



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

No.EB2/11272/2016/IHRD

Dated, 02.12.2016

CIRCULAR

Sub:- IHRD – Preparation of Gradation list of Last Grade Servants – incorporating those who have joined service from 01.01.2010 onwards – Details called for in the prescribed Proforma – Reg

It has come to the notice of the undersigned that, at present there is no gradation list of all regular Last Grade Servants under IHRD. It is understood that, Last Grade Servants who joined during 2010 onwards have not been included in the existing gradation list since they were facing vigilance enquiry on their appointments. The Vigilance Enquiry related to their appointment is already over and it has become essential to prepare the gradation list of all Last Grade Servants. In the above circumstances all the Head of institutions are directed to furnish the details of all Last Grade Servants who have entered into IHRD regular service from 01.01.2010 in the Proforma appended after verifying their Service Books including the details of those who have proceeded on Leave Without Allowance, deputation/working arrangement etc.... If more than one regular Last Grade Servant is working in the aforesaid period separate format shall be used for each employee. If no regular Last Grade Servant is available in the above period a Nil report shall be furnished. The details should reach this office on or before 15.12.2016 without fail. The Head of institutions shall ensure that, the details of Last Grade Servants joined IHRD before 31.12.2009 is not included now.

Receipt of the circular shall be acknowledged by return.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl:- As stated above

To:-

- 1. All Heads of Associate institutions*
- 2. Deputy Director*
- 3. Administrative Officer*
- 4. Finance Officer*
- 5. CA I& CA II*
- 6. All Section Heads in the IHRD (Headquarters)*
- 7. All Sections in the Establishment wing*
- 8. IT Division*
- 9. SF*
- 10. OC*

Approved for issue

N. G. M. D.
3/12
Administrative officer

CATEGORY: LAST GRADE SERVANT

(Those who have joined duty from 01.01.2010 onwards)

1. Name of Employee :-
2. Name of Institution :-
3. Date of Birth :-
4. Qualification
1. Academic :-
2. Departmental :-
5. Date of Joining IHRD Service (Regular) :-
6. Total Years of Service (Regular) as on 30.11.2016 :-
7. Specify appointment Order No. and date (please attach copy of order) :-
8. Date of declaration of probation (specify the order No. and date of the Director IHRD) :-
9. Remarks (LWA/Deputation/W.A etc...) specify order date :-
10. Permanent address with Mobile No. :-
11. Details of good service/punishments awarded
12. Dated Signature of the employee :-

Certified that, the above details have been verified with his/her Service Book and found correct.

Name and Signature of Head of Institution

Place: -

Office Seal

Date:-