

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
PRAJO'E TOWERS, VAZHUTHACAUD  
THIRUVANANTHAPURAM – 14**

**CIRCULAR**

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*Dated 11.02.2016*

*Sub:- IHRD – Conducting of PGDCA/DCA/DDTOA/PGDAE/CCLISC/ADSM  
courses – Sale of downloaded application form – Guidelines issuing of –  
reg:-*

It has been decided to discontinue the use of printed application forms from IHRD head quarters, for admission to IHRD courses from 2016 onwards. In this regard, the following guidelines are issued for strict compliance.

1. Students can use downloaded application forms from IHRD website for submitting application for admission to the IHRD courses. Institutions can also distribute the copies of downloaded application form to students, by collecting photo copying charges only.
2. Students have to remit registration fee (earlier collected as cost of printed application form) at the time of submission of application to the head of the Institution by way of cash or DD. An acknowledgement slip with details of registration no. and fee remitted shall be issued to the applicant on registration of application form from the office of the Institution.
3. A separate register should be maintained by each institution to register the received application forms in chronological order. The details such as date, application registration no., Name of applicant, category(GEN or SC/ST) and the details of registration fee collected etc. should be recorded in the 'Application registration register'.
4. No application form shall be accepted or processed without receiving application registration fee from the candidate. The application

registration no. and amount remitted should be recorded in the front page of each application form registered.

5. Registration fee collected by the academic section on each day should be remitted to the cashier and the receipt received from cashier should be filed for audit purpose. The details of remittance such as date, receipt no., amount, etc. should be recorded in the 'application registration register' itself, each day, after daily closing of registration. These entries should be verified and countersigned by the Head of Institution on each day.
6. The existing printed application form shall be used till the current stock exhausts. The printed application forms received are also required to be registered, but no registration fee should be collected. After completing the admission process registration fee collected shall be forwarded to the Director, alongwith a statement. The statement should clearly state the number of application form sold, total amount collected towards cost of printed application forms if any, and registration fee collected for downloaded forms, if any, etc.

Sd/-

**Dr. V. P. Devassia**  
**ADDITIONAL DIRECTOR(i/c)**

To

- 1) All heads of institutions under IHRD
- ✓ 2) IT, Division for publishing in IHRD website
- 3) CA 1
- 4) Deputy Director
- 5) S F/ OC

*Approved for issue*

*Neelgunda*  
**Superintendent**