



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

**No.EA4/10345/2014/IHRD**

**Date: 11.02.2015**

From

The Director

To

The Principal  
College of Engineering  
College of Applied Science  
Model Polytechnic College  
Technical Higher Secondary School

**Sub:- IHRD – Implementation of staff pattern- Re- deployment of Excess staff- Reg**

**Ref:- This office proceedings of even no. dated 20.01.2015**

Vide this office proceedings cited above, Dr. V. P. Devassia, Additional Director has been authorized to assess the number of vacancy and number of excess staff working over and above the sanctioned post for the deployment of excess staff and directed to submit report before 28.02.2015. In order to enable him in preparing the report, you are directed to furnish the details in the prescribed format concerning to your institution. One copy may be forwarded to the Director IHRD and one copy to Dr. V. P. Devassia in the mail ID- [adcas@ihrd.ac.in](mailto:adcas@ihrd.ac.in) on or before 18.02.2015.

Treat it as most urgent.

***Yours faithfully***

***Sd/-***

***Dr. S. Sheela***

***DIRECTOR***

***Encl: Specimen format***

***Copy to:***

***The Principal  
Model Engineering College, Thrikkakkara  
(For information)***

***Approved for issue***

***Office Superintendent***