

MOST IMMEDIATE



Institute of Human Resources Development

Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram-14

No. Fin C2/5802/2011/HRD

Dated 03/04/2012

CIRCULAR

Sub : IHRD – Monthly Receipt & Expenditure statement –reg

Budget is a financial plan. It summarises, the activities planned for the forthcoming year. For effective financial management regular monitoring of actual Income and Expenditure from all IHRD institutions is needed. Budget accounting performs as expected when handled with care and with due respect. When abuse occurs, and the system is circumvented or overridden, it doesn't work correctly.

Unfortunately some of the IHRD institutions are not giving due importance to send their Receipt and Expenditure Statements regularly. As such, it is instructed to all Heads of Institutions that the monthly Receipt & Expenditure statement along with Bank Reconciliation statement & copy of Bank statement of the respective institutions should be submitted before 5th of every month.

Any lapse in this regard will be viewed seriously.

Sd/-
Sayeed Rashid(IPOS)
DIRECTOR- in charge

To

1. The Head of all associate institutions under IHRD
2. CA to Director
3. Administrative Officer 4. Additional Director (Planning & Administration) 5. Finance Officer
6. Stock file 7. Office copy.

Approved for issue

Superintendent.

✓ Copy to Software: (To publish the Circular in the Website of IHRD and email the same to all Heads of Institutions under IHRD)