

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

Cir No.2/EA1/2013/IHRD

Dated 22.03.2013

CIRCULAR

Sub: - IHRD – Educational institutions – Summer Vacation for 2013
Reg.

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The summer vacation for institutions other than Engineering Colleges, Regional Centres, Extension Centres, Skill Development Centre & Model Finishing Schools under IHRD shall be from 1.4.2013 to 31.05.2013 (both days inclusive). The institutions will be closed on 27.03.2013 AN (Wednesday) and will be re-opened on 03.06.2013 FN (Monday). For the Colleges of Applied Science under IHRD affiliated to Kerala University, MG University, Kannur University and Calicut University etc... the summer Vacation will be as decided by the Universities concerned. If no separate decision is taken by University concerned, vacation will be during April and May and the employees will not be allowed to enjoy summer vacation for more than 2 months under any circumstances.

The summer vacation for Engineering College under IHRD shall be from 1.5.2013 to 30.6.2013 (both days inclusive). The institutions will be closed on 30.4.2013 AN (Tuesday) and will re open on 01.07.2013 FN (Monday).

Head of Institutions are authorized to issue orders preventing any staff member from enjoying the vacation on public interest. In the order, the reason for vacation duty and duration should be clearly specified. Such staff members

are eligible for proportionate Earned Leave as per the provisions in the KSR. No staff member shall disregard the orders of the Head of Institution preventing them from enjoying the vacation.

There shall be no summer vacation for the Regional Centres, Extension Centres, Study Centres, Skill Development Centres, and Model Finishing Schools under IHRD.

Sd/-
Sri. Sayeed Rasheed I.P.O.S
DIRECTOR

To.

1) All heads of associate institutions of IHRD

Copy to:

- 1) Additional Director*
- 2) Administrative Officer*
- 3) Finance Officer*
- 4) The Assistant Executive Engineer*
- 5) All Section heads in the IHRD, Headquarters*
- 6) CA I*
- 7) EA1 Section*
- 8) S.F*
- 9) O.C*

Approved for Issue

[Signature]
Head Clerk