



Break
the
chain

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

No. EA1/6599/2020/IHRD

Dated, 08.03.2022

CIRCULAR

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

- Ref:-
1. This office circular of even No. dated 07.02.2022
 2. Submission dated 03.03.2022 from Sri. Basil Gomez. A, System Analyst (Higher Grade), Nodal Officer for e-office

As per the circular cited above, instructions were issued for sending of communications to the Headquarters through cru.ihrd@kerala.gov.in. Now, it has come to the notice that, the heads of institutions are forwarding the covering letter and attachments as separate documents which creates difficulties for the tapal section in this office to process the requests to the sections concerned in time. Hence, the following instruction is issued for strict compliance in continuation to this office circular cited.

All documents send to the cru.ihrd@kerala.gov.in should be in a single searchable pdf format ^{with minimum size} (including letters/orders etc and all of its attachment in order).

Eg:- While forwarding the application for LWA in respect of an employee, the covering letter of the Principal, request of the employee, leave

application of the employee, medical certificate (if applicable) should be forwarded as a single searchable pdf.

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. *SF*
10. *OC*

Approved for issue


Senior Superintendent