



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

Cir.No. EA4/6204/2012/HRD

Dated, 20.02.2015

CIRCULAR

*Sub:- IHRD – Automation of accounts- Training on tally ERP. 9 software-Reg.
Ref:- Submission dated 05.02.2015 from Sri. Vaneepasad. V. K, Deputy Director*

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While implementing the tally ERP.9 software during – 2012, training was conducted for the accounting and supervisory staff and now previously trained staff in some institution is replaced with new staff who have not undergone any training in Tally ERP.9. In this circumstances it is proposed to conduct training programme in batches as follows for the effective usage of automated accounting solution using Tally ERP.9.

1. One day refresher training for accounting staff including supervisory staff who have undergone training in 2012
2. One day refresher training for head of institutions who have undergone training in 2012
3. Two days training for new accounting staff currently entrusted in accounting job.
4. Two days training for new head of institutions.

If regular accounting staff is not available in any institution, temporary staff currently engaged in accounting job shall be included in the training. In order to finalise the venue

and dates of training all heads of institutions are requested to furnish the participants list in the format attached so as to reach this office 28.02.2015. (All Head of Institutions may also send a scanned copy of the form to the e-mail ID ihrd.Tally@gmail.com without fail)

Sd/-
Dr. S. Sheela
DIRECTOR

Encl: As above

To

- 1) *All Heads of Institutions*
- 2) *Administrative Officer*
- 3) *Finance Officer*
- 4) *Deputy Director (IT)*
- 5) *S.F*
- 6) *O.C*

Approved for Issue

Office Superintendent