



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

E/A4/7999/2013/IHRD

Dated, 28.02.2015

CIRCULAR

***Sub:-** IHRD- Automation of Establishment Section- Data base of all employees data sheet- publishing of- reg.*

***Ref:-** This office letter of even no dated 23.05.2014*

As part of the automation of activities performed by the establishment wing in IHRD Headquarters, a one page datasheet regarding all regular employees of IHRD has been collected, vide letter cited and the collected data have been digitised and put into website specially developed for the same. This website is available at <http://ihrd.kerala.gov.in>. Employees will be able to login to the website by clicking the “**sign in**” link provided at a prominent place in the website and giving the respective login name attached with this circular. At present passwords of all employees are set as their date of births and it should be typed as **only digits in DD/MM/YYYY** format. For example if the date of birth of an employee is **25.05.1973**, his/ her password is **25051973**. In order to maintain confidentiality of data and prevent fraudulent access by other persons, all are required to change their passwords using the “change password” link provided at the right hand top of the opening page. A ‘help’ facility in this connection is available as the menu item which becomes available once he/she successfully logs - in.

This database of employee information is accessible to all heads of institutions and employee of IHRD, by using the login credentials supplied along with this circular. It has been assured that all personal information is available only to the employees themselves, respective heads of institution and authorized personnel at the head quarters.

At present the website contains only information contained in the one page data sheet collected from employees. All employees are required to verify their details online and inform in writing if errors found any. This could be completed on or before 13.03.2015 after which all existing information will be considered as correct and final. It is the responsibility of heads of institution concerned and the employees themselves that this is done with utmost care and diligence. Heads of institution should arrange technical support facilities to all staff members in the Last Grade Services.

Necessary provision has been incorporated in the web based application so that additional information could be added online at any point of time from the institutions by authorized personnel. Necessary guidance for doing the same will be issued from this office once existing data is verified by respective employees.

The web based application software has been developed and data entered in – house using minimum man power only.

Co- operation from all employees and heads of institution is requested to maintain the data base error- free and make it more useful. For clarification of doubts if any in accessing the web based application, employees may contact the helpline No. (+91) 9061646434.

Sd/-

Dr. S. Sheela
DIRECTOR

To

- 1) *All Head of Institutions (with copy of the data sheet)*
- 2) *Administrative Officer*
- 3) *Finance Officer*
- 4) *All Section heads in the IHRD Headquarters*
- 5) *S.F*
- 6) *O.C*