



Break  
the  
chain

Institute of Human Resources Development  
Chackai, Thiruvananthapuram-24

No. EA1/6599/2020/IHRD

Dated, 07.02.2022

**CIRCULAR**

Sub: - IHRD, Headquarters – Implementation of e-office – Directions for sending of communications to Headquarters – instructions – Reg.

- Ref:-
1. Submission dated 02.02.2022 from Sri. Basil Gomez, A, System Analyst (Higher Grade), Nodal Officer for e-office,
  2. This office circular of even No dated 01.02.2022

The following instructions are issued to all Heads of institutions under IHRD for strict compliance.

- I. The heads of institutions shall henceforth forward all communications to the Headquarters through the email address < [cru.ihrd@kerala.gov.in](mailto:cru.ihrd@kerala.gov.in) > except in the case where Service Book, original certificate, Demand Drafts etc are attached.
- II. The website address for e-office is < [cofficeedu.kerala.gov.in](http://cofficeedu.kerala.gov.in) >
- III. The above instruction shall be followed scrupulously to avoid delay as well as to reduce considerable amount of expenditure incurred for sending the communication by post.

Sd/-

Dr.P.Suresh Kumar  
DIRECTOR

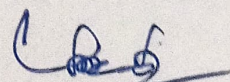
To:-

*All heads of institutions*

Copy to:-

- 1) Additional Director
- 2) Administrative Officer
- 3) Financial Consultant/Advisor
- 4) Finance Officer
- 5) All Section heads
- 6) Executive Engineer
- 7) Personal Assistant to Director
- 8) C. A II
- 9) All staff in the IHRD, Headquarters
- 10) SF
- 11) OC

Approved for issue

  
Senior Superintendent