

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

No.EA1/5603/2008/HRD(2)

Dated 15<sup>th</sup> July, 2015

**CIRCULAR**

Sub:- IHRD – Submitting of proposals – Instructions issued -  
reg.

.....

It has come to the notice of the undersigned that employees working in IHRD institutions are forwarding/submitting representations directly to the Director/Chairman, IHRD without the consent of the head of institutions/controlling officers concerned and this is against the Service Rules. All employees of IHRD, are therefore directed to dispense with such practices and sent their representations/grievances, through proper channel, i.e., only with the consent of the head of institutions/controlling officers concerned. In future, violation of this instruction will be viewed seriously and disciplinary action will be initiated as per rules.

**Sd/-  
DIRECTOR(in-charge)**

To

- 1) All staff of IHRD (by circulation) for strict compliance
- 2) All Heads of Institutions
- 3) Deputy Director
- 4) Superintendents/Section Heads of IHRD HQ
- 5) Finance Officer
- 6) Administrative Officer
- 7) Director's Table
- 8) S.F
- 9) O.C.

**Approved for Issue,**

  
**Office Superintendent**  
↓