



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

No. PA5/958/2018/IHRD

Dated: 11.04.2018

CIRCULAR

Sub: - IHRD – Requirement of miscellaneous receipt books and fee receipt books – called for - 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 2018-19. The same may be forwarded to this office on or before 17.04.2018. Details of Balance stock of FRBs and MRBs available with the institution may also be forwarded.

Please note that IHRD is issuing common receipt books for all Institutions henceforth. Heads of the Institutions should affix the seal of the Institution in each receipt at the space provided. The new Fee receipt books contain 450 receipts each. This may be considered while forwarding the request for fee receipt books.

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/ O. C

Approved for issue

[Signature]
Finance officer