



**Institute of Human Resources Development  
Prajoe Towers, Vazhuthacaud,  
Thiruvananthapuram-14**

*No. EB1/1212/2015/HRD (1)*

*Dated, 30.03.2015*

**CIRCULAR**

*Sub:- IHRD- Headquarters - Clarifications issued in connection with the data base - reg*

*Ref:- 1. This Office Circular No. EA4/7999/2013/HRD dated 28.02.2015*

*2. This Office Circular of even No. dated 19<sup>th</sup> March 2015*

E-mail has become an important component of any office communication system. It expedites exchange of information, speeds up the decision making process and reduces paperwork, resulting in increased productivity, reduced costs and better delivery of services and programmes. An e-mail message, including all electronically attached documents containing information created, collected received or transmitted in the normal course of business, sent via an e-mail system is a record and to be dealt with the seriousness of handling paper based records.

However it has been noticed that several associate institutions are creating and using email addresses without the proper approval of the Director for official communications eventhough all institutions are allotted with email addresses in the **ihrd.ac.in** domain. Usage of such email addresses which may look alike official email address for official communications may lead to severe legal and administrative consequences which may affect institutional interests adversely and hence cannot be allowed. All heads of associate institutions are hereby instructed to stop usage of such email addresses with immediate effect.

In view of the technical limitations of the **ihrd.ac.in** domain, to make it convenient for associate institutions, it has been decided to create and approve one more email address in the public domain, which may be used for official communications. In addition to the already allotted email address in the **ihrd.ac.in** domain, associate institutions may use this additional email address for official communications. Messages sent from an email address other than these two approved email addresses shall NOT be considered as official henceforth. The head of institution may reserve any of these email address for his/her exclusive official use under intimation to this office.

It has also been noticed that several institution heads are not checking their emails regularly and/or have assigned the task with casual employees in the cadre of data entry operators etc. It is hereby instructed that since email messages are equivalent to paper records, the heads of institutions shall restrict such access to institution email by unauthorised employees. Responsibility of all emails delivered out of these two email addresses shall be vested with the head of institution concerned and no other person shall draft and send email messages from these email addresses unless the message is meant to transmission of official documents as attachment or he/she is holding the temporary charge of head of institution under specific orders. The head of institution may also assure that both these email addresses have been checked in the morning, afternoon and evening on all working days.

The head of institutions shall also assure that all email messages for the purpose of official transmission of information which may become part of office documents for conducting normal business activities shall have a file number, date, name and designation of the sender like that in a paper file. In the case of emails received, since the office activities are not undertaken electronically, a print out of the email with all relevant details like details of sender, date, time etc. shall be taken and handled as any other paper files.

The list of approved email addresses and the above instructions and guidelines are circulated herewith for strict compliance.

*Sd/-*  
**DIRECTOR**

**To**

1. *All head of institutions*
2. *Sri. Vaneeprasad. V. K, Deputy Director, IHRD, Headquarters*
3. *Administrative Officer / Finance Officer*
4. *Sreerej R., System Analyst*
5. *SF*
6. *OC*

*Approved for issue*  
*Sd/-*

**Office Superintendent**




Institute of Human Resources Development  
Additional Email ids allotted to IHRD Institutions

Sl	Code	Sl	Institution	Email ID
1	102	1	RC, IHRD, Tvm-11	rctvm.ihrd@gmail.com
2	103	2	RC, IHRD, Edappally	rckem.ihrd@gmail.com
3	201	1	MEC, Ernakulam	meckem.ihrd@gmail.com
4	202	2	CE, Chengannur	cechengannur.ihrd@gmail.com
5	203	3	CE, Adoor	ceadr.ihrd@gmail.com
6	204	4	CE, Kallooppa	cekallooppa.ihrd@gmail.com
7	205	5	CE, Karunagappally	cekarunagappally.ihrd@gmail.com
8	206	6	CE, Poonjar	cepoonjar.ihrd@gmail.com
9	207	7	CE, Cherthala	cectl.ihrd@gmail.com
10	208	8	CE, Attingal	ceattingal.ihrd@gmail.com
11	209	9	CE, Kottarakkara	cekottarakkara.ihrd@gmail.com
12	301	1	CAS, Adoor	casadoor.ihrd@gmail.com
13	302	2	CAS, Thiruvambadi	casthiruvambadi.ihrd@gmail.com
14	303	3	CAS, Kozhikode	cas kozhikode.ihrd@gmail.com
15	304	4	CAS, Malappuram	cas malappuram.ihrd@gmail.com
16	305	5	CAS, Mavelikkara	cas mavelikkara.ihrd@gmail.com
17	306	6	CAS, Pattuvam	cas pattuvam.ihrd@gmail.com
18	307	7	CAS, Peermade	cas prmd.ihrd@gmail.com
19	308	8	CAS, Payyapady	cas payyappady.ihrd@gmail.com
20	309	9	CAS, Vadakkancherry	cas vdky.ihrd@gmail.com
21	310	10	CAS, Kaduthuruthy	cas kaduthuruthy.ihrd@gmail.com
22	311	11	CAS, Kattappana	cas kattappana.ihrd@gmail.com
23	312	12	CAS, Cheemeni	cas cheemeni.ihrd@gmail.com
24	313	13	CAS, Thodupuzha	cas thodupuzha.ihrd@gmail.com
25	314	14	CAS, Mallappally	cas mallappally.ihrd@gmail.com
26	315	15	CAS, Kuthuparamba	cas koothuparamba.ihrd@gmail.com
27	316	16	CAS, Nattika	cas nattika.ihrd@gmail.com
28	317	17	CAS, Vattamkulam	cas vattamkulam.ihrd@gmail.com
29	318	18	CAS, Vazhakkad	cas vazhakkad.ihrd@gmail.com
30	319	19	CAS, Nadapuram	cas nadapuram.ihrd@gmail.com
31	320	20	CAS, Dhanuvachapuram	cas dvpm.ihrd@gmail.com
32	321	21	CAS, Mananthavady	cas mananthavady.ihrd@gmail.com
33	322	22	CAS, Chelakkara	cas chelakkara.ihrd@gmail.com
34	323	23	CAS, Kundara	cas kundara.ihrd@gmail.com
35	324	24	CAS, Malampuzha	cas malampuzha.ihrd@gmail.com
36	325	25	MC, Kuzhalmannam	mckuzhalmannam.ihrd@gmail.com
37	326	26	CAS, Muthuvallur	cas muthuvallur.ihrd@gmail.com
38	327	27	CAS, Payyannur (Neruvambram)	cas payyannur.ihrd@gmail.com
39	328	28	CAS, Pinarayi	cas pinarayi.ihrd@gmail.com
40	329	29	MC, Neeleswaram(Madikai)	mc neeleswaram.ihrd@gmail.com
41	330	30	MC, Meenangadi	cas meenangadi.ihrd@gmail.com
42	331	31	CAS, Attappadi	cas attappadi.ihrd@gmail.com
43	332	32	CAS, Manjeswaram	cas manjeswaram.ihrd@gmail.com
44	333	33	CAS, Iritty	cas iritty.ihrd@gmail.com
45	334	34	CAS, Kanjirappally	cas kanjirappally.ihrd@gmail.com

46	335	35	CAS, Kodungallur	caskodungallur.ihrd@gmail.com
47	336	36	CAS, Konni	caskni.ihrd@gmail.com
48	337	37	CAS, Marayoor	casmarayur.ihrd@gmail.com
49	338	38	CAS, Nedumkandam	casnedumkandam.ihrd@gmail.com
50	339	39	CAS, Puthenvelikkara	casputhenvelikkara.ihrd@gmail.com
51	340	40	CAS, Ayalur	casayalur.ihrd@gmail.com
52	341	41	CAS, Thamarassery	casthamarassery.ihrd@gmail.com
53	342	42	CAS, Karthikapally	caskarthikappally.ihrd@gmail.com
54	343	43	CAS, Kalanjoor	caskalanjoor.ihrd@gmail.com
55	401	1	MPT, Kalliassery	mptkalliassery.ihrd@gmail.com
56	402	2	MPT, Karunagappally	mptkarunagappally.ihrd@gmail.com
57	403	3	MPT, Mattakkara	mptmattakkara.ihrd@gmail.com
58	404	4	MPT, Mala	mptmala.ihrd@gmail.com
59	405	5	MPT, Painavu	mptpainavu.ihrd@gmail.com
60	406	6	MPT, Poonjar	mptpoonjar.ihrd@gmail.com
61	407	7	MRPC, Kuzhalmannam	mrpckuzhalmannam.ihrd@gmail.com
62	408	8	MPT, Vadakara	mptvadakara.ihrd@gmail.com
63	501	1	MTHSS, Kaloor	mthsskaloor.ihrd@gmail.com
64	502	2	MTHSS, Kaprassery	mthsskaprassery.ihrd@gmail.com
65	504	3	THSS, Peermade	thsspeermade.ihrd@gmail.com
66	505	4	THSS, Puthuppally	thssputhuppally.ihrd@gmail.com
67	506	5	THSS, Thodupuzha	thsssthodupuzha.ihrd@gmail.com
68	507	6	THSS, Vattamkulam	thssvattamkulam.ihrd@gmail.com
69	508	7	THSS, Vazhakkad	thssvazhakka.ihrd@gmail.com
70	509	8	THSS, Perinthalmanna	thssperinthalmanna.ihrd@gmail.com
71	510	9	THSS, Muttada	thssmuttada.ihrd@gmail.com
72	512	10	THSS, Mallappally	thssmallappally.ihrd@gmail.com
73	516	11	THSS, Varadium	thssvaradium.ihrd@gmail.com
74	518	12	THSS, Adoor	thssadoor.ihrd@gmail.com
75	523	13	THSS, Aluva	thssaly.ihrd@gmail.com
76	525	14	THSS, Cherthala	thsscherthala.ihrd@gmail.com
77	527	15	THSS, Thiruthiyad	thsssthiruthiyad.ihrd@gmail.com
78	601	1	EC, Tirur	cetirur.ihrd@gmail.com
79	602	2	EC, Valanchery	ecvalanchery.ihrd@gmail.com
80	603	3	TMC Nta.	tmcnta.ihrd@gmail.com
81	604	4	EC, Cherpu	eccherpu.ihrd@gmail.com
82	605	5	EC, Kundara	eckundara.ihrd@gmail.com
83	607	6	SC, Rajakkad	scrajakkad.ihrd@gmail.com
84	701	1	MFS, Thiruvananthapuram	mfstvm.ihrd@gmail.com
85	702	2	MFS, Eranakulam	mfseranakulam.ihrd@gmail.com

Note: Passwords will be made available on request sent from the official email address of the institution in the ihrd.ac.in domain

  
 30/3/15  
 DIRECTOR  
 30/3/15