



INSTITUTE OF HUMAN RESOURCE DEVELOPMENT  
TC 86/1949(2), NH Bypass Junction, Pettah.P.O., Chackai,  
THIRUVANANTHAPURAM – 24

CIRCULAR

No.FIN A1/0071/2021/HRD

Dated: 31..01..2024

*Sub : IHRD –Report/Information furnished by Associate Institutions - incomplete/ erroneous data – Instructions issued – Reg.*

It has come to notice that the required information / data furnished by some institutions contain incomplete/ erroneous/blank information, causing much difficulty and delay in processing the information. Such irresponsible and careless attitude of the staff in furnishing valid information to HQ should not be repeated in future.

In order to fix the responsibility of the data furnished to Head Quarters, the following instructions are issued for strict compliance:-

- 1) The information/data furnished should be complete and the correctness ensured.
- 2) The following columns should be provided in the end of all types of data / information / filled up formats / schedules furnished to IHRD Head Quarters from associate institutions.
  - a) Prepared by : (Name, Designation and Signature)
  - b) Verified by : (Name, Designation and Signature)
- 3) The required data should be furnished strictly within the prescribed time limit.

Failure to comply with the above instructions will be viewed seriously and strict action will be initiated against the defaulting officers.

**Sd/-  
DIRECTOR, IHRD**

- To,**
1. All heads of institutions under IHRD
  2. Finance Officer
  3. IT Section for uploading in the IHRD site
  4. SF/OC

**Approved for issue**

**Administrative Officer**