



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

No.EA2/2642/2007/IHRD

Dated, 05.01.2016

CIRCULAR

*Sub:- IHRD- Sanctioning of duty leave to staff under IHRD- Instructions issued
- reg*

Ref:- GO(MS)No.159/89/H.Edn dated 10.08.1989

It has come to notice that some Heads of Institution under IHRD are applying for duty leave for purposes other than for attending academic meetings such as seminar/ symposia/ workshops/ conferences etc organized by other agencies/ institutions as permitted by Director. Duty leaves are generally granted under Rule 12(7), part I KSR and as per chapter IV 4 (13)b of IHRD service rules. No leave shall be claimed for attending academic meeting such as Seminars, Workshops/ Conferences etc, conducted by IHRD which are part of discharging normal duties.

All Head of Institutions are instructed to follow the guidelines/ Rules in force while applying for duty leave hereafter.

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

Copy to:

- 1. All Head of Institutions under IHRD*
- 2. All selection heads in IHRD Headquarters (Software)*
- 3. Administrative Officer*
- 4. Finance Officer*
- 5. SF*
- 6. OC*

Approved for issue


Office Superintendent