

Special Attention

**DEPARTMENT OF INDUSTRIAL TRAINING
(KERALA STATE)**

I.1/12960/2013

Thycaud, Thiruvananthapuram

Dated: 13/02/2014

From

The Director of Training

To

The Principals
ITIs/BTC/AVTS

Sir,

Sub: - I.T.D- Planning – Furnishing of Monthly Plan Expenditure- Directions issued- Reg

It has been noticed that most of the Principals/DDOs are not furnishing the monthly plan expenditure details in the stipulated time even after repeated directions. As a result, monthly expenditure details could not be rendered to Government within the stipulated time. It is also noted that, some of the Principals has not fully utilized the amount allotted under the head 87-Modernisation, even after 3-6 months has elapsed since the issue of allotment and also the fund allotted under the head 800-82-Nutrition programme, has not been expended yet.

In this circumstance, all Principals/DDOs under the Department are directed to furnish the details of Monthly Plan Expenditure of for the financial year 2013-14, on the last working day of the month in the prescribed proforma by email to itdplanning@gmail.com. A hard copy in confirmation may be sent immediately so as to reach the same in this office before third of every month and utmost care should also be given to expend the amount allotted to your institute in various head of account. Any lapse in this regard, will be viewed seriously.

Yours faithfully,

For Director of Training.

B. SREEKUMAR
ADDL. DIRECTOR OF TRAINING

