

**Institute of Human Resources Development**  
**Praja's Towers, Vazhuthacaud,**  
**Thiruvananthapuram – 14.**

No.A4/12416/2013/HRD

Dated: 11<sup>th</sup> November, 2013

**CIRCULAR**

*Sub: - IHRD – Purchase of equipments in the institutions under IHRD-Constitutions of  
Institutional level purchase committee – reg:-*

All head of institutions under IHRD are instructed to constitute an institutional level Purchase Committee and a Technical Committee comprising of subject experts for the purpose of suggesting configuration of items to be purchased in the institution.

The Principal will forward the details of purchase including configuration of items suggested by Technical Committee to the Head Quarters for obtaining Administrative Sanction and Purchase Sanction. The Technical Committee will also certify the configuration of items supplied by the firm before release of payment. The head of institutions are also directed to forward the details of purchase within one month from the date of purchase.

The head of institutions are also directed to purchase items as per DGS&D rate contract(if there are any) and in the absence of rate contract the purchase can be effected locally by observing Store Purchase Rules.

Sd/-  
**Dr. P.S. Sreejith**  
**DIRECTOR**

To

- ✓ 1. All Heads of Institutions under IHRD
2. A.O
3. Finance Officer
4. S.F
5. O.C

*Approved For Issue*



**Junior Superintendent**