



URGENT

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

No.EA4/8207/2017/IHRD

Dated, 26.12.2017

CIRCULAR

Sub:- *IHRD – Provisional Seniority list of Head Clerk on Rs.14620-25280/- for promotion to the post of Junior Superintendent on Rs.16180-29180/- – Service details – called for – Reg:-*

Ref:- *This office circular of even No. dated 20.10.2017*

In this office circular cited above, provisional seniority list of Head Clerks on Rs.14620-25280 for promotion to the post of Junior Superintendent on Rs.16180-29180/- has been published on 20.10.2017. Now, it has come to the notice of the undersigned that, certain Head Clerks have availed of Leave Without Allowance which is not reported to this office by the head of institution. It will create difficulties for finalization of the list. Hence, all heads of institutions concerned are directed to furnish the service details of Head Clerks working under their control in the prescribed format within 5 days positively. A copy of the format is attached.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl:- *As stated above*

To:-

1. *All Heads of associate institutions*
2. *Additional Director*
3. *Deputy Director*
4. *Financial Consultant/Advisor*
5. *Administrative Officer*
6. *Finance Officer*
7. *EA1 Section for necessary action*
8. *SF*
9. *OC*

Approved for issue
Sd/-
Administrative Officer

Service details of Head Clerks

(EA4/8207/2017/HRD)

1. Name of Employee & Designation :
2. Name of institution :
3. Address :

4. Date of birth :
5. Qualifications as per Service Book :

Service details (Regular service only)

<i>Sf No.</i>	<i>Name of post</i>	<i>From</i>	<i>To</i>	<i>Total years service</i>			<i>Remarks</i>
				<i>Year</i>	<i>Month</i>	<i>Day</i>	
1.	Junior Office Assistant						
2.	Office Assistant						
3.	Senior Office Assistant						
4.	Head Clerk						

6. Details of Leave Without Allowance availed. (Specify order No, date and grounds of leave)

Certified that, the above details have been verified with the Service Book of the officials concerned and found correct.

Signature
Name & Designation

Seal

Place :
Date :