

No.EA4/3490/2007/HRD

Dated, 14th June 2012

From

The Director

To

All Heads of Institution

Sir,

Sub:- IHRD- Headquarters- Details of Administrative officer/ Office Superintendent Data Entry Operator Trainee and Officer Assistant on daily wages basis -Reg:-

All heads of institutions are directed to furnish the details of staff engaged as Administrative officer, Office Superintendent, Data Entry Operator Trainee and Office Assistant engaged on consolidated pay/ Adhoc basis/ daily wages/on stipend basis (includes names, designation, Date from continuing) in the office under their control on or before 20.06.2012.

Yours Faithfully,

Sd/-

Pradeepkumar.A

Administrative Officer

Approved for Issue

Head Clerk

15/6/12