



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

PROCEEDINGS

IHRD – Implementation of e-office - Appointment of Nodal Officer Sri Tharanath. R, Lecturer in computer Application (Hr. Grade), College of Applied Science, Mavelikkara now on deputation to Model Finishing School, Thiruvananthapuram – Revised Orders issued.

No.EA1/6599/2020/IHRD

Dated, Thiruvananthapuram, 03.11.2023

Read:- This Office Proceedings even No. dated 23.01.2023

ORDER

In this office proceedings read above Sri Basil Gomez A, System Analyst (Higher Grade), IHRD Headquarters has been nominated as the Nodal Officer for the implementation of e-office to IHRD Headquarters and all associate institutions. Accordingly, e-office has been implemented in the IHRD Headquarters with effect from 31.01.2022 and work for the implementation of the same in associate institutions is in progress. In partial modifications of this office proceedings read above, the following orders are issued.

1. Sri Tharanath. R, Lecturer in Computer Application (Higher Grade), Mavelikkara, now on deputation to Model Finishing School, Thiruvananthapuram is nominated as the Nodal Officer for the implementation of e-office henceforth.
2. Sri Tharanath. R, Lecturer in Computer Application (Higher Grade), Mavelikkara, now on deputation to Model Finishing School, Thiruvananthapuram will take all steps to complete the implementation of e-office in Engineering Colleges within two months, without fail.

Remaining of all associate institutions shall also be completed in a phased manner without delay. No extension of time will be allowed under any circumstances.

3. Sri Basil Gomez. A, System Analyst (Higher Grade) stands relieved from the charge of Nodal Officer for the implementation of e-office henceforth.
4. This office proceedings read above stands revised to the above extent.


Dr. V A Arun Kumar
DIRECTOR

To,

1. Sri Basil Gomez. A, System Analyst (Higher Grade), IHRD (Headquarters) Thiruvananthapuram
2. Sri Tharanath, Lecturer in Computer Application (Higher Grade), Mavelikkara (now on deputation to Model Finishing School, Thiruvananthapuram)

Copy to:-

1. All Heads of Institutions under IHRD
2. The Officer-in-Charge, Model Finishing School, Thiruvananthapuram
3. Administrative officer
4. Accounts Officer
5. Finance Officer
6. IT Division
7. S.F
8. O.C