



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

**PROCEEDINGS**

IHRD – General Transfer 2024 – Transfer and posting of Employees working under IHRD – relieving – Orders issued.

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**No. IHRD/23/2024 – EA2      Dated, Thiruvananthapuram, 19<sup>th</sup> September 2024**

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**Read:- This office orders of General Transfer 2024**

**ORDER**

As part of General Transfer for the year 2024-25, various orders had been issued from IHRD (HQ) effecting transfer of regular officers/faculties in various institutions under IHRD. Subsequently, vide this office letter of even No. dated 05.09.2024, all the Heads of Institutions had been directed to relieve such transferees with immediate effect and report to this office before 3 pm on the date of the letter. But it has come to notice that some of such transferees are still continuing in their institutions citing various reasons, disregarding the direction from the Head Quarters. This has created administrative difficulties causing disruptions in the smooth management of the institutions. In the circumstances, the following orders are issued with immediate effect.

- i. All the regular employees under various institutions under the administrative control of IHRD who are under orders of transfer during General Transfer 2024-25 and who still continue to hold office in the institutions disregarding the order of transfer, will stand relieved from the respective institutions with effect from the afternoon of the date of this order.

- ii. The Heads of respective Institutions shall ensure that they are relieved as such after following the prescribed formalities including charge arrangements and transfer of properties.
- iii. Any further continuance in the present institution, without due relief will be regarded as un authorized .
- iv. Heads of Institutions who fail to relieve such transferees on the afternoon of the date of this order will also be held responsible for such unauthorized continuance.
- v. All Heads of Institutions shall send compliance report of action taken accordingly to this office before 5 pm of the date of this order for further action.

  
**DIRECTOR**

**To:-**

1. The incumbents concerned (through the Head of institution)
2. The Head of Institution concerned

**Copy to:-**

1. Administrative Officer
2. Finance Officer
3. Personal Assistant to Director
4. Computer Engineer (IT Division)
5. All Section heads IHRD(Hqs)
6. SF
- 7.OC