Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14

No.EB1/19100/2016/HRD   Dated, 17.02.2017

CIRCULAR

Sub:- IHRD – General Transfer – 2017-2018 – Online submission of application – instructions – reg:-

Ref:- This office circular of even No. dated 20.01.2017.

      Applications were invited ONLINE from regular employees under IHRD for General Transfer 2017-2018. Now it has been brought to the notice of the undersigned that names of certain employees in certain categories of post have not been included in the database and hence unable to submit their online applications for transfer/option. The matter has been examined in detail and all Head of institutions are requested to make sure that all regular employees under their control are able to submit their online applications for transfer/option. If not the Head of institution may forward a copy of the filled up one page biodata in the format attached to the e-mail address ihrd.itd@gmail.com in respect of all regular employees under their control whose names have not been included in the database citing reasons thereto, on or before 20.02.2017 without fail. Non compliance of the above instructions shall be at the risk and responsibility of the head of institution concerned.

Sd/-
Dr.P.Suresh Kumar
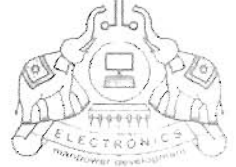DIRECTOR

Encl:- As above

To:-

1. All Head of institutions
2. Deputy Director
3. Administrative Officer
4. Finance Officer
5. All Section heads
6. Sri. Sreerej. R, Lecturer in Computer Application
7. CA 1&II
8. IT Division for publication in website
9. SF   Approved for issue
10. OC   Sd/-
                                        Administrative Officer

J1.17.02.2017

Institute of Human Resources Development
Head Quarters - Thiruvananthapuram

EMPLOYEE DATA SHEET

As on 31-12-2016 (New Additions)

This data sheet is to be filled in with utmost care and diligence. Data entered here will be posted in the proposed employee portal. Provision for including additional information like service details, training completed, papers published etc. are to be entered on-line at a later stage.

Photo

1. PERMANENT EMPLOYEE CODE (For HQ use only)

PEC		NAME	

2. Official Details

Designation		Service Type	Reglr/Deptn/Cntrt/Daily Wages/Adhoc

3. PERSONAL DETAILS

Name in Capitals			
Title (Dr./Prof./Mr./Mrs. Etc.)		Date of Birth	
Religion		Community	
Category		Blood Group	
Marital Status		Spouse's Name	
Native District		IHRD PF A/c No.	
PAN		Adhar No./UID	
Address Line 1		Address Line 2	
Address Line 3		Address Line 4/District	
PO		PIN	
Email		Website/Blog	
Land line No.		Cell phone No.	
Permanent Address			

4. EDUCATION

Detail your education from SSLC/SSC/10th std. onwards. Start with the highest qualification. For categories which do not require a pass in 10th standard, write the highest standard passed. Details of Dept. Tests passed/Orientation/Training Programmes etc. shall be furnished on-line later and need not be entered here.

No.	Course	Level*	Subject	University/Awarding Body	Mode**	Year
*SSC/UG/PG/Dr etc. **Regular/DE/Pvt./Correspondence/Open School etc.						
Eg·	MSc·	PG	Physics	Kannur University	Regular	1996

CURRENT INSTITUTION: ....

Date   Signature & Office Seal of Head of Institution   Name & Designation