



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

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*Dated, 20.02.2015*

**CIRCULAR**


All Heads of Institutions under IHRD are directed to update the service book of the incumbents who hold the full additional charge of Principal for a period below ninety days, in the concerned institution itself after obtaining prior sanction from the undersigned. The present practice of making entries in the Service Book & leave accounts at IHRD Head Office based on sanctions issued, is dispensed with.

*Sd/-*  
*Dr. S Sheela*  
**DIRECTOR**

To

- 1) *All Head of Institutions*
- 2) *Deputy Director*
- 3) *Administrative Officer*
- 4) *Finance Officer*
- 5) *S.F*
- 6) *O.C*

*Approved for issue*

  
*Administrative Officer*