

**URGENT**  
**REMINDER**

No.EA4/16025/2011/HRD

Dated 18<sup>th</sup> January, 2012

From

The Convenor,  
*Committee for the Revision of Staff Pattern & Special Rules in IHRD*  
IHRD Head Quarters, Prajoe Towers,  
Vazhuthacaud, Thiruvananthapuram-14.

To

The heads of institutions under IHRD.

Sir,

Sub:- IHRD – Committee for the Revision of Staff Pattern and  
Special Rules – Details called for – reg.  
Ref:- This office letter No.EA4/16025/2011/HRD dated 16/12/2011.

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I am to invite your attention to the reference cited requesting you to furnish the details concerning your institution in the prescribed format on or before 10..01..2012. Some institutions have not furnished the same so far. The head of institutions who have not yet furnished the details are directed to furnish the same on or before 20..01..2012. This may be treated as most urgent.

Yours faithfully,



CONVENOR,  
*Committee for the Revision of*  
*Staff Pattern & Special Rules in IHRD*

j/18/1/2012