

No.EA3 /6744/2013/IHRD

Dated, 17.12.2013

From

The Director

To

All Head of Institutions (thr'e-mail)

Sir/Madam,

Sub:- IHRD- faculties on LWA for more than 5 years- details called for -reg

Ref:- This office proceedings of even no dated 23.08.2013

Please refer to the proceedings read above. As per clause (15) of the proceedings, the faculty now on Leave Without Allowance for more than 5 years were instructed to report back to duty in the parent department within a period of one month from the date of receipt of a notice served in this regard. The Head of institutions are requested to report the following details in this regard by return positively.

- i) Details of staff on Leave Without Allowance from the institution (name, designation nature of leave, period)
- ii) Faculties who are on Leave Without Allowance for more than 5 years.
- iii) Faculties to whom notice as mentioned above has been issued.
- iv) Faculties who have rejoined to duty on issuance of the notice.
- v) Faculties who have not responded to notice.

Yours faithfully

Sd/-

Dr.P.S.Sreejith

DIRECTOR

Approved for Issue

Head Clerk