



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

PROCEEDINGS

IHRD – Conducting of training programme for Ministerial staff - Orders issued.

No.EA4/14495/2012/IHRD

Dated, Thiruvananthapuram, 2nd July 2015

ORDER

In order to enhance the professional efficiency of ministerial staff under IHRD, it is proposed to conduct a training programme on **Kerala Service Rules and Kerala Financial code** for ministerial staff under IHRD service.

In the first phase the training programme will be conducted on 10.07.2015 in the IHRD Headquarters for the staff in the category of JOA/OA/SOA working in the IHRD Headquarters and in the following associate institutions.

1. *Regional Centre, Thiruvananthapuram*
2. *Technical Higher Secondary School, Muttada*
3. *College of Applied Science, Dhanuvachapuram*
4. *College of Engineering, Attingal*
5. *College of Applied Science, Kundara*
6. *Model Polytechnic College, Karunagappally*
7. *College of Engineering, Karunagappally*
8. *College of Applied Science, Adoor*
9. *College of Engineering, Adoor*
10. *Technical higher Secondary School, Adoor*
11. *College of Applied Science, Konni*
12. *College of Applied Science, Kalanjoor*
13. *College of Engineering, Chengannur*
14. *College of Applied Science, Mavelikkara*

The Head of Institutions concerned shall depute the staff in the above category working under their control to attend the training programme at 10 AM on 10.07.2015 at IHRD (Headquarters). The participants of the training programme are eligible for TA/DA as per rules.

Sri. Sharafudeen. M, Office Superintendent IHRD (Headquarters) shall coordinate and make necessary arrangements for the proper conduct of the training programme.

Sd/-
Dr.K, Vijayakumar
DIRECTOR (i/c)

To

- ✓ 1. Head of institution concerned
2. Administrative Officer
3. Finance officer
4. Sri. Sharafudeen. M, Office Superintendent, IHRD Headquarters
5. All section heads in the IHRD Head Quarters (for circulation among the staff in the section)
6. SF
7. OC

Forwarded /By Order


Office Superintendent