

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

**Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram-14**

Cir.No.22/2011/EB1/HRD

Date: 27th October, 2011

CIRCULAR

Sub:- IHRD – Transfer and posting of officers - Follow up – reg.

Ref:- 1) This office Circular No.5/2011/EB1/HRD dated 28/1/11.

2) This office Circular No.6/2011/EA4/HRD dated 18/7/2011.

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Transfer and posting to various categories of staff under IHRD has been issued from this office in response to the circulars cited. In the transfer orders issued, it has been specifically stated that the heads of institutions should relieve the officers on transfer from the present station, without waiting for the substitute to assume charge at the newly posted station. But now it has come to the notice of the undersigned that some of the heads of institutions have not adhered to the instructions issued in this regard by the undersigned.

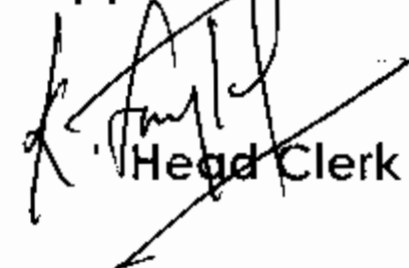
It is therefore instructed that the head of institution who have not complied strictly to the above instructions, will relieve all such staff, to be relieved, under orders of transfer from their respective institution to report for duty to the newly posted institution forthwith. It is also informed that any liability, due to non-compliance of instructions to be incurred by the institution towards payment of salary for staff working in excess by such acts shall be the personal liability of the head of institution concerned.

**Sd/-
Prof.V.Subramony,
DIRECTOR**

To

**All heads of associate institutions under IHRD
S.F
O.C**

Approved for Issue,


Head Clerk