

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

Cir.No. EA4/824/2014/IHRD

Dated, 29.03.2014

CIRCULAR

Sub:- IHRD – Engagement of Special Officers- undertaking of activities without the consent of the Director – Reg:

In IHRD while starting new institutions or undertaking new Projects/Programmes Special Officers are engaged to co-ordinate and liaison the preliminary activities under the immediate control of the Director IHRD. In recent times, it's noticed by the undersigned that more and more Special Officer are being engaged and some of the Special Officer are undertaking many activities without observing the existing rules and without the consent or prior approval of the Director IHRD. This is irregular and not a healthy situation. This practice has to be stopped altogether. Hence all Special Officers under IHRD are strictly instructed to follow the rules and regulations existing in IHRD while undertaking the activities assigned to them and also obtain approval from the Director IHRD.

It is also noted that 'Special Officers' are engaged without the approval of Administrative section. This is irregular, therefore, in future Special Officer should be engaged only with the approval of Administrative section.

*Sd/-
Dr.P.S.Sreejith
DIRECTOR*

To

- 1) *All Head of Institutions*
- 2) *All Special Officer under IHRD*
- 3) *All section Heads in the IHRD Headquarters*
- 4) *S.F*
- 5) *O.C*

Approved for Issue

Head Clerk

Staff Section