

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJO'E TOWERS, VAZHUTHACAUD,
THIRUVANANTHAPURAM – 14.**

No. PA4/12608/2016/IHRD

Dated: 16.08.2016.

CIRCULAR

Sub: - Purchase of items – Instruction – reg:-

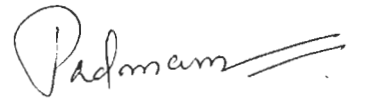
All heads of institution under IHRD are directed to obtain prior Sanction from the competent authority before effecting all purchases beyond their delegation of powers. The practice of requesting ratification after effecting purchase is not proper and such procedure will not be entertained in future in any case. It is also instructed to forward proposals for sanction well in advance with supporting documents like, minutes of Purchase Committee, minutes of Technical Committee recommending the purchase of items with specification, budget details, nature of fund etc.

*Sd/-
Dr. P. Suresh Kumar
DIRECTOR*

To

1. All Heads of Institutions under IHRD
2. Finance Officer
3. J.S, Purchase Section
4. S.F
5. O.C

Approved for Issue



Junior Superintendent