



**Institute of Human Resources Development
Chackai, Thiruvananthapuram-24**

PROCEEDINGS

IHRD –College of Applied Science, Payyannur – Sri.Govindan N K, Principal on adhoc basis - request for relief – Substitute charge arrangement – Smt.Divya K, Lecturer in Electronics assigned with full additional charge of Principal – Orders issued.

No.EA2/64/2021/IHRD (2)

Dated, Thiruvananthapuram, 20th December 2023

- Read:-*
- 1 Letter No.B/227/2020/CASN dated 10.11.2023 from the Principal, College of Applied Science, Payyannur*
 - 2 This office proceedings of even No. dated 28.12.2022*

The sanctioned period of engagement of Sri.Govindan N K, Principal on adhoc basis College of Applied Science, Payyannur will expire on 30.12.2023 and the incumbent desired to be relived from the post of Principal, College of Applied Science, Payyannur on expiry of tenure of engagement. Due to administrative necessity, the position has been examined and the following orders are issued.

1. Smt. Divya K, Lecturer in Electronics, College of Applied Science, Payyannur is assigned with the full additional charge of Principal, College of Applied Science, Payyannur till a regular Principal joins duty and until further orders.
2. Sri. Govindan N K, Principal on adhoc basis, College of Applied Science, Payyannur will hand over the charge of Principal, College of Applied Science, Payyannur to Smt. Divya K in Lecturer in Electronics of that institution on the AN of 30.12.2023 on proper acknowledgment. He stands relieved from College of Applied Science, Payyannur on 30.12.2023 AN .

3. Smt. Divya K will take over the charge of Principal, College of Applied Science, Payyannur and its institutional properties from Sri. Govindan N K on proper acknowledgement under intimation to this office.
4. Smt. Divya K shall discharge the duties and responsibilities of Principal College of Applied Science Payyannur as per the delegation of powers in force and as per the instruction of the higher authorities from time to time.
5. The date of relief/joining duty shall be reported to this office in due course.


Dr. V A Arun Kumar
DIRECTOR

To,

1. Sri. Govindan N K, Principal, College of Applied Science, Payyannur
2. Smt. Divya K, Lecturer in Electronics,
College of Applied Science, Payyannur (through the Principal)

Copy to:-

1. The Principal, College of Applied Science, Payyannur
2. Academic Coordinator CAS
3. Executive Engineer
4. Finance Officer
5. Administrative Officer
6. Accounts Officer
7. Personal Assistant to Director
8. Computer Engineer (IT Division)
9. All Section heads IHRD(Hqs)
10. SF
11. OC