

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

CIRCULAR

No. DB2/2131/2016/IHRD

Dated: 16.02.2016

Sub: - IHRD – Sending of e-mails prevailing to confidential matters – reg:-

It has been informed that the Head of institution THSS under IHRD are using mail facility for communicating confidential matters pertaining to the conduct of Entrance Exam, matters in connection with preparation of question papers etc. which requires maximum confidentiality. This practice has to be discouraged. Hence it is hereby informed to the staff under IHRD that matters which require confidentiality especially examination related matters shall not be sent via email henceforth. These correspondences shall be sent via speed post in the name of the Director IHRD. Strict compliance by the personnels is expected. The receipt of this circular may be acknowledged by e-mail.

*Sd/-
Dr. V.P. Devassia
Additional Director (i/c)*

To,

1. All Heads of Institutions under IHRD.
2. Additional Director (i/c)
3. Deputy Director
4. Administrative Officer
5. CA to Director
6. S. F
7. O. C

Approved for Issue

*Sd/-
Superintendent*