

# INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala)  
PRAJO'E TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM – 695 014  
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No. EA3 /6744/2013/IHRD

Dated, 25.11.2013

From

The Director

To

All Head of Institutions

*Sir/Madam,*

*Sub:- IHRD- LWA availed for study purpose-format of the bond to be executed -reg*

*Ref:- This office proceedings of even no dated 23.08.2013*

General guidelines issued for sanctioning Leave Without Allowance to employees in IHRD on various grounds from time to time were reiterated in proceedings referred above. According to clause (6) of the guidelines, faculties availing leave for study purpose shall execute a bond to the effect that they shall serve IHRD for a period equal to the tenure of Leave Without Allowance availed for study. A format of the bond to be executed in this regard is attached herewith. All faculties availing Leave Without Allowance for study purpose from academic year 2013-14 onwards shall execute a bond in the prescribed format in stamp paper worth Rs. 100/-. The Head of institutions should ensure that the instructions are complied with.

*Yours faithfully*

*Sd/-*

*Dr.P.S.Sreejith*

**DIRECTOR**

*Encl:- As stated above*  
*Approved for Issue*

*Head Clerk*

**BOND**

Know all men by these presents that I .....  
Son / daughter of Sri. .... residing at .....  
.....  
and employed as .....  
(herein after called "the Bounden") do hereby bind myself to serve IHRD to a  
period equivalent to the period of Leave without Allowance availed by me for  
undergoing ----- (name of course) at  
..... (name of institution / University), immediately after  
completion of my course. In the event of any breach on the above contract I shall  
compensate the same with a liquidated damage at the rates fixed by IHRD in this  
regard.

Signed and dated this ----- day of -----  
----- (month and year) by the bounden.

(The stamp duty on this bond shall be borne and paid by the bounden).

Signature of the bounden

In the presence of witnesses : 1.  
2.

Signature of HOI

In the presence of witnesses : 1.  
2.

Signed and delivered by the institution

Director  
IHRD  
Tvpm – 14

In the presence of witnesses : 1.  
2.