

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Prajoe Towers, Vazhuthacaud

Thiruvananthapuram -14

No.FinB4/5803/2013/IHRD

Dated. 30.09. 2013

CIRCULAR

*SUB: Submitting of Receipt and Expenditure Statement –reg*

Receipt and Expenditure statement is the main device to assess the steadiness of an institution. For the efficient functioning of the Finance Section of IHRD, it was ordered that the Receipt and Expenditure statement in respect of all institutions under IHRD should submit properly and timely before 5<sup>th</sup> of every month. For the effective process of financial statements, Tally software has also implemented in most of the institution. All heads of institutions were instructed to record the figures in the appropriate head of account given in the Tally Software which is published in the I.H.R.D. site. But some of the head of institutions were wrongly recording the figures in unrelated head of account. This wrong doing will be considered as negligence to submit the statement. Moreover, the Receipt and Expenditure Statements pertaining to April, May, June, July and August 2013 is also pending to submit in the head quarters. It shows the head of institution is deliberately ignoring the previous circulars. It is similar to dereliction of duty, which will be viewed very seriously. All head of institutions who had not submitted the Receipt and Expenditure Statements pertaining to April, May, June, July and August 2013 must submit the same with in one week with out fail.

Sd/-

**Dr.P.S.SREEJITH**  
**DIRECTOR**

Copy to:

1. All head of institutions
2. Administrative Officer
3. C.A-1
4. Software Section (for publishing the same in the IHRD Website)
5. Tally section.
6. S.F./OC

Approved for issue

  
Finance officer