

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

No.EB2/161/2014/HRD

Dated, 23.05.2014

CIRCULAR

*Sub:- Guidelines while re- engaging Security Guards on daily wages basis-Reg
Ref:- 1. This office proceedings No.EA3/217/2008/HRD (1) dated 16.01.2008
2. This office proceedings No.EA3/217/2008/HRD (2) dated 16.01.2008*

All Head of the Institution of IHRD institutions except those of Technical Higher Secondary School are delegated with powers for selection and engagement of guest faculties and supporting staff including Security Guards on daily wages basis. It has come to the notice of the undersigned that several Head of the Institutions re-engage Security Guards on daily wages basis without considering their performance. It is seen that in some institutions, the posting of security guards is not done after proper scrutiny and their performance is not properly evaluated. Hence while continuing the services of Security Guards, the Head of Institution should strictly watch the performance of the Security Guards with proper guidance and supervision. If the performance is found not up to the mark they should not be re-engaged. The extension of tenure of Security Guards on daily wages basis should be intimated to Head Office immediately. The Head of the Institution should properly evaluate whether the security guards are performing well and satisfactorily and they will be responsible for the posting of Security Guards and their performance.

Sd/-

*Dr. P.S. Sreejith
DIRECTOR*

To

- 1. All Head of Institutions*
- 2. Additional Director*
- 3. Administrative Officer*
- 4. Finance Officer*
- 5. EA1 Section*
- 6. S.F*
- 7. O.C*

*Approved for Issue
Sd/-
Head Clerk*