



Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud
Thiruvananthapuram-14

URGENT

No.EA1/16471/2016/IHRD

Dated, 14.11.2016

CIRCULAR

Sub:- *IHRD – Proposed Pension Scheme under IHRD – preparation of liability – details of employees in Revised format – called for – reg :-*

Ref:- *This office circular of even no. dated 31.10.2016.*

As per the circular read above, the details of all regular employees under IHRD were called, for the purpose of preparation of liability towards the proposed pension scheme under IHRD. Now, it has been decided to consolidate the details using a spreadsheet shared via google sheets. In the above circumstances all Head of institutions (including those who have furnished earlier.) are instructed to furnish the details of all regular employees under their control in the format shared to the approved gmail account of the institution via google sheets on or before 19.11.2016 without fail.

Hard copy of the details requested need not be sent to this office. For further support in submission of data IT Division at Headquarters may be contacted via phone or e-mail to ihrd.itd@gmail.com.

This office circular dated 31.10.2016 stands modified to the above extent.

Kindly treat the matter as urgent.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl: As above

To:-

1. *All Head of institutions*
2. *Finance Officer*
3. *Finance B Section*
4. *Assistant Executive Engineer*
5. *CA I & II*
6. *All Section heads in the Headquarters*
7. *IT Division*
8. *SF*
9. *OC*

Approved for issue
[Signature]
15/11
Administrative Officer

Name of Institution: Model Engineering College, Ernakulam

Institution Code: 201

Head of Institution: _____ (Specify name and designation)
 * Details of employees who are on deputation, leave without allowance etc are also to be included without fail

Sl.No.	CPF A/c No.	Name of Employee*	Designation	DOB	Date of Joining	Type of Scale	Last Pay Revision Availed	Scale of Pay	Basic Pay	Gross Pay excluding HRA, HTA, CCA, Special Allowance etc.	Date of Next Increment	Date of Retirement	Total service on retirement excluding ineligible services	LWA and other leave/Service not counted for increment	Other service eligible for pension
			(With subject if Applicable)	yyyy/mm	(Regular Service)	State/UGC/AICTE	(Eg. 9th)	(As on 01-07-2016)	As on 01/07/2016	As on 01/07/2016: CCA, Special Allowance etc.	yyyy/mm/dd	yyyy/mm/dd	No. of Yrs.	No. of Yrs./Months	No. of Yrs.

spreadsheet shareable via people sheets