



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJO'E TOWERS, VAZHUTHACAUD,
THIRUVANANTHAPURAM – 14**

URGENT

NO. PA3/4345/2018/HRD

Dated: 22.11.2018

CIRCULAR

Sub: IHRD – Plan Fund 2018 -19 – Details of utilization – called for- reg.

All Heads of Institution are directed to furnish the following details with regard to purchases under Plan Fund 2018-19.

1. Amount utilized as on date.
2. Balance / non - utilized amount as on date.
3. Reason for non- utilization, if any

The details should be forwarded by return e – mail.

**Sd/-
DIRECTOR**

To

1. All Heads of Institution
2. S/W Division to publish in IHRD website
3. Junior Superintendent, Purchase Section
4. S.F/ O.C

Approved for Issue

Senior Superintendent

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