

**Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram-14.**

Cir No: 1/2011/DB2/HRD

Dated, 6th January 2011

CIRCULAR

Sub: - Sending of Emails Pertaining to Confidential matters-reg:-

Ref:- Orders in file No. DB2/16178/2010/HRD (2) dated 03.01.2011

It has been noticed that the Heads of institution under IHRD are using mail facility for communicating confidential matters pertaining to conduct of exam, matters in connection with preparation of question papers etc, which requires maximum confidentiality. This practice has to be discouraged. Hence it is hereby informed to the staff under IHRD that matters which require confidentiality especially examinations shall not be sent via Email henceforth. These correspondences shall be sent via speed post in the name of Director, IHRD. Strict compliance of the instructions shall be made. Stringent action shall be initiated against those who violate the same.

Sd/-

Prof.V.Subramony

DIRECTOR

To

- 1) All heads of institutions (to be circulated among staff under your control)*
- 2) All section heads of Headquarters (to be circulated among all sections)*
- 3) Additional Director's*
- 4) Administrative Officer*
- 5) Finance Officer*
- 6) DB2 Section*
- 7) SF*
- 8) OC*

Approved for Issue

Sd/-

Junior Superintendent

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