

**Institute of Human Resources Development  
Prajo'e Towers, Vazhuthacaud,  
Thiruvananthapuram – 14.**

No.D4/1912/2009/HRD

4<sup>th</sup> August, 2011

**CIRCULAR**

The AG Audit team while auditing the accounts points that most of the institutions are keeping a huge amount under the head of caution deposit and undisbursed educational concession. In this circumstances you are directed to furnish the following details to Head quarters immediately in the prescribed format.

**1. Undisbursed educational concession as on 3/2010.**

Name of Institutions	Amount as on 31.3.2010	Amount as on 31.3.2011	Period of receipt (Amount received up to/during)			Reason for non disbursement
			2008-09	2009-10	2010-11	

**2. Caution deposit**

Name of Institutions	Amount as on 31.3.2010	Amount as on 31.3.2011	Rate of Collection	Collection made					
				Upto 05-06	Upto 06-07	Upto 07-08	Upto 08-09	Upto 09-10	Upto 10-11

**Sd/-  
Prof.V.Subramony  
DIRECTOR**

To  
All heads of institutions under IHRD