

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
Prajoe Towers, Vazhuthacaud
Thiruvananthapuram -14

No.FinB4/5803/2013/HRD

Dated: 05/08/2013

CIRCULAR

SUB: Receipt and Expenditure Statement –reg

For the smooth functioning of the Finance Section, it is instructed to collect and consolidate the Receipt and Expenditure statement in respect of all institutions under IHRD, properly. Even though the Tally Software has been implemented in most of the institutions, the Receipt and Expenditure Statement pertaining to March 2013 onwards is pending. Most of the institutions are not sending the same promptly. As the consolidation works are pending in the Finance Section, all head of institutions under IHRD are directed to send their pending statements pertaining to March 2013 onwards, in Tally format without any delay. Taking in to consideration of opinion expressed by the head of intuition under I.H.R.D the previous circular in this regard send to you stands cancelled.

Those institutions where the tally software is not yet installed shall be furnished the statement in the old format. The head of intuitions are strictly advised to send the R&E statement before 5th of every month without fail.



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