

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

*No. PA5/534/2016/HRD*

*Dated: 07.09.2016*

**CIRCULAR**

*Sub: - IHRD – Printing of receipt book – reg:-*

It has come to the notice of the undersigned that some of the associated institutions are printing fee receipt books and miscellaneous receipt books by themselves without even obtaining sanction from Headquarters. Heads of all associated institutions are hereby informed that such action will be viewed seriously. Requests for receipt books should be forwarded to Headquarters sufficiently early so that it can be printed and issued from Headquarters, timely.

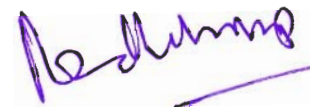
Head of institutions who had already printed receipt books by themselves should forward a report showing the details such as period of usage, amount collected and stock of such receipt books at present to Headquarters by return.

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

To

1. Head of Institutions
2. S.F
3. O.C

*Approved for Issue*



*Finance Officer*