



Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud, Thiruvananthapuram.

No. DA2/13535/2010/HRD

December 13, 2017

CIRCULAR

Sub: IHRD – Use of CUG connections for official purpose – Instructions – reg.

All heads of IHRD Institutions are issued with a BSNL CUG connection for official purpose. But it has come to the notice that these connections are not being used properly as instructed. In this circumstance, the following guidelines are issued for information and strict compliance.

1. The Head of Institutions only shall use the CUG connection and they shall be available for contact for official purpose through this connection.
2. The Phone no. of CUG connection should be given as the first contact number of the Head of Institution to University/Board/Other Govt. Departments etc. Confidential Information like passwords/account details/OTP etc. for official purpose shall be received through this CUG connection only. Any personal number of heads of Institutions currently given for all official purpose shall be changed immediately as instructed above.
3. While handing over the charge of head of Institution to another person, the SIM card of the CUG connections shall also be handed over immediately under proper acknowledgement.
4. Any loss of phone with CUG SIM shall be reported within 24 hrs of such loss to BSNL authorities to prevent misuse of the connection. The matter shall be immediately reported to the Director, IHRD for issuing a duplicate CUG SIM card.
5. It should be noted that communication between CUG connections are free of cost. So head of Institutions shall try to contact each other and any officials in the head office preferably through CUG connection to reduce the expense on "Telephone charges". The head of Institutions may contact any person in the IHRD head office free of cost from their CUG connection through the CUG SIM installed in the EPABX with phone nos. **85470 01531 & 85470 01532.**

All head of Institutions under IHRD shall strictly comply above instructions.

Sd/-
Dr. P Suresh Kumar
Director

Copy to :

1. All heads of Institutions
2. Additional Director
3. Deputy Director
4. Financial Consultant
5. Finance Officer
6. Administrative Officer
7. Asst. Executive Engineer
8. IT Section(for publishing in the website->orders page.)
9. O.C. 10. S.F.

Approved for Issue


Senior Superintendent

