

**Institute of Human Resources Development  
Prajo'e Towers, Vazhuthacaud,  
Thiruvananthapuram-14**

*Cir.No.10/2010/HRD*

*Dated, 14<sup>th</sup> June 2010*

**CIRCULAR**

Sub: Undisbursed scholarship amount, educational concession, caution deposit - Reg:

Ref: 1) Letter No. Fin C1/14254/09/HRD dated 07.05.2010

2) Orders in File No. D1/1612/2010/HRD dated 02.06.2010

As per reference (1) the Accountant General has informed that a lot of amount is kept undisbursed in the institutions as scholarship, educational concession, caution deposit etc (for the year 2008-09). In the light of the above, the head of institutions are directed to disburse the pending educational concession/scholarship amount to the concerned students, if available, immediately. The said amount, if cannot be disbursed within one week, may be reimbursed to the concerned department and the fact may be intimated to the Finance Section, IHRD Headquarters.

In the case of caution deposit, the head of institutions are directed to issue public notice/press release regarding the disbursement of pending caution deposit if any, and to forward the unclaimed amount (more than 5 years) to Finance Section, IHRD Headquarters with details, immediately.

*Sd/-  
Prof. V. Subramony  
DIRECTOR*

**To**

1. *All Head of Institutions under IHRD (please incorporate "Attention Finance Section" while forwarding reply against this circular to IHRD)(The receipt of the circular may be acknowledged through e-mail only)*
2. *All Section Heads of IHRD Headquarters*
3. *Joint Director*
4. *Administrative Officer*
5. *Finance Officer*
6. *AEXE*
7. *CA-I*                      8. *CA-II*                      9. *CA-III*
10. *D1 Section*
11. *S.F*                      12. *O.C*

*Approved for Issue  
Sd/-  
Junior Superintendent*