



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

No. EA2/ 15060/2016/IHRD

Dated, 08.03.2018

CIRCULAR

***Sub:- IHRD– Availing of duty leave/ other duty etc... by the heads of institutions
and controlling officers –instructions -reg***

It has come to the notice of the undersigned that, certain heads of associate institutions and controlling officers, have availed of duty leave/ other duty of their own without obtaining prior permission and not maintaining and submitting tour diary is highly irregular and it may create very difficult situation to carryout the day to day affairs including the payment of their salary. The above position has been examined in detail and informed that, all heads of institutions and controlling officers should avail duty leave / other duty only after obtaining prior permission from the Director IHRD and also maintain tour diary. In emergent situation, they will proceed other duty only after obtaining oral Permission from the Director and got confirmation then and there unless it will be the risk and responsibility of the officials concerned. Further head of institution should ensure that duty leave or other duty sanctioned to the employees working under their control only with prior permission from the Principal concerned with proper justification.

Receipt of the circular may be acknowledged by return through e-mail.

Sd/-
Dr. P.Sureshkumar
DIRECTOR

To

1. *All Heads of Associate Institutions for strict compliance*
2. *Additional Director*
3. *Deputy Director*
4. *Finance Officer*
5. *Administrative Officer/Finance Officer*
6. *All Section Heads*
7. *SF*
8. *OC*

Approved for Issue
sd/-
Administrative Officer