

No.EA1 /5766/2011/HRD

Dated, 23rd September 2011

From

The Director

To

All Head of Institutions

Sir/Madam,

Sub:- IHRD – Gradation list of all categories under IHRD- Request for proforma – req.

Ref:- This office circular No. 12/11/EA1/HRD dated 29.06.2011

With reference to the circular cited, you are further requested to forward the details in the proforma for preparation of gradation list of all employees in your institution irrespective of category. If details of all employees irrespective of category has already been furnished, then a 'Nil' report may be furnished at the earliest.

Kindly treat the matter as most urgent.

*Yours faithfully,
Sd/-
Pradeep Kumar A
Administrative Officer*

*Approved for Issue
Sd/-
Head Clerk*

M..23.9.11