

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

*No. PA4/7477/2016/IHRD*

*Dated: 21.04.2016*

**CIRCULAR**

*Sub: - IHRD – Write off Committee at Institutional level in all IHRD Institutions –  
reg:-*

*Ref: - U. O. Note No. DA1/8908/2015/IHRD dtd.18.02.2016 from the Academic Section  
of this office.*

It has been brought to the notice that a large number of items of Machinery & Equipments, furniture etc in stock of various institutions are under irreparable condition. Such items have to be got written off. The matter was discussed in the meeting of Principals of Engineering Colleges of HRD held in IHRD Headquarters on 05.02.2016. As such it has been decided to formulate new “Write off Committee” at institutional level in all IHRD institutions. If faculty is not available for constituting this committee in an institution, faculty from nearby IHRD institutions can be included in this committee with consent of respective Head of Institutions.

In the above circumstances, all heads of institutions are hereby requested to forward the proposal for write off the irreparable articles in the stock after evaluating the items in the enclosed format of KFC form 21 with necessary evaluation report of the committee for further action.

*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  
Padmanabhan  
Junior Superintendent*

