

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

*Cir. No.16/2010/EA1/IHRD*

*Dated, 26<sup>th</sup> July 2010*

**CIRCULAR**

*Sub: - IHRD – Retired State Government employees and guest faculties engaged on consolidated pay basis – clarification regarding eligibility of casual leave – Reg:*

*Ref:- Orders in file No.EA1/8291/2006/IHRD (2) dtd 19.07.2010*

The IHRD being an autonomous body has engaged Retired State Government employees as Principals, Administrative Officers and Superintendents on adhoc basis on monthly consolidated salary and also engaged faculties/ supporting staff on monthly consolidated salary for an academic year. Now the Principal, Technical Higher Secondary School, Thodupuzha has requested for clarification regarding the eligibility of casual leave. In the circumstances, it is clarified that the head of institutions, ministerial officers, guest faculties/ supporting staff, Data Entry Operator Trainees engaged on consolidated salary or consolidated monthly stipend are eligible for casual leave @ 1 ¼ days for every completed month of service. Further, the employees engaged on daily wages basis are not eligible for any casual leave.

This is for information and future guidance of all Head of Institutions.

*(By Order of the DIRECTOR)*

*Sd/-*

*K. Viswanath*

*Administrative Officer*

**To**

- 1) All Heads of Institutions*
- 2) All Section Heads of IHRD Headquarters*
- 3) CA-I, CA-II & CA-III*
- 4) EA1 Section*
- 5) S.F*
- 6) O.C*

*Approved for Issue*

*Sd/-*

*Junior Superintendent*

*R...27.07.2010*