



**INSTITUTE OF HUMAN RESOURCE DEVELOPMENT**

TC 86/1949(2), NH Bypass Junction, Pettah.P.O., Chackai,  
THIRUVANANTHAPURAM - 24

**CIRCULAR**

**No: Fin A<sub>1</sub>/8791/2019/IHRD**

**Dated: 09..12..2020**

**Sub : IHRD - Plan Fund 2020-2021 - Purchase of Machinery & Equipment, Computer & Accessories, Furniture & Fixtures and Library Books - instructions - Reg.**

**Ref: This office proceedings of even No dated 23..09..2020**

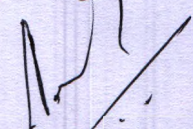
All head of Institutions who have received Plan Fund for purchase vide the reference cited above, shall utilize the same immediately and furnish utilization certificate by 31<sup>st</sup> December 2020. The institutions which have not utilised the funds and do not require the same, shall remit it back to **PSTSB A/C No.799012700000030** of IHRD Head Quarters and to intimate this office immediately so that it can be re-distributed among those institutions that are in need of additional funds. The institutions which require additional funds may write in detail the requirements by clearly explaining the necessity of the purchase.

**Sd/-  
Dr.P.Suresh Kumar  
DIRECTOR**

**To,**

1. All heads of institutions under IHRD
2. Finance Officer
3. Purchase Section
4. IT Section for uploading in the IHRD site
5. Stock File 2020
6. Office Copy

**Approved for issue**

  
**Finance Officer**