



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

No. PA1/3464/2019/HRD

Dated: 12.02.2020

CIRCULAR

Sub: IHRD – Plan Fund 2019-20 – IInd installment – reg.

- Ref:1.This office Proceedings No. FinA1/10159/2018/HRD dated. 05.09.2019 & 31.12.2019.
2. This office Circular of even No. dated. 28.10.2019.
3. GO (Rt) No. 1899/2019/HEDN dated. 25.10.2019.

As per the order dated. 05.09.2019 sanction was accorded for the distribution of Plan Fund for 2019-20 of Rs. 586.75 lakhs for the purchase of items under various heads of account. Out of this Rs. 2,19,76,000/- only has been released by Government towards Ist installment despite our request for the release of the entire amount. As per the order dated. 31.12.2019 sanction was accorded for the distribution of Ist installment of Plan Fund for 2019-20 of Rs. 2,19,76,000/- to the institutions for effecting the purchases. The balance amount of Rs. 3,66,99,000/- is expected to be released by Government towards IInd installment. Hence concerned Heads of the Institutions are directed to initiate steps to complete the purchase formalities for the balance amount allotted to them from the Plan Fund for purchases 2019-20 as per order dated 05.09.2019. The Heads of the Institutions are instructed to initiate steps to purchase items which are of urgent and immediate requirement only. Details of proposed purchases such as name of items, amount required etc. should be furnished as in the case of the Ist installment, in the following format so as to reach this office on or before **22.02.2020** to the email address **ihrd.purchase@gmail.com**. Supply orders may be issued by the Heads of institutions only after ensuring the availability of the IInd installment of Plan Fund 2019-20.

Amount allotted as per t.o.p dated 05.09.2019 1	Purchases effected out of I st installment 2	Balance if any available out of I st installment 3	Amount proposed for II nd installment 4	Amount required and requested now 5 (4-3)		
				Sl. no	Name of item specifying Head of account	Amount
				1.	Machinery and equipment	
				2.	Furniture and Fixtures	
				3.	Computer hardware and accessories	
				4.	Books and Journals	
				Total		

Sd/-
DIRECTOR

To

1. All Heads of Institutions.
2. S.F/ O.C

Approved for issue
Sd/-
Senior Superintendent