



**Institute of Human Resources Development  
Prajo'e Towers, Vazhuthacaud  
Thiruvananthapuram-14**

No.EA4/15698/2016/IHRD

Dated, 06.10.2016

**CIRCULAR**

*Sub:- IHRD – Headquarters – Engagement of Sri. T.K. Martin as Administrative Officer – assumed charge – intimating of – reg*

*Ref:- This office proceedings of even number dated 30.09.2016.*

Consequent on the relief of Sri. G. C. M. Rupavals, Administrative Officer, IHRD on 30.09.2016 AN, Sri. T. K. Martin (Retd Additional Secretary, Finance Department) assumed charge as Administrative Officer in IHRD (Headquarters) with effect from 01.10.2016. All Heads of institutions and staff under their control are requested to extend full cooperation for the successful discharge of his duties.

*Sd/-  
Dr.P.Suresh Kumar  
DIRECTOR*

*To:-*

- 1. The Heads of all institutions under IHRD*
- 2. Administrative Officer*
- 3. Finance Officer*
- 4. Deputy Director*
- 5. CA I & CA II*
- 6. All section Heads in the IHRD (Headquarters)*
- 7. IT Division/Website*
- 8. SF*
- 9. OC*

*Approved for issue*

*[Signature]*  
*14/10*  
*Administrative Officer*

07.10.2016

*[Signature]*