

# INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala)

PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM – 695 014

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No.EB2/4147/2011/IHRD

Dated, 24.07.2015

From

The Director

To

All Head of Institutions of  
Institutions under IHRD

Sir/Madam,

*Sub:- Details of consolidated paid employees working as Last Grade  
Servants in various institutions – Details called for- Reg*

*Ref:- Nil*

Please find enclosed herewith two formats for gathering the details of all consolidated paid employees working as Last Grade Servants under IHRD in various institutions. All Head of Institutions must compulsorily forward the details of all consolidated paid Last Grade Servants working under their control along with conduct certificate of the individuals on or before 27.07.2015. All details requested for must be filled in completely in accordance with the service records available in that institution.

This may be given top priority and the time limit may be adhered to.

*Yours faithfully*

*Sd/-*

*Dr.K.Vijayakumar*  
**DIRECTOR(i/c)**

*Encl:- Format*

*Approved for issue*

*Administrative Officer*

**Details of consolidated paid employees working as Last Grade Servants to  
be furnished by all Head of Institutions  
By e-mail on or before 27.07.2015**

1. Name of Institution :-
2. No of Personnels working as Last Grade :-  
Servant on consolidated pay
3. Name of each person and date from which :-  
they are working<sup>in</sup> that institution ( From & To)
4. Age and Date of Birth of each individual :-
5. Educational qualification of each individual :-
6. Whether the service of the individuals is :-  
necessary at the institution
7. Character and conduct of each individual :-
8. Remarks

***Name of the Head of Institution  
with date***

**CONDUCT CERTIFICATE**

I hereby certify that Sri/Smt ..... is/is  
not performing all duties allotted to him/her. I also certify that he/she  
is/is not punctual and his/her character and conduct is .....

*Place :-  
Date :-*

*Name of Head of Institution  
with Signature*