



**Institute of Human Resources Development  
Prajoe Towers, Vazhuthacaud,  
Thiruvananthapuram-14.**

**PROCEEDINGS**

IHRD – Inspection- Evaluation and write off of stores items of Technical Higher Secondary School under IHRD- Re-constitution of committee- Orders issued.

*No.EA4/6627/2013/IHRD*

*Dated, Thiruvananthapuram, 1<sup>st</sup> July 2013*

**Read:-** *Minutes of the Committee for the review of functioning Technical Higher Secondary School under IHRD- held on 10.01.2013*

**ORDER**

As revolved by the Committee for the review of functioning of Technical Higher Secondary School under IHRD which met 10.01.2013 the committee for the Inspection and Evaluation of irreparable stores and write off of stores items in Technical Higher Secondary School under IHRD are re-constituted as detailed below

<b>Zone</b>	<b>THSS included in the zone</b>	<b>Members of committee</b>	<b>Panel of Assistants</b>
I. Northern Region	1. THSS, Vazhakkad 2. THSS, Vattamkulam 3. THSS, Perinthalmanna 4. THSS, Varadiyum 5. THSS, Thiruthiyad	1. Sheeja, Principal, THSS, Thiruthiyad (Convener) 2. Sajeev Kumar, Principal, THSS, Vazhakkad 3. Hari.C.M, Principal, THSS, Vattamkulam	1. Shibu.V, Technician Grade I, CE, Attingal 2. Kuriachan.T.D, Technician I, CE, Karunagappally 3. Mahesh.G, Technician Grade II, THSS, Thodupuzha 4. Seena.B, Technician Grade II, CAS, Mallappally
II. Southern Region	1. MTHSS, Kaloore 2. MTHSS, Kaprassery 3. THSS, Aluva 4. THSS, Perissery 5. THSS, Cherthala 6. THSS, Puthuppally 7. THSS, Mallappally 8. THSS, Kalanjoor 9. THSS, Adoor 10. THSS, Muttom 11. THSS, Ayroore 12. THSS, Peermade 13. THSS, Muttada 14. THSS, Chirayinkeezhu	1. Bindu.D, Principal, THSS, Kaprassery (Convener) 2. Suresh Kumar, Principal, THSS, Mallappally 3. Sreekala.V.T, Principal, THSS, Muttom	5. Sunil Babu.K.P, Technician Grade I, CAS, Nadapuram 6. Sreejith.M.P, Technician Grade-II, CAS, Calicut 7. Satheesan.K.K, Technician Grade I, CAS, Koothuparamba 8. Saina Narayanan, Technician Grade II, THSS,

			Perinthalmanna 9. Ramlal Shammi, Technician Grade I, MPT, Vadakara 10. Veena.U Technician Grade II, THSS, Thiruthiyad 11. Smitha.L.K, Technician Grade I, THSS, Vazhakkad 12. Shalumon.P.S, Technician, Grade I CAS, Nattika
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- 1) The committee may conduct the inspection following store purchase rule in THSS under their region on written request of the principal of THSS concerned along with the duly filled column 'a'to'g' of form KFC 21 (modified)
- 2) For a inspection it should have atleast two committee members and two assistants. The convener of the committee can select the assistants from among the above panel of assistants.
- 3) Committee shall prepare and submit the report in KFC Form 21 modified (Modified incorporating the provision for stock register details) to the Principal of THSS concerned with a copy of the Director, IHRD. Form KFC21 duly modified is herewith appended.
- 4) Committee members should not participate in the inspection of their own THSS as committee members.
- 5) The head of institution of those school/College under which committee members and assistant are working shall relieve them for inspection on written request of the co-ordinator of the committee.
- 6) Committee members and assistants are eligible for TA/DA as per rule and it shall be paid from benefitting THSS.
- 7) After the completion of inspections the Principal, THSS may submit the proposal for sanction for write off to the Director, IHRD along with the survey report of the technical committee in KFC Form 21 C.

*Sd/-*  
*Sayeed Rashid. I. Po. S*  
**DIRECTOR**

- To,
- 1) All heads of Institutions
  - 2) Finance Officer
  - 3) Administrative Office
  - 4) Purchase Section
  - 5) CA I
  - 6) SF
  - 7) OC

*Forwarded / By Order*  
*Sd/-*  
*Head Clerk*

KFC Form 21

Survey Report of Stores

Details of items recommended to be written off

Name of Institution:											
Item No.	Description of articles	Quantity	Stock Reg. Details Stock Register Name, page, and item No.	Purchase Value (Rs.)	Date of receipt	Completed Years	Book Value			Remarks by the subordinate in charge explaining the cause of the articles becoming unserviceable	Remarks of the Assessing authority
							Rate (%)	Amount (Rs.)	Assessed Value (Rs.)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
	<b>TOTAL</b>										

Certified that the above items are irreparable

Name & Dated Signature of Assessing Officers: [Committee members & assistants]

Committee Members [1]  
[2]

Assistants [1]  
[2]

Name & Dated Signature of Principal

Ref: order no: ~~F44~~ E44/6627/2013/HRD dt 01/7/2013