



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

No.EB1/14903/2017/IHRD

Dated, 01.01.2018

CIRCULAR

Sub:- IHRD – Authentication of educational qualification/date of birth of employees of IHRD in their Service Book – instructions – Reg:-

It has come to the notice of the undersigned that, the educational qualification acquired by certain IHRD employees at the time of entry into regular service and date of birth has not been authenticated by the respective head of institution then. It will create administrative difficulties for disposing of various service matters as grade promotion, exemption from passing of departmental test on attaining the age of 50 years, date of superannuation etc.. It is absolutely essential to authenticate above details in their Service Book. In the above circumstances, the following instructions are issued for strict compliance.

- i. All head of institutions are instructed to verify the Service Books of the employees working under their control and authenticate the educational qualification acquired by the employees at the time of entering into service and date of birth after verifying their original certificates.
- ii. Qualification if any subsequently acquired shall be authenticated after verifying the original certificate along with the No Objection Certificate from the Director IHRD.

Receipt of the circular may be acknowledged by return through e-mail.

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

To:-

1. *All Heads of institutions*
2. *Additional Director*
3. *Deputy Director*
4. *Administrative Officer*
5. *Finance Officer*
6. *All Section Heads in the IHRD Headquarters*
7. *EA1 Section for necessary action*
8. *EA2 Section for necessary action*
9. *SF*
10. *OC*

Approved for issue

Sd/-

Administrative Officer