

Email No.

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACADU, THIRUVANANTHAPURAM-14

NO: - FinB2/6954/1999/IHRD

Dated: 21.01.2016

CIRCULAR

Sub:- IHRD-Nomination for Gratuity and contribution in respect of the employees – called for reg.

- Ref:- 1. This office proceedins No. EB2/13060/2014/IHRD(2) dated 06/07/2015*
2. This office proceedins No. EA3/3921/2014/IHRD(2) dated 29/11/2014.
3. This office circular of even No. dated 24/6/2010.

Attention is invited to the reference cited. The Gratuity scheme has been implemented to the IHRD employees with effect from **1/04/1997**. The contribution for Gratuity @ 3% of the Basic pay+ Dearness allowance+ Personal Pay + Interim relief is being forwarded by the Head of the institutions in respect of the employees working under their control. However it is observed that, certain Head of institution have not forwarded the nomination of employees for Gratuity in form No. 1(a) along with their contribution to the Gratuity scheme even after the probation is declared, as specified in clause III of the Gratuity Rules of IHRD. As such all Head of institutions are hereby directed to forward the nomination in respect of the employees working under their control who have not yet submitted the nomination in the prescribed form. It is the duty of the Head of the institution to forward the nomination form and the pending contribution in respect of the employees from the date of joining duty to avoid short fall, as per the Gratuity Act. All Head of Institutions are also requested to ensure by verifying the service book of the incumbents that the nomination for Gratuity in form No. 1(a) in respect of all employees working under their control is forwarded to the IHRD Headquarters for records.

Sd/-
Dr. K. VIJAYAKUMAR
DIRECTOR

To
The Head of associate institutions under IHRD

Approved for issue



Junior Superintendent
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