



**Institute Of Human Resources Development  
Chackai, Thiruvananthapuram-24**

**IHRD/1738/2023-EB3 (2)**

**Dated: 23-01-2024**

**CIRCULAR**

**Sub:-** IHRD – Details of regular employees working in all associate institutions under IHRD – called for – reg.

**Ref:-** Govt. letter no. J1/255/2016/H.Edn. Dated 18.12.2023

As per the letter cited above, Government has called for a report regarding details of regular employees as on date in IHRD, specifying their name, designation, date of joining, date of birth, date of retirement, present scale of pay, qualification as on date etc..urgently. In the circumstances, all heads of institutions are directed to furnish the details of employees in the prescribed proforma attached. Scanned soft copy may be mailed to cru.ihrd@kerala.gov.in within two weeks positively.



Signed by  
Dr. V A Arun Kumar  
Date: 23-01-2024 15:05:19

**Encl:- As stated above.**

**DIRECTOR**

**To,**

1. All heads of institutions under IHRD
2. Finance Officer
3. Administrative Officer
4. Administrative Officer
5. PA to Director
6. Computer Engineer (Hr Gr), IT Division
7. EA4 Section for necessary action
8. S.F
9. O.C

**DETAILS OF REGULAR EMPLOYEES UNDER IHRD AS**  
**ON 01.01.2024**

*Name of Institution*

.....

| <i>Sl. No.</i> | <i>Name of Regular Employee</i> | <i>Designation</i> | <i>Date of Joining</i> | <i>Date of Birth</i> | <i>Date of Retirement</i> | <i>Present Scale of Pay</i> | <i>Qualification as on date</i> | <i>Remarks</i> |
|----------------|---------------------------------|--------------------|------------------------|----------------------|---------------------------|-----------------------------|---------------------------------|----------------|
| 1.             |                                 |                    |                        |                      |                           |                             |                                 |                |
| 2.             |                                 |                    |                        |                      |                           |                             |                                 |                |
| 3.             |                                 |                    |                        |                      |                           |                             |                                 |                |
| 4.             |                                 |                    |                        |                      |                           |                             |                                 |                |
| 5.             |                                 |                    |                        |                      |                           |                             |                                 |                |
| 6.             |                                 |                    |                        |                      |                           |                             |                                 |                |
| 7.             |                                 |                    |                        |                      |                           |                             |                                 |                |

*The above details have been verified with their Service Book and found correct.*

*Place:*

*Date:*

*Signature*

*Name & Designation of Head of Institution:*