



**Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud
Thiruvananthapuram-14**

No.DA2/7654/2013/IHRD

Dated, 18.07.2017

CIRCULAR

Sub: - IHRD – Educational institutions –Granting of holidays by suspending classes by the Principals without valid reasons – instructions issued – reg :-

It has come to the notice of the undersigned that, certain Principals of educational institutions under IHRD have declared holiday by suspending classes without any valid reasons. The matter has neither reported to the Director nor such holidays were compensated with taking into account of the minimum no. of working days required. The IHRD being imparting quality education, it will create academic difficulties as well as criticism from various quarters ,as parents, PTA etc... and such practices has to be dispensed with.

In the above circumstances, all Principals of educational institutions under IHRD are instructed **not to declare holidays by suspending classes of their own** without sufficient and valid reasons under any circumstances. In case of emergency or unforeseen situations the Head of institutions shall declare holidays under intimation to the Director and subject to the condition that, such holidays shall be compensated with as per rules. All head of institutions shall follow the above instructions scrupulously failing which the same will be viewed seriously.

Receipt of the circular shall be acknowledged by return through e-mail.

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

To:-

1. All Head of institutions under IHRD
2. Deputy Director
3. Financial Advisor/Consultant
4. Administrative Officer
5. Finance Officer
6. All Section Heads
7. All Sections in the Academic Wing
8. SF
9. OC

**Approved for issue
18/7/17
Junior Superintendent**