INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

No.: EA4/6204/2012/HRD   April 9, 2013

From

    The Director

To

    All Head of Institutions

Sir/Madam,

    Sub: IHRD – Automation of Accounts – Tally.ERP9 – Implementation – Back data entry - reg.

    Ref: This office letter even no. dated 12-12-2012.

    IHRD has decided to implement the project of 'Automation of Accounts' in all IHRD institutions during February 2012. As per the report submitted by the Special officer(IT), the Tally.ERP9 accounting solution was selected and purchased 84 licenses during March/April 2012 for all the IHRD Institutions which are keeping books of accounts independently.

    The accurate accounting information is vital for the management for proper planning and finance management. It will also help the administrators and Head of Institutions for proper budgeting, effective fund management and to prioritize the development of IHRD institutions. In the current scenario, the financial statement forwarded periodically from majority of IHRD Institutions were prone to errors and almost ineffective to achieve the above goals. Many times the auditors have reported difficulty in conducting proper statutory audit of IHRD institutions due to the improper maintenance and have pointed out serious mistakes in the books of accounts. This had lead to increased number of audit queries/objections in the past few years. Moreover the inefficiency in extracting required information regarding financial position accurately in time and presenting it to the Govt. has resulted in inadequate financial assistance from the State Government to IHRD in the past few years. These problems also caused delay in the planning of infrastructure development of many IHRD institutions and presenting a proper financial background for the implementation of pay revision announced by the Govt. during 2009.

The above circumstances prompted IHRD to automate the accounting of all IHRD institutions from the financial year 2012-13. The decision was appreciated and approved by the executive committee of the IHRD. Following it, IHRD administration had taken the following steps for the smooth implementation of the project of Automation of accounts of IHRD institutions, during the past few months.

1. Total 84 licenses of Tally.ERP 9 software were centrally procured at discount rate for the use of IHRD Institutions during March/April 2012 and allotted to IHRD Institutions subsequently.

2. The Ledger heads used by IHRD institutions have been standardized and a common Accounting template was prepared with professional support. This common accounting template was created to bring in uniformity in the accounting of IHRD Institutions. A custom made template for each IHRD institution was prepared and distributed by the IT Division, relieving the individual institutions from creating ledger heads manually.

3. Necessary hands on reference materials like approved ledger heads list, getting started guide, accounting principles guide, a user's guide for IHRD accounts etc. have been prepared by the IT Division and made available to the accounting staff through IHRD website. Subsequently necessary updates of the software and technical details have been posted in the Accounts section of IHRD website for the use of IHRD institutions.

4. Five days of intensive training was arranged for the accounting staff with necessary practical exposure, during May/June and December 2012 at three venues with the assistance of senior training partners of M/s Tally Solutions (P) Ltd.

5. Two days of intensive training in Tally.ERP9 was given to the Heads of Institution to enable them to use the software with necessary administrative privileges set to their accounts for supervising and verifying the automated accounting process in their Institutions.

6. One technical staff from each IHRD institution was given necessary training to support the Tally.ERP9 Installation in their institutions by the IT Division of IHRD. All the necessary supporting tools were prepared and distributed in a DVD for the use of 'Tally Support Personnel'. These trained 'Tally support personnel' is entrusted to maintain the Tally installed system, network, license etc. in their Institution and ensure that they are functional and working smoothly.

7. An 'Example' template was prepared with the sample data of an IHRD institution for 3 months and posted in the IHRD website for the easy reference of accounting staff. This template contains almost all types of transactions and can be used as a ready reference by the accounting staff.

8. A 'Help Desk' was setup at the IHRD Head quarters from 29-11-2012 for clearing the doubts and to give on the spot assistance to solve the problem of accounting staff of IHRD institutions .

9. A finance server and a backup server was setup in the Finance section of IHRD to maintain and analyse the monthly data forwarded by the IHRD institutions. It also keeps a backup copy of data forwarded by all IHRD Institutions. •

10. The service of technical staff of IT Division have been made available to assist any technical problem in using Tally.ERP9 software related to licensing, up gradation, backup, report preparation etc. through remote desktop assistance facility.

11. A modified version of 'Cashbook cum Bank book' is being prepared for distribution to the IHRD Institutions to make ledger entry more easy in the Tally.ERP9.

The above list shows the importance given by the IHRD administration to ensure that the Automation of Accounts project implemented in IHRD institutions is completed smoothly in time without fail. The primary beneficiary of the implementation of the automation of accounts project is the accounting staff and the Heads of Institution of IHRD, who spends a lot of time in preparing accounting reports manually. Even the master trainers engaged in the training programme has appreciated and acknowledged that the no other Govt./Public sector Institutions have taken such a firm and dedicated well planned steps to implement the project, during the recent past.

As per the previous letter cited above, I have requested all the Institutions to complete the back data entry for first 3 months before November 30, and complete it up to date as on 31-12-2012. As per the details provided by the Special Officer(IT), 33 Institutions only have completed back data entry up to date and 22 Institutions have completed back data entry for few months only. The current status report of these Institutions submitted by the Special officer(IT) is attached. I appreciate and congratulate all the accounting staff/Head of Institution, who worked hard to achieve the goal of completing accounts data entry up to date. In all these institutions, who would be making it up to date before 30-04-2013, I would like to get the details of Heads of Institution and the staff involved, so as to give separate appreciation letters.

The remaining 28 institutions have not taken the instruction seriously and their attitude towards the implementation of project is not acceptable. No backup data, even for a month is received in the IHRD Finance server from these Institutions as on date. They have not reported any difficulty to achieve the target so far or utilized the facilities setup by IHRD to assist them. This is disappointing and disturbing for the administration which has taken every possible effort to ensure that the

project is implemented in all IHRD institutions without fail. From the feedback received from the accounting staff, who have completed the back data entry up to date, the ledger entry in Tally.ERP 9 for any day with an average of 10 entries takes less than 15 minutes to complete. So approximately it takes 4-5 hrs of effort to complete the back data entry for a month. The accounting staff of institutions who have completed back data entry up to date has proven that it is not a gigantic task to complete it as per the proposed schedule. So it is assumed that only the negligence or non co-operation or callous attitude from the part of accounting staff/Head of these Institutions caused this serious problem.

In this circumstance, it is assumed that there is a serious lapse in implementing the instruction of Director, IHRD in the above matter by the Head of Institutions/Accounting staff. I am to remind you that for this failure the Heads of Institution and the accounting staff if any, would be held personally responsible, if this is not made up to date by 30-04-2013. Your plan to complete the back data entry up to date before 30-04-2013 may also be reported within 5 days. I expect all the laggards to join those institutions which have completed the process in time and further advice these Institutions which are still lagging in completion to join the main stream of other Institutions who have successfully completed the given task.

Wishing all the best in this financial and academic year, I remain.

Yours sincerely

Director

Institute of Human Resources Development

Prajo'e Towers, Vazhuthacaud, Thiruvananathapuram-695 014.

Status of back data entry in Tally.ERP9 as on 30-03-2013

1. List of Institutions completed back data entry in Tally.ERP9 up to date.

Sl.	Code	Institution	Updated upto
1	202	CE, Chengannur	02/2013
2	203	CE, Adoor	02/2013
3	302	CAS, Thiruvambadi	02/2013
4	303	CAS, Kozhikode •	01/2013
5	304	CAS, Malappuram	02/2013
6	305	CAS, Mavelikkara	02/2013
7	307	CAS, Peermade	02/2013
8	308	CAS, Payyapady	02/2013
9	309	CAS, Vadakkancherry	02/2013
10	310	CAS, Kaduthuruthy	02/2013
11	311	CAS, Kattappana	01/2013
12	314	CAS, Mallappally	02/2013
13	317	CAS, Vattamkulam	01/2013
14	318	CAS, Vazhakkad	02/2013
15	322	CAS, Chelakkara	02/2013
16	323	CAS, Kundara	02/2013
17	329	MC, Neeleswaram	03/2013
18	330	MC, Meenangadi	02/2013
19	334	CAS, Kanjirappally	02/2013
20	341	CAS, Thamarassery	01/2013
21	402	MPT, Karunagappally	02/2013
22	403	MPT, Mattakkara	02/2013
23	502	MTHSS, Kaprassery	02/2013
24	503	THSS, Chirayinkeezhu	03/2013
25	504	THSS, Peermade	01/2013
26	505	THSS, Puthuppally	01/2013
27	507	THSS, Vattamkulam	02/2013
28	508	THSS, Vazhakkad	02/2013
29	512	THSS, Mallappally	01/2013
30	516	THSS, Varadium	02/2013
31	518	THSS, Adoor·	02/2013
32	521	THSS, Kalanjoor	02/2013
33	525	THSS, Cherthala	02/2013

2. List of Institutions completed back data entry in Tally.ERP9 Partially.

Sl.	Code	Institution	Updated upto
1	101	IHRD,HQ,Tvm-14	09/2012
2	102	RC, IHRD, Tvm-11	08/2012
3	103	RC, IHRD, Edappally	06/2012
4	201	MEC, Ernakulam	05/2012
5	204	CE, Kallooppara	06/2012
6	206	CE, Poonjar	07/2012
7	207	CE, Cherthala	05/2012
8	209	CE, Kottarakkara	07/2012
9	301	CAS, Adoor	07/2012
10	306	CAS, Pattuvam	05/2012
11	320	CAS, Dhanuvachapuram	05/2012
12	327	CAS, Payyannur	12/2012
13	328	CAS, Pinarayi	06/2012
14	333	CAS, Iritty	12/2012
15	335	CAS, Kodungallur	12/2012
16	339	CAS, Puthenvelikkara	06/2012
17	342	CAS, Karthikapally	09/2012
18	401	MPT, Kalliassery	12/2012
19	506	THSS, Thodupuzha	07/2012
20	520	THSS, Perissery	11/2012
21	527	THSS, Thiruthiyad	12/2012
22	603	SDC, Dhanuvachapuram	04/2012

3. List of Institutions not forwarded back data in Tally.ERP9 till 30-03-2013.

Sl.	Code	Institution	Updated upto
1	205	CE, Karunagappally	/
2	208	CE, Attingal	/
3	312	CAS, Cheemeni	/
4	313	CAS, Thodupuzha	/
5	315	CAS, Kuthuparamba	/
6	316	CAS, Nattika	/
7	319	CAS, Nadapuram	/
8	321	CAS, Mananthavady	/
9	324	CAS, Malampuzha	/
10	325	MC, Kuzhalmannam	/
11	326	CAS, Muthuvallur	/
12	331	CAS, Attappadi	/
13	332	CAS, Manjeswaram	/
14	336	CAS, Konni	/
15	337	CAS, Marayoor	/
16	338	CAS, Nedumkandam	/
17	340	CAS, Ayalur	/
18	404	MPT, Mala	/
19	405	MPT, Painavu	/
20	406	MPT, Poonjar	/
21	407	MRPC, Kuzhalmannam	/
22	408	MPT, Vadakara	/
23	501	MTHSS, Kaloor	/
24	509	THSS, Perinthalmanna	/
25	510	THSS, Muttada	/
26	519	THSS, Ayroor	/
27	523	THSS, Aluva	/
28	701	MFS, Thiruvananthapuram	/

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April 1, 2013

Sd/-
Special Officer(IT)