



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

No.EB3/12287/2015/IHRD

Dated, 27.11.2017

CIRCULAR

Sub:- *IHRD – Declaration of probation of IHRD employees – forwarding of Service Book along with the proposals for declaration of probation and PER – instructions – reg*

It has come to the notice of the undersigned that, proposals are being received from all heads of institutions for declaration of probation of different categories of employees working under their control. On detailed scrutiny of the proposals, certain heads of institutions have not clearly mentioned the date of completion of probation, details of leave other than casual leave availed etc... and it will create difficulty in later stage for regularizing their service matters including their increment etc... In the above circumstances, all heads of institutions are directed to forward Service Book of the employees under their control along with the proposal for declaration of probation and PER. Those who have already forwarded proposal to this office and their probation has not declared so far may forward their Service Book referring the communication already issued so as to place the matter before the Probation Committee.

Receipt of the circular may be acknowledged.

**Sd/-
Dr.P.Suresh Kumar
DIRECTOR**

To:-

1. *All heads of associate institution*
2. *Additional Director*
3. *Deputy Director*
4. *Administrative Officer*
5. *Finance Officer*
6. *All Section heads*
7. *All dealing hands in the Establishment Section*
8. *SF*
9. *OC*

**Approved for issue
Sd/-
Administrative Officer**