INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala) PRAJO'E TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM – 695 014 Phone: .0471-2322985/2323597 Fax: 0471-2322035 Web: www.ihrd.ac.in Email: <u>director@ihrd.ac.in</u>

No.EA4/7999/2013/HRD

ELECTRONICS

Dated, 19th July, 2013

From

The Director

То

All Heads of Institutions.

Sir/Madam,

Sub:- IHRD – Automation of Establishment Section – Database of all employees – Preparation of Basic Data Sheet – reg.

It has been decided to prepare a database of all employees working in IHRD. Once completed, the database will be deployed in an interactive web portal accessible to all employees, which is envisaged as a one-stop destination for all employees to access important orders and information relevant to them. This will help to reduce the establishment cost to an extent and will provide transparency and speed to the delivery of service to the employees. The database and web portal is under development using in-house expertise in the newly constituted IT Division at Head Quarters.

As part of the project, a simple one page data-sheet is prepared and circulated herewith. The data sheet is to be filled with basic information about each employee. All employees in IHRD whether regular, on deputation, contract, dailywages or ad-hoc are required to fill up the data sheet as per instructions mentioned in it and submit the same to the respective heads of institutions on or before 31-7-2013. All heads of institutions are requested to forward the same to this office with proper attestation about the authenticity of entries made by the employees on or before 5-8-2013. No copies of certificates are required to be sent to this office along with the data sheets. The Head of Institution should ensure that details of all employees who have been paid salary/wages by the institution are collected and forwarded. The covering letter attached with the data sheets should contain a certificate from the respective heads of institutions in a format appended herewith. Details of employees on LWA/Deputation/Other Duty/Study Leave/QIP etc. are to be furnished in the same format with available details in their respective Service Books and countersigned by the Head of Institution, clearly mentioning such reason for physical absence of the employee in the institution.

More detailed information about the employees and institutions are to be entered on-line at a later stage once the proposed web portal becomes ready.



Institute of Human Resources Development Head Quarters – Thiruvananthapuram-14





EMPLOYEE DATA SHEET As on 01-07-2013

This data sheet is to be filled in with utmost care and diligence. Data entered here will be posted in the proposed employee portal. Provision for including additional information like service details, training completed, papers published etc. are to be entered on-line at a later stage.

1. PERMANENT EMPLOYEE CODE (For HQ use only)					Photo	
PEC			NAME			
2. Official	l Details					
Designa	tion			Service Type	Regular/Deput./Contrt./Da	ily Wages/Adhoc

3. PERSONAL DETAILS

Name in Capitals		
Title (Dr./Prof./Mr./Mrs. Etc.)	Date of Birth	DD/MM/YYYY
Religion	Category	SC/ST/OE/OBC/Gen
Blood Group	Marital Status	
Spouse's Name		
Native District	IHRD PF A/c No.	
PAN	Adhar No./UID	
Address Line 1	Address Line 2	
Address Line 3	Address Line 4/District	
Post Office	PIN	
Email	Website/Blog	
Land line No.	Cell phone No.	
Permanent Address		·

4. EDUCATION

Detail your education from SSLC/SSC/10th std. onwards. Start with the highest qualification. For categories which do not require a pass in 10th standard, write the highest standard passed. Details of Dept. Tests passed/Orientation/Training Programmes etc. shall be furnished on-line later and need not be entered here.

No.	Course	Level*	Subject	University/Awarding Body	Mode**	Year
*SSC/UG/PG/Dr etc. **Regular/DE/Pvt./Correspondence/Open School etc.						
Eg.	MSc.	PG	Physics	Kannur University	Regular	1996

Name & Designation

<u>Certificate</u>

Certified that this letter acco	ompanies "Employee Data Sheets" o	of (total number of employees)
working in this institution as	s on 01-07-2013, among which	are regular employees, are
employees on deputation bas	sis, are on contract basis,	are on daily wages basis, and
are on Adhoc basis.	It is further certified that this list is	complete and details of no employee has
been left out.		

Date:

Office Seal

Signature of the HOI with name and designation