

MOST URGENT

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

No. Fin C2/5803/2011/HRD (2)

Dated :25.01.2012

CIRCULAR

Sub:- Details of Receipt & Expenditure for the year 2012-2013 - regarding

All Head of institutions under IHRD are requested to furnish the Receipt & Expenditure details for the year 2012-2013 in the prescribed format with in 2 days positively.

Expected Closing balance as on 31.03..2012	Expected Receipt from 01.04.2012 to 31.03.2013	Anticipate d Salary payable from 01.04.2012 to 31.03.2013.	Expected Recurring Expenditure from 01.04.2012 to 31.03.2013	Expected Capital Expenditure from 01.04.2012 to 31.03.2013.	Total Expenditure from 01.04.2012 to 31.03.2013 (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. Anticipated salary may include actual salary + 2 DA's+ Pay Revision benefits (anticipated)+ increment.
5. 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.
6. 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