

Institute of Human Resources Development

(Established by Government of Kerala)

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CIRCULAR

Sub: IHRD – Repair and maintenance of Institutional buildings

Proper repair and maintenance of buildings of IHRD institutions is essential to prevent their deterioration and to ensure their utility as per accepted standards for a reasonably long time. Periodical repair and maintenance is absolutely necessary to ensure the safety of the occupants of the building also . Head of institutions of IHRD should ensure that the periodical repair and maintenance of the institutional buildings are carried out without fail and keep the buildings fit for the functioning of the institution. In the case of buildings taken on rent for the function of institution , it should be ensured that the owners of the buildings promptly carry out necessary repair and maintenance of the buildings. As far as possible annual maintenance shall be carried out during vacation time before the commencement of Academic year. Services of Kerala PWD/ IHRD construction wing can be utilized for the above purpose.

Sd/-

Dr. P.Suresh Kumar

Director

To

- ✓ 1. The Heads of all institutions
2. Stock File
3. Office copy

Approved for issue

Assistant Executive Engineer