

No. Fin A1/13253/16/IHRD

Dated: 19.09.2016

From

The Director
IHRD
Thiruvananthapuram

To

The head of institutions under IHRD

Sir,

*Sub: - IHRD – Audit 2012-13 – Plan Fund/MHRD Fund allotted to IHRD
institutions format – Details – called for – reg:-*

In connection with the finalization of accounts for the financial year 2012-13 by the Chartered Accountants, I am to forward herewith a format for forwarding the details called for by them. The details may be forwarded in the format by return mail (foihrd@gmail.com) before 22.09.2016. Any lapse in this regard will be viewed seriously and the head of institutions will be responsible for any lapse in this regard.

Yours faithfully,
Sd/-
FIANCE OFFICER

PLAN FUND UTILISATION FORMAT

Institute	Plan Fund Allotted	Date of Receipt of Plan Fund	Utilisation purpose of Plan Fund (Specify the Purpose Building construction, Purchase, recurring Expenditure)	Expenditure of Plan fund item wise Utilisation (Specify the Fixed Assets)	Amount Utilised From the Plan Fund For purchasing the Fixed Assets with Break up of Each Assets With Amount in Receipts and Payments Account	Unutilised Portion Of Plan Fund	If Unutilised portion of Plan Fund transferred to HO then mention the Account number	Unutilised Plan Fund Amount Transferred to HQ	Date of Transfer

Mention the Utilisation of Plan fund alone not Institutes own Fund

MHRD FUND UTILISATION FORMAT

Institute	MHRD Fund Allotted	Date of Receipt of MHRD Fund	Utilisation purpose of MHRD Fund (Specify the Purpose)	Expenditure of MHRD fund item wise Utilisation (Specify the Fixed Assets)	Amount Utilised From the MHRD Fund For purchasing the Fixed Assets with Break up of Each Assets With Amount in Receipts and Payments Account	Unutilised Portion Of MHRD Fund	If Unutilised portion of Plan Fund transferred to HO then mention the Account number	Unutilised MHRD Fund Amount Transferred to HQ	Date of Transfer

Mention the Utilisation of Plan fund not Institutes own Fund

09.09.16.

D. Prasad

For S. Suresh Babu & Associates Chartered accountants.