

**MOST URGENT**

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

No. Fin C2/5803/2011/HRD (1)

Dated :25.01.2012.

**CIRCULAR**

*Sub:- Details of Receipt & Expenditure up to 31.03.2012- regarding*

All Head of institutions under IHRD are requested to furnish the Receipt & Expenditure details from 01.01.2012 to 31.03.2012 in the prescribed format with in 2 days positively

Closing balance as on 31.12.2011	Expected Receipts from 01.01.2012 to 31.03.2012	Anticipated Salary payable from 01.01.2012 to 31.03.2012	Expected Recurring Expenditure from 01.01.2012 to 31.03.2012	Expected Capital Expenditure from 01.01.2012 to 31.03.2012	Total Expenditure from 01.01.2012 to 31.03.2012 (Col.3+4+5)	Balance amount surplus/deficit (Col .1+2-6)
1	2	3	4	5	6	7

**Note: -**

1. The caution deposit, EMD, SD, Loan from Hqrs and other institutions should be excluded from the closing balance figure.
2. Receipt should include fees, other fees, fines, Bank interest, other items if any.
3. Salary includes basic pay+ DA + HRA + CCA + other allowances if any

4. Recurring expenditure should include amount spent for contribution for CPF, Gratuity, TA, Wages, remuneration , Medical reimbursement, contingencies, rent and rates, consumables, Hospitality, amount for maintenance , students stationary, Students amenities, Students study material, arts & Sports , Miscellaneous items.
5. Capital Expenditure should include amounts for machinery & equipment, Furniture, Library, Land, building and vehicles.

**Sd/-  
DIRECTOR**

To

1. The head of all associate institutions under IHRD.
2. Stock file
3. Office copy

**Approved for issue**

**Sd/-  
Finance Officer**