



**Institute Of Human Resources Development  
Prajoe Towers, Vazhuthacaud,  
Thiruvananthapuram**

*No. EB1/11737/2017/IHRD(2)*

*Dated: 07.09.2018*

**CIRCULAR**

***Sub:- IHRD – Vacation Staff – availing of piece- meal leave for the academic year – availing of vacation salary – instructions – reg:-***

As you are aware, there are 86 nos. of associate institutions functioning under the aegis of IHRD. The Engineering Colleges, Colleges of Applied Science, Model Polytechnic Colleges and Technical Higher Secondary Schools are declared as vacation department and the faculty members and technical supporting staff including, Lab/ Library Assistants working in these institutions are vacation staff. For the smooth functioning of the associate institutions, the heads of institutions were delegated with the powers to grant all kinds of leave upto a maximum of 120 days at a stretch except study leave, special disability leave etc... to the staff members working in the institutions where substitute arrangements are not required. Now, it has come to the notice of the undersigned that, certain heads of institutions have granted eligible leave to the vacation staff working under their control on piece- meal basis for almost an academic year or major portion of it without assessing the merit of leave and permitted to rejoin duty immediately before the commencement of mid- summer vacation with an intention to receive vacation salary and again permitted to proceed on leave after vacation. The payment of vacation salary involves financial commitment and without any contribution of the employee and such payment is against the rules and may not be entertained. In the above circumstances, the following instructions are issued for strict compliance.

1. The head of institutions are directed not to permit the vacation staff who has availed of leave throughout the academic year to rejoin duty before the commencement of mid summer vacation under any circumstances, unless the

payment of vacation salary shall be the risk and responsibility of head of institutions concerned.

2. Receipt of circular should by acknowledged by return.

*Sd/-*  
**Dr.P.Suresh Kumar**  
**DIRECTOR**

**Encl:- As stated above**

**To:-**

1. All Heads of institutions (The circular may be circulated among the employees working under their control)
2. Additional Director
3. Deputy Director
4. Financial Consultant/Advisor
5. Administrative Officer
6. Finance Officer
7. Audit wing
8. All Superintendents
9. SF
10. OC

*Approved for issue*

*X Kumar*  
*14/9*  
**Administrative Officer**