



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

No. EB1/1212/2015/HRD (2)

Dated, 30.03.2015

CIRCULAR

Sub:- IHRD- Headquarters - Clarifications issued in connection with the data base - reg

*Ref:- 1. This Office Circular No. EA4/1999/2013/HRD dated 28.02.2015
2. This Office Circular of even No. dated 19th March 2015*

As part of the automation of establishment wing of head quarters, an internet based software application was developed and hosted under the domain address <http://ihrd.kerala.gov.in>. This software application is meant to store in its database all official details of employees like that in the service book. To make it convenient on the part of employees and administration, a system of online application for general transfer was also incorporated. Now, in order to reduce the workload at institution ends, facility to generate various reports which are technically possible at this point of time has also been incorporated. Heads of institutions should utilise this facility to prepare Format 1 & Format 2 related to general transfer this year and send to this office after verification and putting their signature and office seal. Since various reports at headquarters also are generated using this database and related software applications, heads of institutions shall not accept manually prepared requests /options for general transfer from any employee other than those categories mentioned in this office circular of even No. dated 19.03.2015. However since the software applications has been put into use for the first time, and new entries captured will be utilised in future utility applications, heads of institutions shall make it assured that all entries have been verified thoroughly, and errors if any indicated before sending to this office. As far as possible corrections shall also be made online with the help of IT Division officials in this office. They may be contacted in the

already informed helpline number +91 9061646434 or the email address ihrd.itd@gmail.com.

Only in the case of employees if it is officially informed by the Deputy Director, IT Division through the email address ihrd.itd@gmail.com that their details cannot be entered into the database, citing reasons thereto, the head of institution may accept requests/options for general transfer in a manually prepared format. Printout of email from the email address ihrd.itd@gmail.com should also be attached with every such manual application.

Details and guidelines regarding log-in and generation of reports by the heads of institutions shall be received by email by sending a request from the **approved email address of the institution** (in the ihrd.ac.in domain or the email address circulated as per this office circular of even no. dated 30.03.2015) indicating the Name, designation and cell phone number of the head of institution to ihrd.itd@gmail.com.

Format 1 & Format 2 related to general transfer-2015 prepared in any manner other than using the internet based software application mentioned above will not be accepted and considered for processing.

Sd/-
DIRECTOR

To

1. *All head of institutions*
2. *Sri. Vaneepasad. V. K, Deputy Director, IHRD, Headquarters*
3. *Administrative Officer*
4. *Sreerej R, System Analyst*
5. *SF*
6. *OC*

Approved for issue

Sd/-
Office Superintendent