

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

EA4/12012/2014/IHRD

Dated, 15.11.2014

CIRCULAR

Sub:- IHRD - Declaration of Probation staff – reg.

Ref:- This office proceedings No.EA2/10488/2006/IHRD (3) dtd 28.02.2008

All head of Institutions under IHRD are hereby instructed that, for declaration of probation, the Service Book of the incumbent and a declaration in the effect that no vigilance case / disciplinary action is pending against the incumbent shall also be forwarded along with the proposal for declaration of probation and performance evaluation report in future.

*Sd/-
Dr. S. Sheela
DIRECTOR*

To

- 1) All Head of Institutions*
- 2) Administrative Officer*
- 3) Finance Officer*
- 4) Establishment Section Superintendent*
- 5) S.F*
- 6) O.C*

D....18.11.14