



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

No.EA1/7107/2001/IHRD

Dated, 27.03.2018

CIRCULAR

Sub:- IHRD- Educational Institutions – Summer vacation for 2018-reg

The summer vacation for IHRD institutions other than Engineering Colleges, Regional Centres, Extension Centres, Model Finishing Schools and Study Centres under IHRD shall be from 01.04.2018 to 31.05.2018 (both days inclusive). The institution will be closed on 31.03.2018 AN(Saturday) and will re-open on 01.06.2018 FN (Friday). For the College of Applied Science under IHRD affiliated to Kerala University, MG University, Kannur University & Calicut University etc. the summer vacation will be as decided by the Universities concerned. If no separate decision is taken by University concerned, vacation will be during April and May and the employees will not be allowed to enjoy summer vacation for more than 2 months under any circumstances.

The summer vacation for Engineering Colleges under IHRD shall be from 01.05.2018 to 01.07.2018 (both days inclusive). The institution will be closed on 30.04.2018 AN (Monday) and will re-open on 02.07.2018 FN (Monday).

The Head of Institutions are authorized to issue orders preventing any staff member from enjoying the vacation on public interest. In such order the reason for vacation duty and duration should be clearly specified. Such staff members are eligible for proportional Earned Leave as per the relevant

provisions in the KSR. No staff member shall disregard the order of the Head of Institution preventing them from enjoying the vacation. The Head of Institutions are instructed to verify the Service Book of the incumbents under their control and ensure that Earned Leave is credited to the leave account strictly in accordance with the leave rules.

There shall be no summer vacation for the Regional Centres, Extension Centres, Model Finishing Schools and Study Centres under IHRD.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

All Heads of associate institutions under IHRD

Copy to:-

- 1. Additional Director*
- 2. Administrative Officer*
- 3. Finance Officer*
- 4. Deputy Director*
- 5. All Section Heads in the Headquarters*
- 6. CA I*
- 7. ITD (for publishing in the website)*
- 8. SF*
- 9. OC*

Approved for issue

sd/-

Administrative Officer