



**Institute of Human Resources Development
Chackai, Thiruvananthapuram-24**

No. EA2/4851/2020/IHRD

Dated, 08.03.2023

CIRCULAR

Sub:- IHRD – Streamlining of activities at Engineering Colleges, Model Polytechnic Colleges, Colleges of Applied Science Technical Higher Secondary Schools & other centres – Utilisation of Service of Head of institutions in the IHRD (Head Quarters) for two days per week without affecting normal duties in their respective institutions – Option called for - reg:-

Ref: Resolution of the 106th meeting of the Executive Committee of IHRD held on 04.01.2023.

There are 86 various categories of educational institutions functioning under the aegis of IHRD.. In order to streamline the existing activities more effectively, the Executive Committee of IHRD accorded sanction to the Director IHRD for engaging one Principal in each of the stream to Co-ordinate the academic activities of Engineering Colleges, Colleges of Applied Science, Model Polytechnic Colleges, Technical Higher Secondary Schools and other centres in IHRD (Head Quarters) for two days per week without affecting their normal duties and responsibilities in their respective institution. In the circumstances, options are invited from the Principals of each of the stream to work in the IHRD (HQrs) for two days per week without affecting their normal duties and responsibilities in the following format.

Name of Institution:

Sl.No.	Name Designation and present institution	Date from which working in the present cadre	Date from which working in the present institution	Remarks

The option shall be submitted on or before 15.03.2021. If no option is submitted a NIL report shall be furnished to this office before the due date without fail.

Sd/-

Dr.P.Suresh Kumar
DIRECTOR

To:-

1. *All Heads of Institutions*
2. *Additional Director*
3. *Finance Officer*
4. *Administrative Officer*
5. *S.F*
6. *O.C*

Approved for issue



Senior Superintendent

