



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJO'E TOWERS, VAZHUTHACAUD,
THIRUVANANTHAPURAM - 14

PROCEEDINGS

IHRD – PMD – Expansion of activities of Production and Maintenance Division of
IHRD – Orders issued.

No. DC2/13637/2015/IHRD

Dated: Thiruvananthapuram, 19th January, 2016

Read: - 1) GO (Rt) No. 2253/2015/H.Edn dtd. 01.09.2015

2) GO (MS) No. 675/2015/H.Edn dtd. 07.12.2015

*3) Minutes of the meeting held at IHRD Headquarters regarding expansion of
PMD*

ORDER

The Government Orders cited as read (1) and (2) have accorded sanction to establish three production units in IHRD and to produce and sell equipments to Government Institutions. A meeting was convened at IHRD Headquarters on 06.12.2015 regarding expansion of activities pertaining to PMD.

Based upon the decision taken in the Committee the following orders are issued.

1. IHRD is venturing into medium to large scale production of equipments through its Production and Maintenance Division. The Government vide order cited as read (2) have accorded sanction to produce/assemble and sell equipments to Government Institutions. In this regard, a five member committee is constituted to prepare a detailed report for framing out the guidelines for the establishment and management of production and maintenance units under PMD, IHRD. The following are the members of the Committee:

Chairman : Dr. V. P. Devassia

Convener : Dr. Ashok Kumar, State Co-ordinator, S.D.C

Members : Rajesh. V. G, Associate Professor, CE, Cherthala
Prekas. K. N, Principal, CAS, Nadapuram
Head, PMD

The committee should delve into various aspects of a production and maintenance wing, considering the present situation of IHRD and PMD. The report should cover managerial elements such as administration, finance, purchase, production management, Inventory management, Quality control Maintenance and After sales management. The committee should submit the report within three weeks.

2. The PMD was conceived to centralize and rekindle the production and maintenance activities carried out by IHRD in an organized manner. Henceforth, all production and maintenance activities in IHRD, if any, would come under the ambit of PMD. A Comprehensive documentation and centralization of activities pertaining to production and maintenance segments existing in IHRD are very much in need. **Hence, any institution/entities in IHRD which had carried out or presently undertaking, activities of production and maintenance should submit a detailed report of their activity immediately without fail.** Details like product portfolio, Inventory of equipments, products, raw materials, Income and expenditure statement, details of Employees assigned with and details of IHRD orders sanctioning the same also should be included in the report. The Head of Institutions which does not have any facility/activity should furnish a NIL report.
3. The two Regional Centres of IHRD are currently incurring substantial financial loss to IHRD due to various reasons. The current financial crisis in IHRD does not permit to run these Institutions in the present shape. Immediate and consequential measures have to be taken to streamline the

operations of these centres. Some steps have already been taken in the case of Regional Centre, Thiruvananthapuram by shifting its activities to Model Finishing School, Trivandrum. A committee is constituted to prepare and submit a detailed report regarding revamping of Regional Centres of IHRD. The members of the committee shall be :

- a) Sri. Vaneepasad. V. K, Deputy Director, IHRD HQ (Convener)
- b) Sri. Rajesh. V. G, Associate Professor, CE, Cherthala
- c) Smt. Sindhu. K, Head of the Institution, Regional Centre, Trivandrum

The Committee should submit its report within one month.

4. Though the PMD provides AMC services to other Government Institutions, the same have not been rendered to the institutions under IHRD. By providing maintenance service to IHRD institutions, substantial amount can be saved. Moreover, the task of Writing off obsolete computers, its peripherals and electronic equipments can be done with much easiness. Taking into consideration of these matters, it has been decided to entrust the PMD to provide maintenance service to IHRD institutions. In this connection, the Head, PMD should submit a plan of action immediately, for the implementation of the same.
5. The meeting of Heads of Institutions (Regional Centres, Extension Centres, Study Centres and Technology and Management Corridor) convened by the Director, held on 21.08.2015, decided to shift the Regional Centre to the Model Finishing School with immediate effect. The Head of the Institution, Regional Centre, Trivandrum was further instructed (Letter No. DB1/545/15/HRD dated 24.11.2015) to shift to Model Finishing School, Trivandrum, and subsequently some steps have been taken to shift the Regional Centre, Trivandrum to the Model Finishing School, Trivandrum in order to vacate the present rented building, for which IHRD is currently

spending substantial amount as rent for the building. The PMD, though an independent unit is also functioning in the same building. For the maintenance unit of PMD, a room was allotted in the above mentioned building. Due to the shifting of Regional Centre from the present building, a separate facility has to be provided for the maintenance unit, in order to have smooth functioning. Taking into consideration of this, it has been decided to shift the maintenance unit to the available space in Technical Higher Secondary School, Muttada. The Head, PMD should take necessary steps and furnish a report for shifting the current facility of PMD which is functioning in the present building of Regional Centre to the Technical Higher Secondary School, Muttada at the earliest.

Sd/-
Dr. K. Vijayakumar
DIRECTOR (i/c)

To

1. Dr. V. P. Devassia, Additional Director, IHRD Headquarters
2. All Head of Institutions under IHRD [for compliance (ref para (2))]
3. A.O 4. F.O 5. Sri. Vaneepasad. V. K, Deputy Director, IHRD HQ
6. Dr. Ashok Kumar. T. V, State Co-ordinator, S.D.C
7. The Head, PMD
8. Sri. Rajesh. V. G, Associate Professor, CE Cherthala
9. Sri. Prekas. K. N, Principal, CAS Nadapuram
10. Co-ordinator, PMD 11. Principal, THSS Muttada
12. Sri. K. Suresh Kumar, Technician Grade I & } [for compliance
Sri. Syed Ali. S, Workshop Assistant (IHRD HQ) } (ref para (2))
13. CA I 14. S.F/O.C