



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

No .EA1/9590/2020/IHRD

Dated 22.02.2024

OFFICE ORDER

*Sub:- IHRD (Hqrs) – Finance Officer Proceeded on leave -Substitute charge arrangement-
orders issued – reg.*

Ref:- Request received from the Finance Officer

As the Finance Officer, IHRD Head Quarters has proceeded on leave for a few days from 22.02.2024 onwards for the medical treatment of his daughter. Sri.Vincent V Accounts Officer IHRD Head Quarters shall discharge the duties and responsibilities of Finance Officer till during the period, in addition to his normal duties.

*Sd/-
DIRECTOR*

To

- 1) Sri Vincent V, Accounts Officer*
- 2) Administrative Officer*
- 3) All Section Heads*
- 4) PA to Director*
- 5) SF*
- 6) OC*

Approved for issue

Administrative Officer