

MOST URGENT

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

No. Fin C2/5803/2011/HRD

Dated: 8 /11/2011

CIRCULAR

Sub: - IHRD – Details of Expenditure for 1 year – called for reg.

All Head of institutions under IHRD are requested to furnish the expenditure details for the financial year 2011-2012 in the prescribed format.

1	2	3	4	5
Actual amount required to pay 'Salary' for a month	Expected amount required to pay 'salary' for the year 2011-12 (column 1*12)	Actual amount required for meeting the recurring expenditure for a month	Expected amount required for meeting the recurring expenditure for the year 2011-12 (column 3*12)	Total capital expenditure expected for the year 2011-12.


Note:- The recurring expenditure should include amount spent for contribution for PF & Gratuity, TA, Wages, remuneration, medical reimbursement, contingencies, rent & rates, consumables, amount for maintenance, students stationary, students amenities, students study materials, Arts & Sport, miscellaneous.

**Sd/-
DIRECTOR**

To

- 1.The head of all associate institutions under IHRD
2. CA to Director
3. Additional Directors
4. Finance Officer
5. Stock file
6. Office copy

Forwarded/ By Order


Superintendent

To
S. Anand
Thiruv
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