

No.EB3/15876/2014/IHRD (9)

Dated, 18.11.2016

From

The Director

To

The Head of Institutions concerned

Sir/Madam,

Sub:- IHRD – Revalidated seniority list of Tradesman – Attested copies of certificates and PER – called for – reg.

Ref:- This office order of even no. dated 04.08.2016

I invite your attention to the reference cited. It has been directed to obtain and forward the attested copies of SSLC and NTC certificate of Tradesman of the concerned institutions, on or before 25.08.2016. The attested copies of certificates of the following persons have not been received so far. Hence, the concerned Heads of Institutions under IHRD are once again directed to obtain and forward the attested copies of certificates from the concerned officials along with their Performance Evaluation Report (copy attached) **on or before 26.11.2016**, unless the same will be the risk and responsibility of the concerned Head of the Institution.

Sl. No.	Name & Designation	Details of attested copies of Certificates requested	Others
Tradesman (Electronics)			
1.	Sri. Sreekumar M Tradesman (Electronics) MEC, Ernakulam / CAS, Puthenvelikkara	Copy of Trade certificate	PER

2.	D Dabilulal Tradesman (Electronics) CE, Attingal	Copy of SSLC certificate/ mark list	PER
3.	Vinod Kumar P.T Tradesman (Electronics) CAS, Muthuvallur	-	PER
4.	Prem P Tradesman (Electronics) CE, Chengannur	-	PER
5.	Binesh Joseph Tradesman (Electronics) CAS, Payyappady	Copy of SSLC certificate/ mark list	PER
6.	Shaji C.U Tradesman (Electronics) MPT, Mattakkara	-	PER
7.	P Sanal Kumar Tradesman (Electronics) CE, Attingal	Copies of SSLC certificate/ mark list, front page of SSLC book and NTC certificate	PER
8.	Vinod Tom Ninan Tradesman (Electronics) CE, Kalluoppara	-	PER
9.	Radhakrishna Pillai B Tradesman (Electronics) CAS, Mavelikkara	-	PER
10.	Suresh M Tradesman (Electronics) CE, Chengannur	-	PER
Tradesman (Electrical)			
1.	Anil Kumar V Tradesman (Electrical) CE, Karunagappally	-	PER
2.	Biju K.G Tradesman (Electrical) CE, Adoor	-	PER
3.	Vinod Joy Tradesman (Electrical) CE, Adoor	-	PER

Tradesman (Mechanical)			
1.	Rasheed K Tradesman (Mechanical) THSS, Vazhakkad	-	PER
2.	Binoy V Jose Tradesman (Mechanical) MPT, Painavu	Copies of SSLC certificate/ mark list, front page of SSLC book and NTC certificate	PER
3.	Balakrishnan C.K Tradesman (Mechanical) CE, Adoor	-	PER
4.	John K.Y Tradesman (Mechanical) CE, Adoor	-	PER
Tradesman (Computer)			
1.	Jalaja Kumari Tradesman (Computer) CE, Chengannur	-	PER

Yours faithfully
Sd/-
DIRECTOR

Encl: As stated above

Approved for issue
Sd/-
Administrative Officer

No: EB3/15876/2014/HRD

PERFORMANCE EVALUATION REPORT

In respect of

Sri./Smt.....

1.	<i>Name of Employee & Designation</i>	
2.	<i>Date of birth</i>	
3.	<i>Qualification</i>	
4.	<i>Details of commencement of regular service in the present designation</i>	
5.	<i>No. of years experience in office work under IHRD</i>	
6.	<i>Is the incumbent qualified as per Special Rules</i>	
7.	<i>Qualification as per Service Book of the incumbent</i>	
8.	<i>Date from which the employee is working in the present institution</i>	
9.	<i>Details of leave other than casual leave availed of by the employee during the last two years.</i>	
10.	<i>Nature of duties and responsibilities assigned</i>	
11.	<i>Quality of output in work</i>	
12.	<i>Knowledge of sphere of work</i>	

