



**INSTITUTE OF HUMAN RESOURCE DEVELOPMENT**  
**Chackai, Thiruvananthapuram – 24**

**No.EB2/72/2021/HRD**

**Dated, 19.10.2023**

**CIRCULAR**

***Sub: IHRD – Details of employees working in the associate institutions – called for – reg.***

There are 87 numbers of associate institutions functioning under IHRD. All Heads of Institutions are directed to furnish the details of sanctioned posts (whether regular/ temporary) and the details of incumbents holding the post (regular/ temporary) in the prescribed format (*in Excel*) attached. Soft copy may be mailed and hard copy has to reach this office within a week positively.

Kindly treat the matter as urgent.

**Sd/-  
DIRECTOR**

**To**

- 1. All Heads of Institutions under IHRD***
- 2. EA<sub>1</sub> section (for necessary action)***
- 3. SF/ OC***

***Approved for issue***

***Administrative Officer***

**DETAILS OF EMPLOYEES UNDER VARIOUS INSTITUTIONS OF IHRD**

Name of the Institution : .....

Sl. No	Name of the employee	Pay / Scale of pay/Consolidated pay/Daily wage etc.	Designation	Whether the post is sanctioned or not	*Nature of appointment. Whether Regular/Guest/Daily wage/Working arrangement/ Deputation/Others (Specify, parent institution and post if on deputation / working arrangement)	Date of first appointment to the present post in the institution	Vacant sanctioned post, if any. Please, specify designation and date from which it fell vacant.	Remarks
1								
2								
3								
4								
5								