

**MOST IMMEDIATE**

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

*No. Fin C2/5803/2011/HRD*

*Dated: 19/10/2011*

**CIRCULAR**

*Sub: - IHRD - Monthly Receipt & Expenditure statement -- instructions reg.*

*All Heads of Institutions under IHRD are informed that certain associate institutions are not timely forwarding the Receipt & Expenditure statement to the Head office. As such it is instructed that all Head of associate institutions under IHRD need to forward the monthly Receipt & Expenditure statement along with Bank Reconciliation statement & copy of Bank statement on or before 10<sup>th</sup> of every month.*

*Further the Head of institutions who have not forwarded the monthly Receipt & Expenditure statements upto last month have to forward the statements within a week. Any lapse in these regard will be viewed very seriously in future.*

*Sd/-  
(Prof. V. Subramony)  
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*

*Web site  
22-10-11*

*Approved for issue*

*[Signature]  
Superintendent*