

**Urgent /By return**

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

*Cir. No. 7/2011/EB1/HRD*

*Dated, 28<sup>th</sup> March 2011*

**CIRCULAR**

*Sub:- Details of employees - called for – reg.*

*Ref:- Orders in file No. EB1/4359/2011/HRD dated 26.3.2011*

In order to improve the financial position of IHRD institutions, all Head of Institutions are directed to furnish the details of existing employees revenue and expenditure anticipated during 2011-2012 etc...in the prescribed proforma (copy attached) on or before 5.4.2011 without fail through e-mail. If no reply is received within the time limit, it will be the risk and responsibility of the concerned Head of Institution for all financial matters.

*Sd/-  
Prof. V. Subramony  
DIRECTOR*

*Encl: As stated above*

**To**

- 1) *All Head of Institutions*
- 2) *Additional Directors*
- 3) *Administrative Officer*
- 4) *Finance Officer*
- 5) *Assistant Executive Engineer*
- 6) *All Section Heads of headquarters*
- 7) *CA I, II & III*
- 8) *File No.EB1/4359/2011/HRD*
- 9) *SF*
- 10) *OC*

*Approved for Issue*

*Sd/-*

*Junior Superintendent*

**Name of the institution:**

Details of Employees						Expected salary expenditure for the Financial Year 2011-12	Expected other expenses during Financial Year 2011-12		Expected revenue during the Financial Year 2011-12	Remarks*
Sl. No.	Sanctioned Posts	Existing Posts					Items	Amount		
		Regular	Contract	Work Load in the case of Teaching faculty						
				As per AICTE/UGC/IHRD	Actual					

*\*Suggestions to improve the financial position including additional revenue generation and reducing of regular faculty strength if required.*

***Signature of Head of Institution***