



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

No.EA1/5086/2018/IHRD

Dated, 26.04.2018

CIRCULAR

Sub:- IHRD – Salary details of all regular employees under IHRD – called for – reg :-

IHRD is facing exponential growth in salary/ wages. In order to ascertain the details of expenses incurred by IHRD towards salary of all regular employees and for effective planning of expenses towards salary in future all heads of institutions are requested to furnish the details of salary of all regular employees working under their control in the format attached herewith as excel workbook. The heads of institutions shall furnish the details of all employees drawing State scale and AICTE scale as separate worksheets which has been set up in the excel workbook. For employees drawing state scale the salary details should be for the period from 01.01.2009 to 31.01.2018 and for those drawing AICTE scale the details should be from 01.07.2010 to 31.01.2018.

The filled up format with accurate data is to be furnished by email (only) to iiis.ihrd@gmail.com on or before 02.05.2018. All Heads of Institution should verify the accuracy of the data prepared and furnish a certificate (alongwith the filled in format) to the effect that the information furnished are correct in every respect .

Early action is highly solicited.

**Sd/-
Dr.P.Suresh Kumar
DIRECTOR**

Encl: As stated above

To:-

1. All Heads of institutions
2. Additional Director
3. Deputy Director
4. Financial Consultant/ Advisor
5. Finance Officer
6. Administrative Officer
7. All Section Superintendents
8. Finance B Section (for furnishing details pertaining to IHRD, Headquarters)
9. SF
10. OC

Approved for issue

Administrative Officer