

## Institute of Human Resources Development

(Established by Government of Kerala)

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No.PA4/5550/18/HRD

Dated. 06.07.2018

From

The Director

To

All the Head of Associate Institution under IHRD

Sir,

Sub: - IHRD - Annual Stock verification - furnishing of report as per the guideline already issued - reg.

Ref: - 1. This Office Circular No. of even dated. 10.05.2018.

2. This Office Circular No. A2/4189/2007/HRD dated. 26.05.2007.

3. This Office Letter of even no dated. 12.06.2018.

All Heads of Institutions under IHRD were directed to furnish annual stock verification reports for the financial year 2017-18 to this office on or before 05.06.2018 as per this office circular 1<sup>st</sup> cited in-accordance with guidelines in circular 2<sup>nd</sup> cited.

But it has been noticed that some of the stock verification reports received are not in-accordance with the guidelines issued. Some of the institutions had not yet forwarded the stock verification reports.

In the above circumstances, it is directed that,

1. Those who have not furnished the Stock Verification Reports including the library/ furniture for 2017-18 should forward the same to this office on or before 16.07.2018.
2. All the heads of institutions should furnish the action taken reports in respect of missing library books, furniture and equipments etc. to this office on or before 31.07.2018.

Yours faithfully,  
Sd/-  
DIRECTOR

Approved for issue

Senior Superintendent