



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
NH BYPASS JUNCTION, CHACKAI,  
THIRUVANANTHAPURAM - 24**

**NO. IHRD/1075/2023-PA1**

**13-07-2023**

**Most Immediate.**

**CIRCULAR**

Sub: IHRD – PLAN FUND for Purchases - Allotment for the year 2023-24 to Associate Institutions - actual requirement of funds for purchase – Proposals Called for –reg.

All heads of Institutions under IHRD (except RC/EC/MFS etc) are instructed to forward the actual requirement for purchase under **PLAN FUND 2023-24** urgently, as per the following guidelines.

- The Principals of Engineering /CAS/MPT and THSS under IHRD are directed to forward specific proposals of purchase, with name and quantity of the items to be purchased and actual requirement of fund for the same.
- The Proposals forwarded should be genuine and only for the most urgent requirement of the Institution.
- If there is no requirement, a NIL statement may be forwarded.

The Proposals should be emailed to **[ihrd.purchase@gmail.com](mailto:ihrd.purchase@gmail.com)** on or before 18/07/2023 without fail.

Director

To

1. All Heads of Institution under IHRD
2. SF/OC

