



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

No.EA3/5355/2015/IHRD (2)

Dated, 02.07.2016

CIRCULAR

Sub:- IHRD –Faculties/supporting staff and ministerial staff on Leave Without Allowance for various purposes – permission to rejoin duty on expiry or before expiry of leave – further instructions– reg.

All heads of associate institutions may be aware that, faculties/supporting staff and ministerial staff proceeded on Leave Without Allowance for various purposes and faculties deputed for higher studies under sponsored category will have to obtain prior permission from the Director IHRD before permitting them to rejoin duty. Things stand so, it has come to the notice of the undersigned that, certain heads of institutions have permitted such employees to rejoin duty after availing of leave/deputation without the knowledge of the appointing authority and this has created administrative difficulties especially in the context of re-deployment or equal distribution of staff now in progress as per the revised staff pattern. Considering all these aspects and to avoid such unhappy situations in future, all heads of institutions are once again instructed to permit such employees in all categories to rejoin duty after obtaining prior permission from the Director IHRD. Any recurrence of such instances will be at the risk and responsibilities of the head of institution concerned.

Receipt of the circular may be acknowledged through email.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

1. All Heads of Institutions under IHRD
2. Deputy Director
3. Finance Officer
4. Administrative officer
5. All Section Heads in the IHRD Headquarters
6. CA I& II
7. SF
8. OC

Forwarded/By Order


Office Superintendent
