



Institute of Human Resources Development
Prajo'e Towers, Vazhuthacad, Thiruvananthapuram-695014.

PROCEEDINGS

IHRD – Educational verification of former students – Collection of document verification fee – sanction accorded – orders issued.

No. DB1/2233/2012/HRD (1)

Dated, 26th November 2014

Read: (1) Submission dtd 27-10-2014 of Sri. Vaneepasad. V K, Deputy Director, IHRD HQ.

ORDER

IHRD is conducting various Diploma/short term courses for the student's community to enable them for employment in the Private/Govt. sectors. IHRD HQ and associate institutions have been receiving numerous requests from various agencies in India and abroad for the educational verification of former students for employment purpose. Till recently such requests for educational verification were received from the employers themselves and the verification service was provided free of cost. But now the no. of such requests has been increased tremendously, resulting in considerable administrative overhead on the part of IHRD HQ and associate institutions. Also, majority of employers are now outsourcing the educational verification work to private agencies providing this type of service. These agencies provide the verification service by collecting substantial amount as fee from the employers. In a submission received in this office (read 1 above) it has been recommended to collect reasonable fee for the verification service provided by IHRD institutions. The matter has been examined in detail and the following orders are issued.

- 1) Reasonable fee shall be collected for the verification service provided by IHRD Institutions. Sanction is hereby accorded to all Head of Institutions to collect an amount of Rs. 500/- as educational verification fee per student from the verification agencies requesting the service. The fee shall be collected by Cash/DD/Bank transfer to the Institution's bank account.
- 2) Each IHRD institution shall prepare a format for application similar to one attached as appendix-1. This format with necessary guidelines should be sent by email to the verification agency, on receipt of the first communication from them.
- 3) Each IHRD institution shall prepare a standard verification report format suitable for their Institution, similar to one attached as appendix-2. On receipt of formal request and

verification fee, a verification report shall be prepared and forwarded to the agency. The report duly signed and stamped shall be scanned and forwarded to the agency as an image/.pdf file within 4 days of receipt of formal request. The Head of Institution shall personally ensure the delivery of verification report within the time limit to ensure the quality of service.

- 4) The head of Institutions are authorized to exempt from payment of 'educational verification fee' for the benefit of former students, in case the verification service is directly requested by the employer itself or forwarded through the student concerned. In such case the verification certificate should only be sent directly to the employer concerned.
- 5) All IHRD institutions should publish the format of application mentioned above, procedure for obtaining a verification certificate, prescribed fee, time limit etc. under a suitable link/menu item in the front page of institution's official website (if any) within 15 days of date of this order.
- 6) The Amount collected in this account shall be credited to the head "*Document Verification Fee*" under '*Indirect Income*' group in books of accounting/computerized accounting system.

Sd/-
Dr. S. Sheela
Director (i/c)

To

- 1) All Heads of Institutions
- 2) Finance Officer
- 3) Administrative Officer
- 4) CA-I
- 5) All Section Heads in IHRD HQ.
- 6) Fin B section
- 7) IT Division for publishing in the website (in *orders* section)
- 8) S.F
- 9) O.C.

Forwarded/By Order

Sd/-
Superintendent