

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: director@ihrd.ac.in



No.EA4/7999/2013/HRD

Dated, 19th July, 2013

From

The Director

To

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, daily-wages 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.

Yours faithfully,


DIRECTOR

Certificate

Certified that this letter accompanies "Employee Data Sheets" of _____ (total number of employees) working in this institution as on 01-07-2013, among which _____ are regular employees, _____ are employees on deputation basis, _____ 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