

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

*Cir.No.8/2010/IHRD*

*Dated, 24<sup>th</sup> May 2010*

**CIRCULAR**

***Sub:- IHRD - Purchase of Stores – Guidelines – Reg:***

***Ref:- 1) This office Circular No. A4/4603/2008/IHRD dtd 09.06.2009***

***2) Orders in file No.A4/4603/2008/IHRD dtd 20.05.2010***

Please refer to this office circular cited above. The heads of all institutions under IHRD are requested to adhere the following guidelines.

- a) All proposals for Administrative Sanction / Purchase Sanction should be forwarded to this office only after finalization of budget for the Financial Year 2010-2011.
- b) The institutional purchase committee should take a clear decision regarding the items to be purchased during the Financial Year 2010-2011, before the month of June 2010.
- c) All request for Administrative Sanction should reach this office on or before 30<sup>th</sup> September 2010.
- d) All request for Purchase Sanction / Work Sanction should reach this office on or before 31<sup>st</sup> January 2011.
- e) Purchases or construction works should be initiated only if sufficient amount of balance is available in that institution for the same, after providing for salary, CPF etc for the Financial Year 2010-2011.

- f) Expense for urgent inevitable purchases and construction works, if any, can be met from plan fund; if balance amount is not available in institutional revenue after providing for salary, CPF etc.
- g) For the above said cases, a genuiness statement from the purchase committee, authenticated by the Principal has to be forwarded along with the purchase/construction work proposal.

Any lapse in this regard will be viewed seriously. Receipt of the circular may be acknowledged by return through e-mail only.

*Sd/-*  
*Prof.V.Subramony*  
*DIRECTOR*

**To**

*The heads of all institutions under IHRD*

**Copy to:-**

- 1) *CA to Director*
- 2) *Joint Director*
- 3) *Finance Officer*
- 4) *Assistant Executive Engineer*
- 5) *Administrative Officer*
- 6) *All Section heads in IHRD Headquarters*
- 7) *A4 Section*
- 8) *S.F*
- 9) *O.C*

**R...25.5.2010**