



Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud P O, Thiruvananthapuram-14

CIRCULAR

No. EA4/6204/2012/HRD

May 21.05. 2012

Sub: IHRD - Automation of Accounts - Training on Tally.ERP 9 Software – reg.

IHRD has decided to implement automation of its departments to improve accuracy and efficiency. In this connection, it was decided to implement Tally.ERP9 solution for its Accounts section and all the associated Institutions from current financial year. In this circumstance, it has been decided to conduct a training programme for tally users at three venues at Thiruvananthapuram, Ernakulam & Kozhikode. The Training schedule and list of associated institutions included in each venue is attached. The proposed training programme is as follows:

Programme	Description	Training schedule
1 Training for Cashier/Accountant	Person currently assigned with duty of cashier/responsible for maintenance of Institutional accounts.	3 days training on usage of Tally.ERP 9 Software
2. Training for Tally System support personnel	A person proposed to support tally installation, maintenance, Anti-virus, network, backup and Tally license maintenance. (ie. Programmer/System Analyst/Lecturer etc.)	1 day training on Installation & maintenance of Tally software.

The head of Institutions are directed to depute two persons each from the institution. This includes persons who is currently dealing with cash transactions and one senior staff from the category of Office Assistant/ Senior Office Assistant/ Head Clerk/Head Accountant. In the absence of the above category the Head of Institution can depute junior superintendent for the three days training programme and one person from the category mentioned in column no 2 for the one day training programme, as per the training schedule attached. The head of Institution should ensure the participation of the above staff members in the programme as per the schedule without fail.

After completion of training programme, Tally software should be installed in each institutions and tally.ERP9 silver edition license will be allotted from the IT division of IHRD. The System Support personnel trained should provide necessary support for the smooth running of system used for Tally installation. The accounting information for current financial year (April 2, 2012 onwards) should be entered in Tally. But the existing system of books of accounts in written form also should be continued for the current financial year. A Help desk for tally.ERP9 software will be setup at the head quarters to assist associated institutions to solve any possible initial problems in using Tally.ERP9 software.

The Programme co- ordinators at MFS, Eranakulam & CAS, Kozhikode should participate on the 3rd day of programme at Thiruvananthapuram for the preparation work of training at those venues.

Sd/-
DIRECTOR

Copy to: 1) All head of Institutions concerned
2) Finance Officer
3) Administrative Officer
4) CA to Director
5) SF 6) OC

Approved for Issue

Sd/-

Head Clerk



Institute of Human Resources Development
Praje Towers, Vazhuthacaud P O, Thiruvananthapuram-14

Tally.ERP9 training program-1

Venue: Model Finishing School, Thiruvananthapuram
Date : 24-05-2012 to 26-05-2012 for cashiers &
on 26-05-2012 for system support personnel.
Time : 9:30 AM to 4:30 PM

List of Institutions	District
1 101 IHRD,Head Quarters,Tvm-14	TVM
2 102 RC, IHRD, Tvm-11	TVM
3 203 CE, Attingal	TVM
4 305 CAS, Dhanuvachapuram	TVM
5 511 THSS, Chirayinkeezhu	TVM
6 515 THSS, Muttada	TVM
7 701 SDC, Dhanuvachapuram	TVM
8 802 MFS, Thiruvananthapuram	TVM
9 207 CE, Karunagappally	KLM
10 208 CE, Kottarakkara	KLM
11 309 CAS, Kundara	KLM
12 402 MPT, Karunagappally	KLM
13 202 CE, Adoor	PTA
14 206 CE, Kalllooppara	PTA
15 301 CAS, Adoor	PTA
16 313 CAS, Mallappally	PTA
17 335 CAS, Konni	PTA
18 503 THSS, Adoor	PTA
19 506 THSS, Ayroor	PTA
20 512 THSS, Kalanjoor	PTA
21 513 THSS, Mallappally	PTA
22 204 CE, Chengannur	ALP
23 205 CE, Cherthala	ALP
24 316 CAS, Mavelikkara	ALP
25 509 THSS, Cherthala	ALP
26 519 THSS, Perissery	ALP

Sd/-
Director

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Head Clerk



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Tally.ERP9 training program-2

Venue: Model Finishing School, Ernakulam
Date : 30-05-2012 to 01-06-2012 for cashiers &
on 01-06-2012 for system support personnel.
Time : 9:30 AM to 4:30 PM

List of Institutions	District
1 209 CE, Poonjar	KTM
2 306 CAS, Kaduthuruthy	KTM
3 323 CAS, Puthuppally	KTM
4 333 CAS, Kanjirappally	KTM
5 403 MPT, Kottayam	KTM
6 406 MPT, Poonjar	KTM
7 520 THSS, Puthuppally	KTM
8 307 CAS, Kattappana	IDK
9 321 CAS, Peermade	IDK
10 325 CAS, Thodupuzha	IDK
11 336 CAS, Marayoor	IDK
12 337 CAS, Nedumkandam	IDK
13 405 MPT, Painavu	IDK
14 505 THSS, Ayiloor	IDK
15 516 THSS, Muttom, Thodupuzha	IDK
16 517 THSS, Peermade	IDK
17 103 RC, IHRD, Ernakulam	EKM
18 201 MEC, Ernakulam	EKM
19 338 CAS, Paravoor	EKM
20 501 MTHSS, Kaloor	EKM
21 502 MTHSS, Kaprassery	EKM
22 504 THSS, Aluva	EKM
23 801 MFS, Ernakulam	EKM
24 304 CAS, Chelakkara	TCR
25 318 CAS, Nattika	TCR
26 334 CAS, Kodungallur	TCR
27 404 MPT, Mala	TCR
28 523 THSS, Varadium	TCR
29 702 SDC, Mulloorkara	TCR

Sd/-
Director

Approved for Issue

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Head Clerk



Institute of Human Resources Development
Prajae Towers, Vazhuthacaud P O, Thiruvananthapuram-14

Tally.ERP9 training program-3

Venue : College of Applied Science, Kozhikode
Date : 06-06-2012 to 08-06-2012 for cashiers &
on 08-06-2012 for system support personnel.
Time : 9:30 AM to 4:30 PM

List of Institutions	District
1 302 CAS, Attappadi	PKD
2 311 CAS, Malampuzha	PKD
3 326 CAS, Vadakkancherry	PKD
4 329 MC, Kuzhalmannam	PKD
5 408 MRPC, Kuzhalmannam	PKD
6 312 CAS, Malappuram	MLM
7 327 CAS, Vattamkulam	MLM
8 328 CAS, Vazhakkad	MLM
9 330 MC, Muthuvallur	MLM
10 514 THSS, Muthuvallur	MLM
11 518 THSS, Perinthalmanna	MLM
12 308 CAS, Kozhikode	KKD
13 317 CAS, Nadapuram	KKD
14 324 CAS, Thiruvambadi	KKD
15 407 MPT, Vadakara	KKD
16 521 THSS, Thamarassery	KKD
17 522 THSS, Thiruthiyad	KKD
18 524 THSS, Vattamkulam	KKD
19 525 THSS, Vazhakkad	KKD
20 314 CAS, Mananthavady	WYD
21 310 CAS, Kuthuparamba	KNR
22 319 CAS, Pattuvam	KNR
23 320 CAS, Payyannur	KNR
24 322 CAS, Pinarayi	KNR
25 332 CAS, Iritty	KNR
26 401 MPT, Kalliassery	KNR
27 303 CAS, Cheemeni	KGD
28 315 CAS, Manjeswaram	KGD
29 331 MC, Neeleswaram	KGD

Sd/-
Director

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