

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

No. PA5/18706/2016/HRD

Dated: 03.12.2016

CIRCULAR

*Sub: - IHRD – Print & issue of miscellaneous receipt book and fee receipt book –
reg:-*

Heads of all associate institutions are requested to forward the anticipated requirement of miscellaneous receipt books and fee receipt books for their institutions for the financial year 2017-18. The same may be forwarded to this office on or before 09.12.2016. Details of Balance stock available with the institutions may also be forwarded. Requests should contain all the details, like serial number & receipt number of the last book, issued from IHRD Headquarters.

The Requests received after the due date will not be considered.

Sd/-
Dr.P. Suresh Kumar
DIRECTOR

To

1. All associated Institutions
2. Finance B Section
3. S.F
4. O.C

Approved for Issue

Finance Officer
