



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14**

No. FinC3/3513/2020/HRD

Dated: 04 /06/2020

CIRCULAR

Sub: - IHRD – Annual Administration Report 2019-20 - Reg.

All institutions are directed to submit details in the format attached herewith for the preparation of Annual Administration Report of IHRD for the year 2019-20.

The details for the year 2019-20 shall be prepared in “WORD” format and mailed to ihrd.acc@gmail.com on or before **15.07.2020**. Duly authenticated hardcopies of the details shall also be forward to the head office.

***sd/-
DIRECTOR***

Copy to:

1. All heads of institution.
2. Administrative Officer
3. Establishment Section
4. Office copy

***Forwarded/By Order
sd/-
Financial Consultant***