

183

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
PRAJEO TOWERS, VAZHUTHACAUD,  
THIRUVANANTHAPURAM-14**

No.EA2/14908/2008/HRD

Dated 26<sup>th</sup> December, 2008

**CIRCULAR**

**Sub:- IHRD – Leave availed by the Heads of Associate Institution – Substitute charge arrangement – Further instructions – reg.**

....

It has come to the notice of the undersigned that, certain heads of associate institutions are proceeding on leave without making substitute charge arrangements and without informing the higher authorities. Specific guidelines were already issued in this regard. However, on certain occasions, when it was tried to contact certain heads of institutions during office hours, it has been revealed that, they are absent in the institution and no substitute charge arrangements are also made. This is a very serious case of dereliction of duty on the part of such head of institutions. Moreover, certain head of institutions has not forwarded the application for casual leave availed by them. The above position has been examined and the following guidelines are issued for strict compliance.

- (1) All heads of associate institutions are instructed to forward their leave applications sufficiently early along with substitute charge arrangements before proceeding on leave. In case of long leave of head of institution, such application shall be forwarded to this office 3 weeks in advance recommending substitute from the concerned institution.
- (2) If the head of institution proposes to proceed on casual leave, such leave application (*specimen copy attached*) shall be forwarded to this office along with substitute charge arrangement specifying the no.of casual leave already availed. In certain associate institutions, heads of institutions (*Retd. Senior level faculties*) are engaged on ad-hoc basis for limited periods. Such head of institutions are eligible for casual leave @ 1 ¼ days for every completed month subject to a maximum of 15 days casual leave per calendar year. Under no circumstances, the heads of institutions shall proceed on leave without making charge arrangements and informing the matter to the undersigned or Administrative Officer in the IHRD Head quarters (can also be informed by E-mail).

... (2)

185

- (3) All head of institutions are directed to maintain current Duty Register specifying no.of days of leave (*including Casual Leave*) applied/availed by the Head of Institution, name of faculty or others to whom the current duty is assigned and their dated acknowledgement under authentication by the head of institution. This will also be applicable to Head of Institution as and when they proceed on other duties for attending meeting, conference etc.
- (4) Receipt of the Circular may be acknowledged by return.

Sd/-  
Prof.V.Subramony,  
DIRECTOR

Encl - As stated above.

To

- 1) All heads of associate institutions
- 2) Joint Director
- 3) Administrative Officer
- 4) Finance Officer
- 5) All Sections heads in the IHRD Head Quarters
- 6) CA-I & II
- 7) S.F.
- 8) O.C.

Approved for Issue,



Head Clerk

j/27/12/03.

182

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
PRAJEE TOWERS, VAZHUTHACAUD,  
THIRUVANANTHAPURAM-14

APPLICATION FOR CASUAL LEAVE

Name of Head of Institution :

Designation :

Institution :

Date of joining in the present post :  
(If not on rolls on 1<sup>st</sup> January)

No. of casual leave already availed :

Details of Casual Leave applied for : ..... Day(s)  
From To

Reason for Leave :

Details of substitute charge arrangement

Name of Faculty :

Designation :

Date:

Signature of Applicant:  
(with date)