



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**PRAJAE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14**

**CIRCULAR**

No: FIN A1/10461/13/HRD

Dated: 23.09.2013

Sub:- Preparation of Budget Estimate for Plan fund - 2014-15

Ref:- Letter No 29343/K2/13/H.Edn dated 06.09.2013 of Additional Chief Secretary (ACS) to government

With reference to the letter cited all the heads of the institutions under IHRD are directed to submit proposals for demanding Plan fund (Non- Salary) from government of Kerala during the year 2014-15 on or before 27.09.2013 to the undersigned without any fail.

The proposal should include the basic needs of the institution which can be split into following three categories namely

1. Construction of Buildings (New/Existing schemes)
2. Purchase of Machinery & Equipments, Furniture etc (other than purchase of vehicles)
3. Recurring Expenditure such as Telephone Bills, Electricity bills, Rent for the building, consumables, Office Expenses ( other than Salary, Remuneration etc)

The budget preparation shall include the present position of the institution Viz, in rented /owned building, no. of students & the courses conducted and the courses proposed to start in the FY 2014-15 along with the infrastructure facilities and the need of the fund for the year 2014-15.

S/d-

Dr.P.S.Sreejith  
Director

Approved for issue

Office Superintendent