



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

No. EB1/11737/2017/IHRD

Dated, 19.04.2023

CIRCULAR

Sub:- IHRD – Vacation Staff – availing of piece meal LWA for the academic year – availing of vacation salary – retaining of Library/ Lab Assistants during Vacation period – further instructions – reg:-

Ref:- 1 This office Circular No.E5/7107/2001/IHRD dated 17.11.2004.
2 This office Circular No.EB1/11737/2017/IHRD (2) dated 07.09.2018.

In inviting attention to the circulars cited above, wherein specific instructions were already issued to all head of institutions not to permit the vacation staff who have availed leave throughout the academic year to rejoin duty before the commencement of summer vacation with the intention to receive the vacation salary. Further, the Library/Lab Assistants are declared as vacation staff for all purpose. Now, it has come to the notice that, certain heads of institutions permitted vacation staff who were on LWA to rejoin before summer vacation. Certain heads of institutions also retained Library/Lab Assistants during vacation period. This will incur additional financial commitment to IHRD. The above position has been examined and it is informed that, the unauthorized payment of vacation salary, sanction of Earned Leave etc... shall be the personal liability of the drawing/disbursing Officer and the dealing assistants concerned. Copies of the circular cited above are attached for ready reference and strict compliance.

**Sd/-
DIRECTOR**

Encl: As stated above.

To,

1. All heads of Associate institutions for strict compliance.
2. Additional Director
3. Finance Officer
4. Administrative Officer
5. All dealing hands in the Establishment Section.
6. Internal Audit Section for follow up action.
7. SF
8. OC

Approved for issue

Senior Superintendent

233

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

No.E5/7107/2001/HRD

Date:17/11/2004

CIRCULAR

Sub:- IHRD – Associate institutions declared as Vacation department – further clarification – Reg.

Ref:- This office Circular of even No. dated 5/11/2001.

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In this office Circular cited (*copy enclosed for ready reference*), the Librarians working in the Engineering Colleges and College of Applied Science have been declared as "Non-Vacation Staff". Consequent on the appointments of Library Assistants on Rs.2650-4150/-, certain heads of associate institutions requested for clarification as to whether Library Assistants are Vacation Staff. The matter has been examined in detail and the following further instructions are issued.

- (1) The Library Assistants on Rs.2650-4150/- posted to all institutions are declared as Vacation Staff on par with Lab Assistants for all purpose.
- (2) This office Circular cited above stands amended to the above extent.

Sd/-
**Prof.V.Subramony,
DIRECTOR**

Encl:- As stated above.

To

- 1) All heads of associate institutions.
- 2) Administrative Officer
- 3) Finance Officer
- 4) All Section Heads in the IHRD H.Q.
- 5) S.F.
- 6) O.C.

Approved for Issue,

Manjhu

Accounts Officer

j/18/11/04.

LD

fed on 22.11.04



101

**Institute Of Human Resources Development
Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram**

No. EB1/11737/2017/IHRD(2)

Dated: 07.09.2018

CIRCULAR

Sub:- IHRD – Vacation Staff – availing of piece- meal leave for the academic year – availing of vacation salary – instructions – reg:-

As you are aware, there are 86 nos. of associate institutions functioning under the aegis of IHRD. The Engineering Colleges, Colleges of Applied Science, Model Polytechnic Colleges and Technical Higher Secondary Schools are declared as vacation department and the faculty members and technical supporting staff including, Lab/ Library Assistants working in these institutions are vacation staff. For the smooth functioning of the associate institutions, the heads of institutions were delegated with the powers to grant all kinds of leave upto a maximum of 120 days at a stretch except study leave, special disability leave etc... to the staff members working in the institutions where substitute arrangements are not required. Now, it has come to the notice of the undersigned that, certain heads of institutions have granted eligible leave to the vacation staff working under their control on piece- meal basis for almost an academic year or major portion of it without assessing the merit of leave and permitted to rejoin duty immediately before the commencement of mid- summer vacation with an intention to receive vacation salary and again permitted to proceed on leave after vacation. The payment of vacation salary involves financial commitment and without any contribution of the employee and such payment is against the rules and may not be entertained. In the above circumstances, the following instructions are issued for strict compliance.

1. The head of institutions are directed not to permit the vacation staff who has availed of leave throughout the academic year to rejoin duty before the commencement of mid summer vacation under any circumstances, unless the

payment of vacation salary shall be the risk and responsibility of head of institutions concerned.

2. Receipt of circular should by acknowledged by return.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl:- As stated above

To:-

1. *All Heads of institutions (The circular may be circulated among the employees working under their control)*
2. *Additional Director*
3. *Deputy Director*
4. *Financial Consultant/Advisor*
5. *Administrative Officer*
6. *Finance Officer*
7. *Audit wing*
8. *All Superintendents*
9. *SF*
10. *OC*

Approved for issue

14/9
Administrative Officer