



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

No. EA2/8843/2017/IHRD

Dated, 01.03.2019

CIRCULAR

Sub:- IHRD – Attending of other duty by the head of institutions, faculty members and Supporting Staff – specific instructions –reg:-

As you are aware that, 86 nos. of different categories of educational institutions are functioning under the aegis of IHRD as Engineering Colleges, College of Applied Science, Model Polytechnic Colleges, Technical Higher Secondary Schools, Regional Centres, Model Finishing Schools, Study Centres etc... The Academic activities may vary from one to other and all the institutions are controlled by appropriate Government agencies as AICTE, UGC, Universities, DTE, Higher Secondary Board etc... As such, it is mandatory to follow their guidelines and also to attend other duty as per their directives from time to time with prior permission. Now, it has come to the notice of the undersigned that, certain head of institutions, faculty members attended other duty without obtaining prior permission and substitute arrangements which is highly irregular and it may create very difficulty to carry out the day to day administrative/academic activities including payment of their salary. The above position has been examined and the following instructions are issued for strict compliance.

- i. All head of institutions should attend other duty only after obtaining prior permission from the Director, IHRD and after arranging proper substitute.

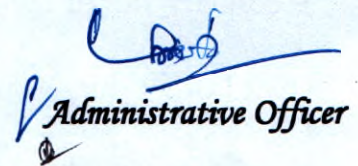
- ii. All faculty members and Supporting Staff should attend other duty only after obtaining prior permission from the head of institutions concerned after arranging proper substitute for not affecting classes.
- iii. Receipt of the Circular may be acknowledged by return through e-mail.

Sd/-
Dr. P.Sureshkumar
DIRECTOR

To

1. *All head of Institutions (It is requested to circulate the same among all employees working under their control and obtain dated acknowledgement)*
2. *Additional Director*
3. *Finance Officer*
4. *Administrative Officer*
5. *Financial Consultant/Advisor*
6. *All Section Head*
7. *All Sections in the Establishment section*
8. *SF*
9. *OC*

Approved for Issue


Administrative Officer