



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

PROCEEDINGS

IHRD –Model Polytechnic College Mattakkara – Smt.Bindu Thomas, Lecturer in Electronics (Hr.Gr) in charge of the Principal , – Application for Commuted Leave – Sanctioned –Substitute charge arrangement – Orders issued.

No. IHRD/923/2023-EA2

Dated, Thiruvananthapuram 20th December 2023

Read: - Letter No. A4/23/ESTT/2023/MPICM dated 19.12.2023 from the Principal, Model Polytechnic College Mattakkara

ORDER

As requested by the Principal, Model Polytechnic College, Mattakkara in the letter read above, Commuted Leave for 101 days from 21.12.2023 to 30.03.2024 is granted to Smt.Bindu Thomas, Lecturer in Electronics (Hr.Gr) in charge of the Principal, Model Polytechnic College Mattakkara on medical grounds with permission to suffix the holiday on 31.03.2024.

Certified that, the incumbent would have actually continued to officiate as such under IHRD but for her proceeding on leave.

Certified that, necessary entries in the regard have been made in the Service Book of the incumbent and deductions also made against her leave account.

The following orders are also issued with immediate effect.

1. Sri. Dileep Kumar K, Lecturer in Computer Application , Model Polytechnic College Mattakkara is assigned with the full additional charge of the Principal, Model Polytechnic College with immediate effect and until further orders.

2. Smt. Bindu Thomas, Lecturer in Electronics (Hr.Gr) , Model Polytechnic College Mattakkara will hand over the charge of Principal and its institutional properties under her charge and possession to Sri. Dileep Kumar K under intimation to this office.
3. Sri. Dileep Kumar K, Lecturer in Computer Application will discharge the duties and responsibilities of Principal in addition to his normal duties.
4. The date of assuming of charge shall be reported to this office in due course.


Dr. V A Arun Kumar
DIRECTOR

To,

- 1) Smt. Bindu Thomas , Lecturer in Electronics (Hr.Gr) in charge of Principal, Model Polytechnic College Mattakkara
- 2) Sri. Dileep Kumar K, Lecturer in Computer, Model Polytechnic College Mattakkara (through the Principal)

Copy to:-

1. The Principal, Model Polytechnic College Mattakkara
2. The Principal, College of Applied Science, Kundara
3. Academic Coordinator CAS
4. Executive Engineer
5. Finance Officer
6. Administrative Officer
7. Accounts Officer
8. Personal Assistant to Director
9. Computer Engineer (IT Division)
10. All Section heads IHRD(Hqs)
11. SF
12. OC