

Top Priority

**Institute of Human Resources Development
Prajo Towers, Vazhuthacaud,
Thiruvananthapuram-14.**

Cir No./EA1/14400/2010/HRD

Dated 04.07.2013

CIRCULAR

Sub: - IHRD – Details of regular employees- requested –Reg:-
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All head of institutions are requested to forward the details in the prescribed format enclosed herewith on or before 15.07.2013 for onward transmission to Government.

The proforma attached should be duly filled up and accurate with corroborative records and should be authenticated by the Head of institutions concerned. This may be treated as **Most immediate**.

Sd/-
Sri. Sayeed Rashid I.Po.S
DIRECTOR

Copy to:

- 1) All heads of institutions (you are requested to forward the details through e-mail and also by post)*
- 2) Finance Officer*
- 3) Administrative Officer*
- 4) Finance section Superiendent*
- 5) Finance B section*
- 6) S.F*
- 7) O.C*

Approved for Issue

Head Clerk

IHRD

Name of Institution

Proforma I

Details of Regular Staff

Sl No	Name of Employees	Date of commencement of regular service under IHRD	Qualification at the time of commencement of regular service	Post held at the time of commencement of regular service	Scale of pay at the time of commencement of regular service	Present post	Present basic pay	Present Qualification	Date of commencement of service in the present post	Date of acquiring of additional Qualification if any

Signature and name of Head of Institutions

Dated :-

IHRD

Name of Institution

Proforma II

Details of Allowance/Other benefits paid to regular Employees

SI No	Name of Employees & Designation	Nature of Allowance/other benefits	Rate of Allowance/other benefits per month	Reference No by which the above allowance/other benefits were allowed

Dated

Signature and name of Head of Institutions