



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

No. IHRD/1040/2025-EA2

Dated: 15-11-2025

CIRCULAR

Sub: - IHRD – Technical Higher Secondary Schools – Leave availed by Heads of Institutions during the periods of admission of students and examinations – Instructions – Reg.

Ref: - Letter No. THSSC/2025-26/3 dated 22.08.2025 from Sri. Anandakuttan T.K, Coordinator, Technical Higher Secondary Schools, IHRD.

As per the reference cited, the coordinator for Technical Higher Secondary Schools Stream of IHRD has brought attention to the unhealthy practice, indiscriminately being followed by some Heads of Institutions in the Stream, of pulling out on leave at critical junctures, when it matters the most both for the institution and IHRD along with the students enrolled in those institutions. Heads of institutions availing leave during periods of admission of new batch of students or during examinations inflicts immeasurable hardships to the interests of IHRD and students.

As per Rule 14 of Part 1 of KSR, unless in case it be distinctly provided, the whole time of an officer is at the disposal of the employer (government) which pays him, and he may be employed in any manner required by proper authority. As per Rule 65 of Part I KSRs leave cannot be claimed as a matter of right. When the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. As per Rule 70 of Part I of KSR, the Controlling Officer is vested with the power to compulsorily recall an officer on leave back to duty directing him to rejoin forthwith, during exigencies of service.

In the circumstances, having taken into consideration the administrative necessity of regulating such indiscriminate availing of leave by Heads of Institutions, the following instructions are issued:

1. The Heads of Institutions shall, as far as possible, desist from availing leave other than medical leave during the admission process and examination periods in Technical Higher Secondary Schools, except in unavoidable exigencies.
2. Heads of Institutions who wish to avail leave in unavoidable circumstances must submit their leave applications as early as possible, at least one week in advance, to the IHRD Headquarters for making necessary substitute charge

3. The Heads of Institution shall not hand over the charge of Principal to a Guest Faculty or Office Staff under any circumstances. The charge of Principal shall be handed over only to the senior-most regular faculty member of the institution or as per the directions issued by the IHRD Headquarters, from time to time.
4. Receipt of this circular may be acknowledged.


Dr.V.A Arun Kumar
DIRECTOR

1. All Heads of Technical Higher Secondary Schools under IHRD
2. Stock File
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