

No.EA4/14495/2012/IHRD

Dated, 02.12.2015

From

The Director

To

The Heads of all associate institutions

Sir,

Sub:- Training programme for ministerial staff- list of willing incumbents called for -reg

It has been decided to conduct a zone wise training programme for the ministerial staff of IHRD during the Christmas vacation, for which the dates and venue will be intimated later. The module for the training will be related to KSR/ Financial Code/MOP and other allied subjects.

In this connection heads of all associate institutions are directed to forward the list of willing incumbents of and below the category of Junior Superintendent in the enclosed format to this office within a week positively.

Yours faithfully
Sd/-
Dr.K.Vijayakumar
DIRECTOR (i/c)

Encl:- As stated above

Approved for issue

Office Superintendent

Institute of Human Resources Development
Special training programme for Ministerial staff, 2015

Name of Institution :-

Institution Code :-

District :-

Page :-

<i>Sl. No</i>	<i>Name of staff nominated for training</i>	<i>Designation</i>	<i>Regular/Temp/Daily wages</i>	<i>Whether Account test/MOP passed</i>	<i>Previous training from IHRD attended, if any</i>	<i>Signature of staff</i>	<i>Remarks</i>

Recommendation :-

Date :-

Place :-

(Seal)

Signature of Principal :

Name :