



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

No. PA4/12831/2015/IHRD

Dated, 5th October, 2015

CIRCULAR

*Sub: - IHRD – Shortage of Computers to conduct DCA/DDTOA courses in RCs, ECs
SCs & TMC – guidelines - reg:-*

*Ref: - Minutes of the meeting of the heads of RC's, EC's, SC's & TMC held on
21.08.2015.*

It has been decided to make available Computer from other IHRD institutions (where Computers are available in excess) for the smooth conduct of DCA/DDTOA courses in the RCs, ECs, SCs & TMC.

In the above circumstances, all heads of institutions are requested to inform the excess computers available in their institution due to discontinuance of running program etc. for transferring the same to other needy institution.

Sd/-
Dr. V.P. Devasia
DIRECTOR (i/c)

To

- ✓ 1. All Heads of Institutions
2. Finance Officer
3. S.F
4. O.C

Approved for Issue

Padmann

Junior Superintendent