

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
Prajo Towers, Vazhuthacaud,  
Thiruvananthapuram-14

Cir.No.15/2011/EA4/HRD

Date: 11/7/2011

CIRCULAR

Sub:- IHRD – Staff on working arrangement and those posted against other posts – Review & Re-arrangement – Reg.

Ref:- This office Circular No.14/2011/EA4/HRD dated 8/7/11.

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With reference to the Circular cited, all heads of institutions under IHRD are directed to furnish the details of staff working in their institutions, on working arrangement and those posted against other posts, in the format given below. The details must be furnished to this office on or before 13/7/11, 5 P.M. through e-mail positively. A copy of the same may be forwarded to this office by post also along with copy of the posting orders.

<i>Sl. No.</i>	<i>Name of the Incumbent</i>	<i>Designation</i>	<i>Details of staff on working arrangement / posted against other posts</i>	
			<i>Name of post against which posted</i>	<i>Date of posting</i>

If no incumbents are working on working arrangement/against other posts, a NIL report should be furnished.

Sd/-  
Prof.V.Subramony,  
DIRECTOR

To

- 1) All Heads of associate Institutions under IHRD
- 2) All Additional Directors
- 3) Administrative Officer
- 4) Finance Officer
- 5) All Section heads in IHRD HQ.
- 6) S.F.        7) O.C.

Approved for Issue,

Sd/-  
Administrative Officer