



Break
the
chain

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

No.EA1/13685/2019/IHRD (1)

Dated, 05.10.2020

CIRCULAR

Sub:- IHRD –Audit by Accountant General for the financial year 2018-19 –
Entering family particulars in Service Book – reg:-

Ref:- AG's Audit report of IHRD for the financial year 2018-19

The audit team from the Office of the Accountant General, Thiruvananthapuram while conducting the audit at IHRD Headquarters observed that family particulars of certain employees in the IHRD Headquarters have not been entered in the Service book of the employees. Now AG in the Audit report of IHRD for the financial year 2018-19 has pointed out that Service Book of employees should be reviewed and the family particulars of employees should be updated in page No.5 of the Service Book. Hence, all Head of Institutions under IHRD are directed to verify the Service Book of all employees under their control and make necessary entries in the Service Book of the employee regarding the family particulars of employees if not done earlier after verifying relevant documents (Marriage Certificate, Birth Certificates of children etc..) and with proper attestation. A compliance report shall also be forwarded to this office without fail.

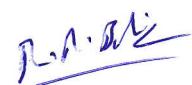
Sd/-

**Dr.P.Suresh Kumar
DIRECTOR**

To,

1. All Head of Institutions under IHRD for necessary action
2. Additional Director
3. Administrative Officer
4. Finance Officer
5. Financial Consultant/Adviser
6. Assistant Executive Engineer
7. CA-I & CA-II
8. All Section heads in the IHRD Headquarters
9. All employees in the IHRD Headquarters
10. SF
11. OC

Approved for issue


Administrative Officer