



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

NO. PA1/3464/2019/HRD

Dated: 28.10.2019

CIRCULAR

**Sub: IHRD - Plan Fund 2019 -20 - Utilisation of Plan Fund - Guidelines - reg.
Ref: 1. This office Proceedings No. FinA1/10159/18/HRD dated. 05.09.2019.
2. Endorsement No. FinA1/7857/17/HRD dated. 19.10.2019.**

As per order referred (1), Government have accorded sanction for Rs. 586.75 lakh for the purchase of Machinery & Equipments, Furniture & Fixtures and Library Books under Plan Fund 2019-20. Out of it, an amount of Rs. 2,19,76,000/- will now be released from Government towards 1st installment. Subsequent installments will be released only on submission of the utilization certificate of 1st installment. Further more, the Plan Fund transactions will be only through the PSTSB accounts in the names of the Principals opened at Treasuries, as already directed vide paper referred (2).

In this regard, it is informed that only the actual invoice amount will be transferred to the respective PSTSB account for disbursement to end beneficiaries. Hence all the Heads of Institutions are directed to furnish the total amount required for effecting purchases utilizing plan fund 2019-20 both within their delegation and that based on Administrative/Purchase sanctions accorded from this office in the following format.

Total Plan Fund Allocation for 2019-20	Allocation in particular Head of Account (M&E/ Furniture/Library books) Considering the latest re-appropriation approval (Rs.)	Invoice No., date & Amount	
		(A) Within delegation	(B) Sanction from this office
	TOTAL		
	GRAND TOTAL		

It may be noted that the amount transferred to the PSTSB of the Principal, based on the above should be utilized in full, otherwise it would result in delay in submitting the utilization certificate and release of further installment from Government. Hence all the Heads of Institutions are directed to report the actual amount immediately required for the purchase of items for which all purchase formalities are over, on or before 07.11.2019 to Headquarters to the email ihrd.purchase@gmail.com, with a copy to e-mail of Finance Officer, foihrd@gmail.com. The utilization certificate in this regard may also be furnished without any delay. Any lapse in this regard will be viewed seriously.

**Sd/-
DIRECTOR**

To

1. All Heads of Institution
2. S/W Division to publish in IHRD Website
3. Fin A Section
4. Senior Superintendent, Purchase Section
5. S.F/ O.C

Approved for Issue



Senior Superintendent

