

**URGENT – TIME LIMIT**



**INSTITUTE OF HUMAN RESOURCE DEVELOPMENT**

TC 86/1949(2), NH Bypass Junction, Pettah.P.O., Chackai,  
THIRUVANANTHAPURAM – 695 024

*No. Fin A1/13253/16/HRD*

*Dated 24..05..2024*

**CIRCULAR**

***Sub : IHRD – Audit of accounts of IHRD by the AG for the Financial years 2021-2022 to 2023-2024 – details called for – instructions - reg :-***

The audit of accounts of IHRD by the Audit General for the Financial Years 2021-2022 to 2023-2024 is scheduled during the first week of June 2024. In this regard all the Head of Institutions are hereby instructed to forward the following documents in connection with the receipt and expenditure of Plan Fund and Non Plan Fund for the Financial Years 2022-2023 and 2023-2024 **on or before 31/05/2024** to this office without fail to produce before the AG audit.

**List of Documents:-**

1. Utilization Certificate(s) in the prescribed format.
2. Copies of Sanction Orders of Director, IHRD / Heads of Institutions
3. Minutes of Purchase / Technical Committees
4. Firm war Statement
5. Copies of Bills / Invoices of Purchases
6. Copies of relevant pages of the Plan fund allotment register.
7. A brief note on the utilization of funds and its output.

2. The above documents should be arranged in the order of serial number as in the list noted above and found as a book separately for the Financial Years 2022-2023 & 2023-2024.

Kindly treat this matter as most urgent.

SD/-  
DIRECTOR

To,

1. All heads of associate institutions
2. Finance Consultant
3. S.F.
4. O.C.

Approved for issue



Accounts Officer

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