

Institute of Human Resources Development

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No. A5/984/2013/HRD

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Circular

Sub: IHRD - Tally.ERP9 Solution - New Cash book cum bank book - Printing - reg.
Ref: Technical circular-2 No.1/2012/ITD dt 02-02-2013 of Special Officer(IT)

The Special officer(IT) has reported that the existing format of Cash book(TR7) is not much suitable for Tally.ERP9 accounting. So it is recommended to use a revised format of 'Cash Book cum Bank Book' in all IHRD Institutions from the financial year 2013-14 onwards. In this circumstance, the 'cash book cum bank book' register in the revised format is being printed at the CAPT, Thiruvananthapuram, which is expected to complete shortly.

In the above circumstance, all the Head of Institutions are informed that, they need not purchase 'Cash book' register in the TR7 format from outside source for next financial year. The 'cash book cum bank book' register in the revised format will be supplied to all IHRD Institutions from the Head Quarters on cost sharing basis. The cost of register volumes will be intimated later. The 'Cashbook cum Bank book' is being prepared in 200 pages, 100 pages & 50 pages size.

So all the head of Institutions are requested to verify the use of cashbook pages for the current/previous year(s) and to report your requirement of above register volumes in the following format. Please send your requirement details **by email only** to ihrd.purchase@gmail.com immediately.

Cash Book cum Bank book register requirement

1. Name of Institution :
2. Average no. of pages used in the cash book during previous year(s) :
3. No. of Cashbook cum bank book volumes required for 2013-14 :
 - a) 200 pages volume : No.(s)
 - b) 100 pages volume : No.(s)
 - c) 50 pages volume : No.(s)

Sd/-
Sayeed Rashid, IPoS
DIRECTOR

Copy to : 1) All head of IHRD Institutions.
2) F.O.
3) O.C
4) S.F.

Approved For Issue


Superintendent
