



**Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram-14**

Cir No. EA1/7107/2001/IHRD

Dated, 20.03.2015

CIRCULAR

Sub: - IHRD – Educational institutions – Summer Vacation for 2015
Reg.

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The summer vacation for institutions other than Engineering Colleges, Regional Centres, Extension Centres, Skill Development Centre & Model Finishing Schools under IHRD shall be from 1.4.2015 to 31.05.2015 (both days inclusive). The institutions will be closed on 31.03.2015 AN (Tuesday) and will be re-opened on 01.06.2015 FN (Monday). For the Colleges of Applied Science under IHRD affiliated to Kerala University, MG University, Kannur University and Calicut University etc... the summer Vacation will be as decided by the Universities concerned. If no separate decision is taken by University concerned, vacation will be during April and May and the employees will not be allowed to enjoy summer vacation for more than 2 months under any circumstances.

The summer vacation for Engineering College under IHRD shall be from 01.05.2015 to 30.6.2015 (both days inclusive). The institutions will be closed on 30.4.2015 AN (Thursday) and will re open on 01.07.2015 FN (Wednesday).

Head of Institutions are authorized to issue orders preventing any staff member from enjoying the vacation on public interest. In the order, the reason for vacation duty and duration should be clearly specified. Such staff members are eligible for proportionate Earned Leave as per the provisions in the KSR. No staff member shall disregard the orders of the Head of Institution preventing them from enjoying the vacation. The teaching faculties are not eligible for earned leave during their first year of service. The Head of Institutions are instructed to verify the Service Book of the incumbents under their control and reduce the excess earned leave if any granted.

There shall be no summer vacation for the Regional Centres, Extension Centres, Study Centres, Skill Development Centres, and Model Finishing Schools under IHRD.

Sd/-
Dr.S.Sheela
DIRECTOR

To.

1) All heads of associate institutions of IHRD

Copy to:

- 1) Additional Director*
- 2) Administrative Officer*
- 3) Finance Officer*
- 4) The Assistant Executive Engineer*
- 5) All Section heads in the IHRD, Headquarters*
- 6) CA I*
- 7) EA1 Section*
- 8) S.F*
- 9) O.C*

Approved for issue

Sd/-

Office Superintendent