

No.EA4/10345/2014/HRD

Date: 23.02.2015

From
The Director

To
All head of institutions

*Sub:- IHRD – Re - deployment of Excess staff furnishing of details - Reg
Ref:- This office letter of even no. dated 11.02.2015*

Dr. V. P. Devassia, Additional Director who is authorized to submit report on the details of staff working over and above the sanctioned post, reported that many institutions have furnished details in a format deviated from the original format issued from this office and this makes it difficult to consolidated the details.

In this circumstances it is strictly instructed that all head of institutions shall furnish the details in the prescribed format appended along with the letter cited above and no deviation from the format is allowed.

*Yours faithfully
Sd/-
Dr. S. Sheela
DIRECTOR*

Approved for issue

*Sd/-
Office Superintendent*

D.24.2.15