



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**(ESTABLISHED BY GOVERNMENT OF KERALA)**  
**PRAJEO' TOWERS, VAZHUTHACAUD, THYCAUD PO, THIRUVANANTHAPURAM - 695 014.**

*No. PA3/4345/2018/HRD*

*Dated: 13.12.2018*

**CIRCULAR**

*Sub : Plan fund 2018-19 for purchases- utilization - reg:-*

*Ref: 1. FinA1/7857/2017/HRD dated 05.09.2018.*

*2. This Office Circular even No. dated 22.11.2018.*

As per ref (1) cited, all heads of institutions were directed to complete the purchase under Plan fund 2018-19 before 31.03.2019. As per ref (2) details of utilization of Plan fund for purchases for 2018-19 were called for from the institutions. But some of the institutions had not yet furnished the details. The lapse on the part of the Heads of those institutions is viewed seriously and they are directed to furnish the details called for within three days from the date of this circular.

Further all heads of institutions are directed to report before 31.12.2018

- (i) Difficulties, if any, faced by them in utilizing the Plan fund for purchases for 2018-19.
- (ii) Details of Plan fund if any, proposes to be refunded due to the above difficulties so that such amount can be reallocated to the needy institutions and can ensure cent percent utilization of Plan fund 2018-19.
- (iii) It is noticed that the rate of cost of computers proposed to be purchased through CPRCS has since been enhanced. Due to this the amount earmarked for the purchase of computers will not be enough to effect the proposed no. of items. Hence it is directed that Heads of institutions should be vigilant <sup>in</sup> limiting either the purchase of computers or quantum of purchases under other heads so that the total amount of all the purchases in all the heads is within the allotted amount and to intimate the details of budget reallocations of the allotted amount with request for ratification of such re-appropriation.

- (iv) In case of those institutions who had already completed all purchases other than that of computers and therefore in need of amount for effecting purchases of the proposed no.of computers should report the position with request for funds for it *so that Head quarters can explore the possibility of allotting funds to them out of amounts refunded, if any, by the institutions as in (ii) above.*

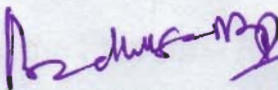
All Heads of Institutions are directed to treat the matter regarding utilization of Plan fund 2018-19 as most urgent and co-operate with the Head quarters for the timely and full utilization of Plan fund 2018-19.

Sd/-  
DIRECTOR

To :

- 1) *All Heads of Institutions*
- 2) *FinA Section*
- 3) *Software division (To publish in website)*
- 4) *SF/OC*

*Approved for issue*

  
13.12.15  
Finance Officer  
