

**URGENT**  
**By e-mail**

***No.EA4/17118/2015/HRD***

***Dated, 27.01.2016***

From

The Director

To

The Heads of all associate institutions

***Sir,***

***Sub:- IHRD- Revised staff pattern - post of Head Clerk sanctioned - vacancy position called for-reg***

***Ref:- This office letter of even number dated 22.01.2016***

Attention is invited to the reference cited above.

In this connection, you are requested to furnish the number of posts of Head Clerk sanctioned in your institution as per the revised Staff Pattern and vacancy position under the category as on date, by email. If no post of Head Clerk is sanctioned a 'NIL' report may be forwarded.

***Yours Faithfully***

***Sd/-***

***G.C M Rupavals***  
***Administrative Officer***  
***(For DIRECTOR)***

***Approve for issue***

***Office Superintendent***