

TIME LIMIT

No.EA1 /422/2011/HRD

Dated, 20<sup>th</sup> January 2012

From  
The Director

To  
All head of institutions (thro. e - mail)

*Sir,*

*Sub:- Detailed statement about the incumbents -reg:-*

All heads of institutions are requested to forward the detailed statement of the employees including regular and temporary hands engaged on daily wages, hourly remuneration and consolidated pay and also the regular hands engaged on working arrangement basis, proceeded on Leave Without Allowance or deputation should also be the furnished in the Proforma attached herewith. The remarks column should contain the following details such as

- 1) Whether the incumbent is permanent or temporary.
- 2) In case of working arrangement the parental institution should furnish the details of the working arrangement in this column
- 3) In case of incumbents proceeded on Leave Without Allowance the period of Leave Without Allowance should be mentioned.
- 4) In case of the incumbents on deputation. The deputation details such as name of department, period of deputation and the post held should be clearly mentioned.

The filled in Proforma should reach the Headquarters within two days positively with receipt of this communication. The details are requested for onward transmission to government. Hence this may be treated as most immediate.

*Yours Faithfully,*  
*Sd/-*  
*Pradeepkumar.A*  
*Administrative Officer*

M.....17.1.12

