



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

No. EA1/3200/2020/HRD

Dated, 25.05.2020

CIRCULAR

Sub: - IHRD – Details of scale of pay and basic pay of all regular staff under IHRD-called for - Reg.

Ref:- 1. Submission dated 14.05.2020 from Sri. Sreerej. R, Principal, Technical Higher Secondary School

2. This office circular No. FinB2/4000/2019/HRD dated 18.03.2020

As per this office circular read above, all Heads of Institutions under IHRD were instructed to forward the salary bills of regular staff along with the request for fund before the 15th of every month. In order to streamline the process of allotting fund to associate institution and to make the process transparent, it has been decided to collect the details of basic pay and scale of pay of each and every regular employee under IHRD. In the above circumstances, all Heads of institutions under IHRD are requested to assess the Institution Information System portal and follow the procedure as detailed below

1. Login to the Institution Information System portal using Principal's login(<http://ihrd.kerala.gov.in/iiis>)
2. Browse to Menu: Employee→ Add/Modify/View details
3. Click Add/ View Pay details

The remaining procedure to be followed is self-explanatory

All Heads of institutions may follow the procedure explicitly and make available the details before 30.05.2020 without fail.

In case, any support is required for entering the data the helpline number 9061646434 may be used for assistance.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

- 1) *All head of associate institutions*
- 2) *Additional Director*
- 3) *Administrative Officer*
- 4) *Financial Consultant/Advisor*
- 5) *Finance Officer*
- 6) *All Section heads*
- 7) *Assistant Executive Engineer*
- 8) *CA I & II*
- 9) *SF*
- 10) *OC*

Approved for issue

AW
Administrative Officer
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