during the period of leave.

Place: Thiruvananthapuram

Signature of Applicant

1.11.2013



(Rule 117, Part I, KSRs)

LAKEHURST HOSPITAL  
Date: .....

Signature of Medical Officer..... *W. G. R. P. M. S. D. O. B. Sc., MBBS, F.R.C.P., D. O. Orthopaedic Surgeon*  
Registration No. .... *9102* *ORTHOPAEDIC SURGEON*  
Part of Registration ..... *A.* *REG. No. 1902*  
System of Medicine ..... *By A. P. S. M. S. D. O.*

# MEDICAL CERTIFICATE

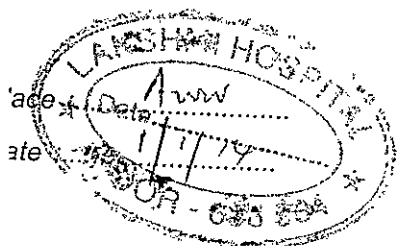
  
Signature of applicant

I, Dr. K.A. Rangana  
after careful personal examination of the case, hereby certify that Sri/Smt. PAYANTHI P.N  
Office Address: 1st Floor, P. S. Road, 1st Floor, 1st Floor  
whose signature is given above, suffering from L.S. Spinal Injury  
and that I consider that a period of absence  
duty of 2 days with effect from 1/1/14  
is absolutely necessary for the restoration of his/her health


Dr. K.A. RANGANA  
BSc., MBBS, FCCP, D. Ortho  
ORTHOPEDIC SURGEON  
REG No. 9102

Signature :  
Designation :  
Reg.No. :  
Part of Reg. :  
System of Medicine :

9102  
A -  
Modern Medicine




## Certificate of Fitness to Return Duty

  
Signature of applicant

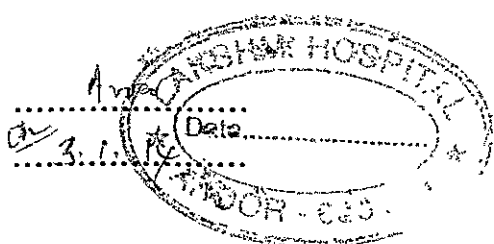
Dr. K.A. Rangwath  
.....  
red Medical Practitioner, do hereby certify that I have carefully examined .....  
Dr. Rangwath P.N. ..... Dr. Rangwath P.N. .....  
..... whose signature is given above and that he/she has recovered  
her illness and is now fit to resume duties in Government services. I also certify that  
arriving at this decision I examined the original Medical certificate and statement of the  
which leave was granted and have taken these into consideration in arriving at my

Dr. K.A. RANGWATH  
BSc., MBBS FRCR (D) Ortho.  
ORTHOP. SURGEON

  
Signature of the Registered Medical Practitioner

Reg. No. 912 Part of Registration A

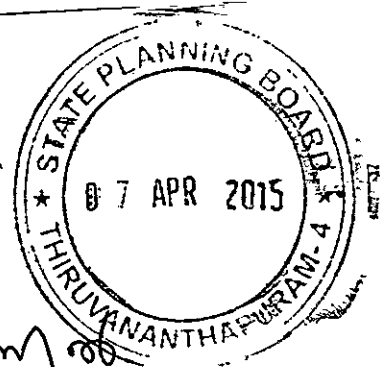
System of Medicine Physiotherapy



004

19721

പട്ടണത്തം




സർ, ഞാൻ സർവ്വീസ്

കോമ്പൻ ട്രെയ്ൻ 09/03/2015-ൽ ദേവർ  
ഓർട്ടർ ചെയ്തിരുന്നു. (പ്രൈവറ്റ് - 09/03/2015)

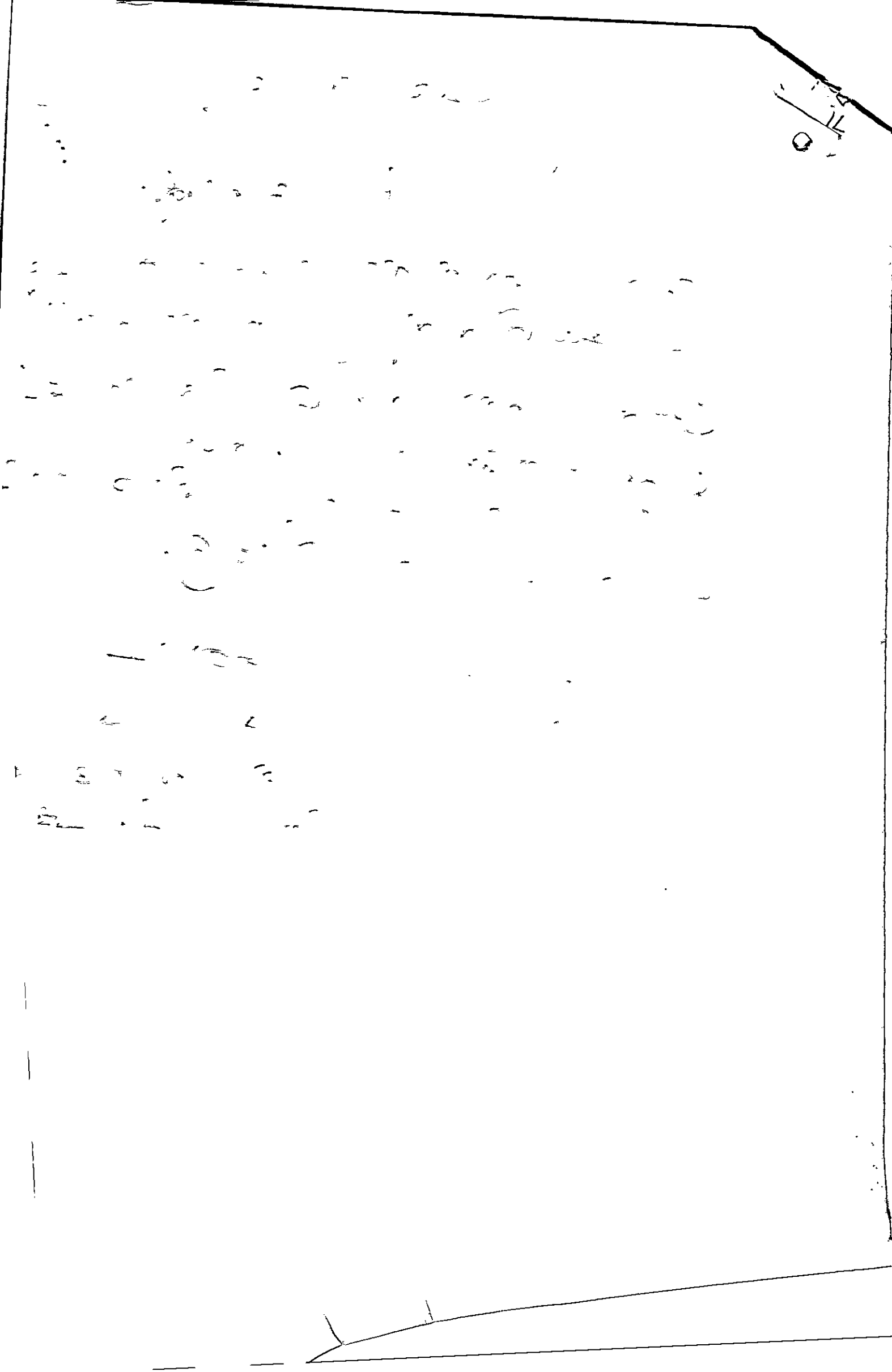
അയൽപ്രദേശം കിഴക്ക് പട്ടണത്തം  
തന്നെ സർവ്വീസ് ചെയ്ത ഹയർ ലെവൽ  
പ്രദേശങ്ങൾ ദേവൻ നാലാമത്ത് സർവ്വീസ്  
ചെയ്ത ദേവൻ അയച്ചിരുന്നു.

52-  
2/4/15  
AA

പട്ടണത്തം.  
2/4/15

  
ജി. ബി. കെ. എസ്.  
കെ. എ. അരുൺ  
എസ്. പി. ബി. പട്ടണത്തം

77



Option in terms of Rule 28 A Part I KSR

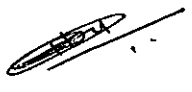
Consequent upon my promotion as 1<sup>st</sup> Time Band Higher Grade with effect from 29.03.2015 FN/AN, I hereby opt that my initial pay in the promoted post may be fixed :

#(i) in terms of Rule 28A straightaway without any further review on account of increment in the lower post.

#(ii) initially at the next stage in the time scale of the promoted post without granting the notional increment on the date of promotion, but such increment being allowed on the date of accrual of the next increment in the scale of the lower post, ie..... I understand that the next increment in the promoted scale will fall due only after 1 year from the date of this increment.

# strike of whichever is not applicable.

Place : Pattom  
Date : 07/04/2015

Signature :   
Name : Shiebu K.S.  
Designation : O.A.





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Shiebu K.S, Office Attendant, State Planning Board-1st Time Bound Higher Grade Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P).No.143/2011/Fin dated 30.03.2011  
3. Option dated 29.03.2015 from Sri.Shiebu K.S, Office Attendant, State Planning Board.

**ORDER No. E3 - 6779/11/SPB/ Dated 20.04.2015**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Sri.Shiebu K.S, joined service as Office Attendant on 29.03.2007 in the State Planning Board, Thiruvananthapuram. Sri.Shiebu K.S, Office Attendant has completed 8 years of service in the entry cadre on 28.03.2015. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade promotion that is 29.03.2015.

In the circumstances Sri.Shiebu K.S is sanctioned 1st Time Bound Higher Grade with effect from 29.03.2015 in the Scale of Pay Rs.8730-13540. The Post of Office Attendant is upgraded to that of 1<sup>st</sup> higher grade office attendant on Rs.8730-13540. The pay of Sri.Shiebu K.S, in the Scale of Pay of Rs8730-13540 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.03.2015 in the cadre of Office Attendant                | 10480      |
| When one Notional Increment is added to the present pay(10480+270)   | 10750      |
| Next stage in the Higher scale                                       | 11020      |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 29.03.2015 | 11020      |
| Date of next increment   | 01.03.2016 |

[Sd-]

**GILBERT WESLEY.H**

**Senior Administrative Officer**

To

1. Sri. Shiebu K.S, Office attendant.
2. The Accounts Section
3. Office Copy & Stock File

**Forwarded/By order**

*He [Signature]*

**Administrative Assistant**





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**

**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. Shiebu K.S, Office Attendant, State Planning Board-1st Time Bound Higher Grade Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 29.03.2015 from Sri.Shiebu K.S, Office Attendant, State Planning Board.

**ORDER No. E3 - 6779/11/SPB/ Dated. 00.04.2015**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 1st Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Sri.Shiebu K.S, joined service as Office Attendant on 29.03.2007 in the State Planning Board, Thiruvananthapuram. Sri.Shiebu K.S, Office Attendant has completed 8 years of service in the entry cadre on 28.03.2015. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 8 years for his 1<sup>st</sup> Time Bound Higher Grade promotion that is 29.03.2015.

In the circumstances Sri.Shiebu K.S is sanctioned 1st Time Bound Higher Grade with effect from 29.03.2015 in the Scale of Pay Rs.8730-13540. The Post of Office Attendant is upgraded to that of 1<sup>st</sup> higher grade office attendant on Rs.8730-13540. The pay of Sri.Shiebu K.S, in the Scale of Pay of Rs8730-13540 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.03.2015 in the cadre of Office Attendant                | 10480      |
| When one Notional Increment is added to the present pay(10480+270)   | 10750      |
| Next stage in the Higher scale                                       | 11020      |
| Pay in the Higher Scale of Rs.8730-13540 with effect from 29.03.2015 | 11020      |
| Date of next increment   | 01.03.2016 |

  
GILBERT WESLEY.H

Senior Administrative Officer

To

- 5/2
1. Sri. Shiebu K.S, Office attendant.
  2. The Accounts Section
  3. C.A to Sr.A.O
  4. Office Copy & Stock File

245

19867

B.H.

No.E1-896/2009/DPO/Tvpm

17 APR 2015

**By Registered Post**

District Planning Office,  
Civil Station,  
Thiruvananthapuram,  
Dated: 07.04.2015

From

District Planning Officer

To

The Member Secretary,  
State Planning Board,  
Pattom Palace P.O, Thiruvananthapuram.

Sir,

Sub: - District Planning Office, Thiruvananthapuram – Establishment –  
Smt.I.S.Bindhu, Office Attendant of this office – Completed 8 years  
of service in the cadre of Office Attendant – Request for Sanctioning  
I Time Bound Higher Grade – Proforma and other details forwarding  
of - Reg.

Ref: - 1. Submission dated 26.03.2015 from Smt.I.S.Bindhu, Office  
Attendant of this office.  
2. Option/Declaration form dated 27.03.2015 received from  
Smt.I.S.Bindhu, Office Attendant of this office.  
3. Dully filled in Proposal for the Sanction of the First Time Bound  
Higher Grade on Completion of 8 years of qualifying service of  
Smt.I.S.Bindhu, Office Attendant of this office.

Kind attention is invited to the refs. cited. As per the ref. 1<sup>st</sup> cited,  
Smt.I.S.Bindhu, Office Attendant of this office has informed that she has  
completed 8 years of service in the cadre of Office Attendant on the FN of  
27.03.2015 in the scale of pay of Rs.8500-13210 and requested to take  
neces sary steps to sanction the 1<sup>st</sup> Time Bound Higher Grade in the scale  
of Pay of Rs.8730-13540.

In the circumstances, I am to forward herewith the Service Book of  
the incumbent along with the ref.2<sup>nd</sup> and 3<sup>rd</sup> cited in original for further  
necessary action. Kindly acknowledge the receipt of the Service Book.

Yours faithfully,



*[Signature]*  
District Planning Officer

51-1214

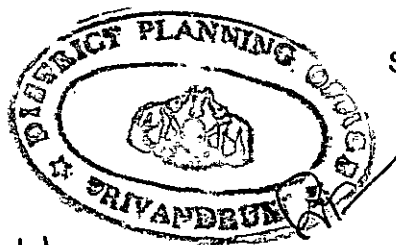
✓

**PROPOSAL FOR THE SANCTION OF TIME BOUND HIGHER GRADE ON  
COMPLETION OF ~~EIGHT~~ YEARS OF QUALIFYING SERVICE**

1. Sl. No :
2. Name with Designation : Bindhu. I.S , office Attendant
3. Present Station : District Planning Office, Tum
4. Date of Birth : 20-05-1979
5. Qualification: (1) General : B.A (Hindi)
- (2) Technical : Typewriting English Higher  
" Malayalam Lower.
6. Qualification Department tests prescribed for promotion in the normal line : -
7. Whether acquired the above qualification / Department test for promotion : -
8. Date of commencement of continuous service (FN or AN) : 26-03-2007 (FN)
9. Category to which appointed first in service with scale of pay of the post : Office Attendant, 4300 - 5930
10. Date of commencement of continuous service (FN or AN) : 26-03-2007 (F.N)
11. Details of promotion already enjoyed with designation of the post, date of joining in each post and scale of pay of the posts : NIL
- a) First promotion :
- b) Second promotion :
- c) Third promotion :
12. Details of higher grades already granted with scale of pay and date of effect : NIL
13. Total strength of service as on the date of application : Eight years
14. Whether an undertaking has been obtained from the incumbent to the effect that he/she will not refuse regular promotion as and when it becomes due (Declaration to be enclosed) : Yes
15. Whether promotion had already been relinquished, If so, furnish details : No
16. If relinquished, whether the incumbent had tendered declaration to the effect that he / she will accept the promotion in future after getting higher grade (if so enclose declaration duly attested by the Head of Office) : -

17. Details of service if any which will not count for sanctioning of higher grade : NIL
18. Next promotion post in the normal course if any and the scale of pay : Clerical Attender  
8730-13540
19. Whether the incumbent is eligible to get higher grade sanctioned in the G.O.(P)3000/98/Fin dated 25-11-1998 : Yes  
i) From which date : 27.03.2015  
ii) On which scale of pay : 8730-13540
20. Remarks :

Certified that I have verified the service book of the incumbent and that the details furnished above are correct. Also certified that the incumbent is eligible to get Higher Grade sanctioned in G.O.(P) 3000/98/Fin. Dated 25-11-1998 with effect from the date and the scale of pay noted in column No.19.



*P. Sarojini*  
Signature, Name and Designation of  
District Planning Officer  
Thiruvananthapuram

Place: Kndappanabekunnu  
Date: 07. 04. 2015

Countersigned

### OPTION/ DECLARATION FORM

(To be submitted by employees during time bound higher grade promotion.  
See Circular No.46/2008/Fin dated 08/08/2008)

- i) I... Bindhu. I.S., Office Attendant, DPO, Tum. (Name & Designation)  
here by elect to come over to the 8/16/23/28 years time bound higher grade in the scale of  
pay of Rs. 8730-13540.....  
with effect from 27.03.2015...
- ii) I will not relinquish the regular promotion due after the grant of time bound higher grade promotion.
- iii) I hereby agree to refund excess pay and allowances if any drawn by me in case it is found later that I have been paid such excess due to mistake in the grant of grade promotion or irregular fixation of pay.

Station: Kudlappanakunnu,

Date: 27-03-15

Signature :

Name :

Designation :

Office/Dept :

Bindhu

Bindhu. I.S

Office Attendant

District Planning Office,  
Tum.

Countersigned

[Signature]  
**Dist Planning Officer**  
**Thiruvananthapuram**



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Smt.I.S Bindu, Office Attendant, District Planning Office, Thiruvananthapuram- 1<sup>st</sup> Time Bound Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E1-896/2009/DPO/TVPM Dated.07.04.2015.

**ORDER No. E3 - 6779/2011/SPB/ Dated 28.04.2015.**

As per the Government orders cited, employees in the scale of pay Rs.8500-13210 are eligible for 1<sup>st</sup> Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt.I.S Bindu, joined service as Office Attendant on 26.03.2007 in the District Planning Office, Thiruvananthapuram. She has completed 8years of service in the entry cadre on 25.03.2015.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Smt.I.S Bindu, Office Attendant has completed 8years of service on 25.03.2015 and she is eligible for 1<sup>st</sup>Time Bound Higher Grade Promotion.

In the circumstances Smt. I.S Bindu, Office Attendant, District Planning Office,Thiruvananthapuram is granted her 1<sup>st</sup> TBHG in the Scale of Pay of Rs. 8730-13540 with effect from 26.03.2015. The post of Office Attendant in the D.P.O, Thiruvananthapuram is upgraded to that of 1<sup>st</sup> higher grade Office Attendant on Rs8730-13540 till she holds the post.

[sd-]

**GILBERT WESLEY.H**  
**Senior Administrative Officer**

To

1. Smt.I.S Bindu, Office Attendant,DPO, Thiruvananthapuram
2. The District Planning Officer, Thiruvananthapuram.
3. The Accounts Section
4. E4 Seat
5. Office Copy & Stock File

Forwarded/By order

**Administrative Assistant**



**STATE PLANNING BOARD**

**By Regd.Post with A/D**

**No: E3-6779/2011/SPB**

**Pattom Palace.P.O.  
Thiruvananthapuram  
Dated: 00/04/2015**

**From**

**The Member Secretary**

**To**

**The District Planning Officer  
District Planning Office  
Thiruvananthapuram.**

**Sir,**

**Sub: - State Planning Board - Establishment – Smt.Bindhu I S, Office  
Attendant,DPO,Ernakulam – ~~1st~~ TBHG Promotion -Service Book -  
Returning - reg.**

**Ref: - 1.Your letter No. E1-896/2009DPO/Tvpm Dated.10.02.2015.  
2.This Office Proceedings of even No. Dated.28.04.2015**

-----

**I am forwarding herewith the Service Book of Smt.I.S Bindhu, Office  
Attendant,District Planning Office,Thiruvananthapuram and copy of proceedings cited for  
necessary action.**

**The receipt of Service Book may please be acknowledged.**

**Yours faithfully**

**For Member Secretary**



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Smt.I.S Bindu, Office Attendant, District Planning Office, Thiruvananthapuram- 1<sup>st</sup> Time Bound Higher Grade Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E1-896/2009/DPO/TVPM Dated.07.04.2015.

**ORDER No. E3 - 6779/2011/SPB/ Dated .04.2015.**

As per the Government orders cited, employees in the scale of pay Rs.8500-13210 are eligible for 1<sup>st</sup> Time Bound Higher Grade in the scale of pay of Rs.8730-13540 on completion of 8 years of service in the entry post.

Smt.I.S Bindu, joined service as Office Attendant on 26.03.2007 in the District Planning Office, Thiruvananthapuram. She has completed 8years of service in the entry cadre on <sup>25</sup>28.03.2015.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, has reported that Smt.I.S Bindu, Office Attendant has completed 8years of service on <sup>25</sup>28.03.2015 and she is eligible for 1<sup>st</sup>Time Bound Higher Grade Promotion.

In the circumstances Smt. I.S Bindu, Office Attendant, District Planning Office,Thiruvananthapuram is granted her 1<sup>st</sup> TBHG in the Scale of Pay of Rs. 8730-13540 with effect from <sup>26</sup>28.03.2015. The post of Office Attendant in the D.P.O, Thiruvananthapuram is upgraded to that of 1<sup>st</sup> higher grade Office Attendant on Rs8730-13540 till <sup>she</sup>he holds the post.

  
**GILBERT WESLEY, H**  
**Senior Administrative Officer**

To

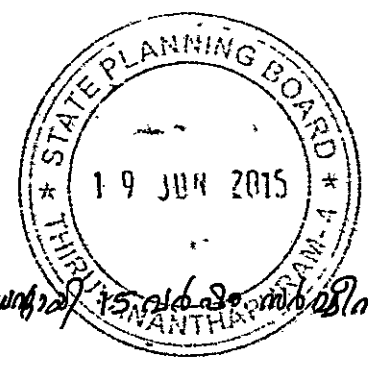
- Sir*
1. Smt.I.S Bindu, Office Attendant,DPO, Thiruvananthapuram
  2. The District Planning Officer, Thiruvananthapuram.
  3. The Accounts Section
  4. Office Copy & Stock File
  - A. E4 Seal



636  
E3

21470

പ്രകടനം



താൻ 20.06.2014ൽ ഭൂമിസ് അറ്റൻഡൻ്റ് 15.06.2015ൽ ഭൂമിസ്

ചർച്ചയിലായിട്ടുണ്ട്. ഈ സാഹചര്യത്തിൽ രണ്ടാമത്തെ ഘട്ടം തുടങ്ങിയതാണ്. ഏതെങ്കിലും പ്രോജക്ട് നൽകുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കണമെന്ന് അഭ്യർത്ഥിക്കുന്നു.

E3

19/6/15  
AA


അല: പട്ടം  
തീയതി: 19.06.15

വി. വിജയൻ  
ഭൂമിസ് അറ്റൻഡൻ്റ്  
എസ്. പി. ബി

Option for fixation of pay under Rule 28 A, Part I, KSR

a) Consequent upon my promotion as Offici. Attendant [H.G.]..... with effect from 01.07.2015, FN/AN, I hereby opt the fixation of pay under rule 28A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower scale.

(b) Consequent upon my promotion as ..... with effect from .....FN/AN, I hereby opt the fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from ..... i.e from the date of accrual of next increment in the scale of pay of the lower post.

  
Signature :

Name : V. Vijayan

Designation : Offici Attendant

Place : Kottam  
Date : 19.06.2015



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. V.Vijayan, Office Attendant, State Planning Board-2<sup>nd</sup> Time Bound Higher Grade Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated 01.07.2014 from Sri. V.Vijayan, Office Attendant, State Planning Board.

**ORDER No. E3 - 6779/11/SPB/ Dated 14.07.2015**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.V.Vijayan joined service as Peon Grade - II on 21.06.1999 in the State Planning Board, Thiruvananthapuram. Subsequently he was granted ratio promotion with effect from 01.10.2003. He has completed 15 years of service in the entry cadre on 20.06.2014. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 15 years for his 2<sup>nd</sup> time bound higher grade promotion that is 01.07.2014.

In the circumstances Sri.V.Vijayan, office Attendant is sanctioned 2<sup>nd</sup> Time Bound Higher Grade with effect from 01.07.2014. in the Scale of Pay Rs.8960-14260.

The pay of Sri.V.Vijayan, Office Attendant in the Scale of Pay of Rs.8960-14260 is fixed as follows.

|  |            |
|--|------------|
| Pay as on 01.07.2014 in the cadre of Office Attendant                | 12880      |
| When one Notional Increment is added to the present pay(12880+330)   | 13210      |
| Next stage in the Higher scale                                       | 13540      |
| Pay in the Higher Scale of Rs.8960-14260 with effect from 01.07.2014 | 13540      |
| Date of next increment   | 01.07.2015 |

[Sd-]

**GILBERT WESELY.H**

**Senior Administrative Officer**

To

1. Sri.V.Vijayan, Office Attendant
2. The Accounts Section
3. I.T Wing
4. Office Copy & Stock File

**Forwarded/By order**

*Reganar*  
**Junior Superintendent**



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri. V.Vijayan, Office Attendant, State Planning Board-2<sup>nd</sup> Time Bound Higher Grade Promotion-Sanctioned-Pay fixed-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3. Option dated ~~01.07.2014~~ from Sri. V.Vijayan, Office Attendant, State Planning Board.

**ORDER No. E3 - 6779/11/SPB/ Dated 00.07.2015**

As per the Government order cited employees in the scale of pay Rs.8500-13210 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post.

Sri.V.Vijayan joined service as Peon Grade - II on 21.06.1999 in the State Planning Board, Thiruvananthapuram. Subsequently he was granted ratio promotion with effect from 01.10.2003. He has completed 15 years of service in the entry cadre on 20.06.2014. Vide option cited 3<sup>rd</sup> the incumbent has opted the date of completion of 15 years for his 2<sup>nd</sup> time bound higher grade promotion that is 01.07.2014. -

In the circumstances Sri.V.Vijayan, office Attendant is sanctioned 2<sup>nd</sup> Time Bound Higher Grade with effect from 01.07.2014. in the Scale of Pay Rs.8960-14260.

The pay of Sri.V.Vijayan, Office Attendant in the Scale of Pay of Rs.8960-14260 is fixed as follows.

|  |            |   |
|--|------------|---|
| Pay as on 01.07.2014 in the cadre of Office Attendant                | 12880      | ✓ |
| When one Notional Increment is added to the present pay(12880+330)   | 13210      | ✓ |
| Next stage in the Higher scale                                       | 13540      | ✓ |
| Pay in the Higher Scale of Rs.8960-14260 with effect from 01.07.2014 | 13540      | ✓ |
| Date of next increment   | 01.07.2015 | ✓ |

  
GILBERT WESELY.H

Senior Administrative Officer

To

1. Sri.V.Vijayan, Office Attendant
2. The Accounts Section
3. I.T Wing
4. Office Copy & Stock File





**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Sri.Ravi.C,Office Attendant,  
District Planning Office, Malappuram- 2<sup>nd</sup> Time Bound Higher Grade  
Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-173/08/DPO/MPM Dated.15.12.2015  
4.Option dt.23.10.2015 from Sri.Ravi.C, Office Att.,DPO,Malappuram.

**ORDER No. E3 - 6779/2011/SPB/ Dated 00.01.2016.**

13210 As per the Government order cited employees in the scale of pay Rs.8580-  
13210 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on  
completion of 15 years of service in the entry post *at regular position Post for B.H.G.*  
*Let him together -*

Sri.Ravi.C, Office Attendant joined service as Office Attendant on 23.10.2000 in the  
District Planning Office, Malappuram. Subsequently he was granted ratio promotion/higher  
grade with effect from 01.06.2007. He has completed 15 years of service in the entry cadre  
on 22.10.2015.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, Malappuram has reported  
that Sri.Ravi.VC, Office Attendant has completed 15 years of service on 22.10.2015 and he is  
eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

Vide option 4<sup>th</sup> above Sri.Ravi.C, office attendant has opted the date of completion of  
15 years for his 2<sup>nd</sup> time bound higher grade promotion that is 23.10.2015

In the circumstances Sri.Ravi.C, Office Attendant, District Planning Office,  
Malappuram is granted his 2<sup>nd</sup> TBHG in the Scale of Pay of Rs.8960-14260 with effect from  
23.10.2015 FN. The post of Office Attendant in the D.P.O, malappuram is upgraded to that of  
2<sup>nd</sup> higher grade Office Attendant on Rs.8960-14260 till he holds the post.

*22/11/16*  
Jayaraj.P

Senior Administrative Officer

To

1. Sri. Ravi.C, Office Attendant, DPO, Malappuram.

Copy to:-

2. The District Planning Officer, Malappuram.
3. The Accounts Section
4. Office Copy & Stock File

*28/01/16*  
*P8*



**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment -Sri.Ravi.C, Office Attendant,  
District Planning Office, Malappuram- 2nd Time Bound Higher Grade  
Promotion-Sanctioned-Orders issued.

Read: 1. G.O(P) No.85/2011/Fin dated 26.02.2011  
2. G.O(P) No.143/2011/Fin dated 30.03.2011  
3.Lr.No.E2-173/08/DPO/MPM Dated.15.12.2015  
4. Option dt.23.10.2015 from Sri.Ravi.C, Office Att., DPO, Malappuram.

**ORDER No. E3 - 6779/2011/SPB/ Dated 27.01.2016.**

As per the Government orders cited, employees in the scale of pay Rs.8500-13210 are eligible for 2<sup>nd</sup> Time Bound Higher Grade in the scale of pay of Rs.8960-14260 on completion of 15 years of service in the entry post and 1<sup>st</sup> regular promotion post/TBHG taken together.

Sri.Ravi.C,Office Attendant joined service as Office Attendant on 23.10.2000 in the District Planning Office, Malappuram. Subsequently he was granted ratio promotion with effect from 01.06.2007.He has completed 15 years of service in the entry cadre on 22.10.2015.

As per the letter cited 3<sup>rd</sup> above, the District Planning Officer, Malappuram has reported that Sri.Ravi.VC, Office Attendant has completed 15 years of service on 22.10.2015 and he is eligible for 2<sup>nd</sup> Time Bound Higher Grade Promotion.

Vide option, 4<sup>th</sup> above Sri.Ravi.C, Office Attendant has opted the date of completion of 15 years for his 2<sup>nd</sup> time bound higher grade promotion that is 23.10.2015.

In the circumstances Sri.Ravi.C, Office Attendant, District Planning Office,Malappuram is granted his 2<sup>st</sup> TBHG in the Scale of Pay of Rs. 8960-14260 with effect from 23.10.2015 FN. The post of Office Attendant in the D.P.O, Malappuram is upgraded to that of 2<sup>st</sup> higher grade Office Attendant on Rs8960-14260 till he holds the post.

Sd/-

**JAYARAJ P**

**Senior Administrative Officer**

To

- 1.Sri.Ravi.C, Office Attendant,DPO, Malappuram.
- 2.The District Planning Officer, Malappuram.
3. Office Copy/Stock File

FORWARDED/BY ORDER

ADMINISTRATIVE ASSISTANT

558  
ESTD  
26/3/1  
No. E2-173/08/DPO/MPM

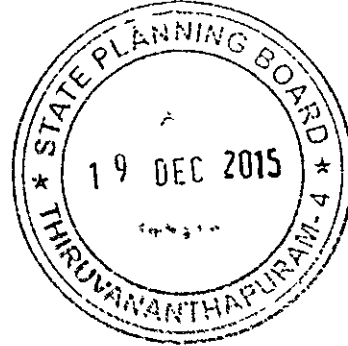
District Planning Office,  
Malappuram  
Dated: 15-12-2015

20  
19/12/15  
From

District Planning Officer,  
Malappuram

To

The Member Secretary,  
State Planning Board,  
Pattom (PO)  
Thiruvananthapuram



Sir,

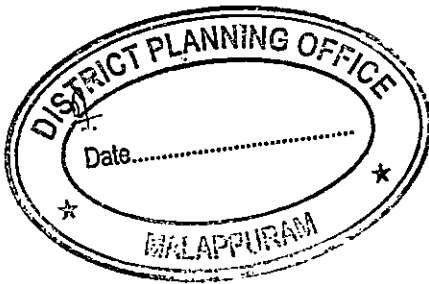
Sub: Establishment t -District Planning Office, Malppuram - Shri. Ravi. C,  
Office attendant Grade-1-,Sanctioning of 2<sup>nd</sup> Time Bound Higher  
Grade – Service book, Duly filled in proforma ,Option Form forwarding  
of -reg

Ref : 1.G.O(P) No. 85/2011/Fin dated 26.02.2011 and G.O(P) No.  
143/2011/Fin dated 30.03.2011


2. Representation dated 09/12/2015 received from Shri. Ravi.C, Office  
Attendant Grade-1

I may inform that Shri. Ravi. C , Office Attendant Grade-1 entered service as  
office attendant Grade 2 in the District Planning Office , Malappuram on 23-10-2000  
as completed 15 years of continues service in the entry post.

In this circumstance, I request that necessary steps may kindly be taken to  
grand Second Time Bound Higher Grade to Sri C.Ravi office attendant Grade-1  
W.e.f 23-10-2015 FN.The Service book, duly filled in performa & option form are  
enclosed herewith for favour of further necessary action.



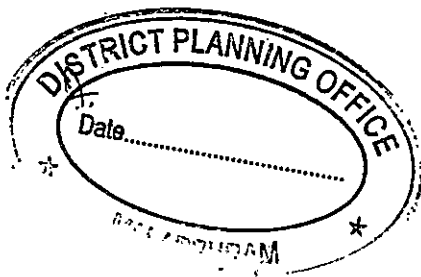
Yours faithfully.

  
District Planning Officer



**PERFORMA FOR THE GRADE PROMOTION**

1. Name : Ravi.C
2. Designation : Office Attendant Grade-1,  
District Planning Office ,  
Malappuram
3. Scale Of Pay : 8730-13540
4. Date of commencement of the  
continuous service in entry the post : 23-10-2000 FN .
5. Details of non qualifying Service  
probation : Nil.
6. Date of completion of 2<sup>nd</sup> higher grade : 22-10-2015 A.N  
On completion of 15 years
7. Date of effect of 2<sup>nd</sup> Higher grade  
probation : 23-10-2015 FN.
8. Date of option : 23-10-2015 FN
9. Remarks : Hard working Officer
10. Whether Service Book and  
Confidential report enclosed : Service Book Enclosed



*District Planning Officer*

OPTION FOR FIXATION OF PAY UNDER RULE 28A, PART I, KSR

- (a) Consequent upon my promotion as 2<sup>nd</sup> time bound higher grade with effect from 23-10-2015 I hereby opt the fixation of pay under rule 28A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower scale.
- (b) Consequent upon my promotion as ..... With effect from .....FN/AN, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from ....., i.e. from the date of accrual of next increment in the scale of pay of the lower post.

Place: Malappuram  
Date: 9/12/15

Signature: [Signature]

Name: IRANI C

Designation: Office Attendant

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\* Strike off whichever is not applicable