

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACADU, THIRUVANANTHAPURAM-14

NO: Fin B2/4580/2014/IHRD

Dated: 15 /03/2015

CIRCULAR

*Sub:- IHRD-Request for fund for meeting the salary & allied expenses-
instructions reg .*

The Head of the institutions who are facing financial crisis are instructed to forward their request for fund only for meeting the expenses such as salary, CPF, Gratuity, wages & remuneration. The balance available with the institutions should be clearly stated supported by a copy of bank statement. Further the request should reach in IHRD Head quarters before 15th of every month after correctly assessing the requirement of fund. The request for fund can also be forwarded through e-mail (foihrd@gmail.com). The request for fund forwarded after 15th of a month will not be considered. It will be the responsibility of the Principal to forward the request for fund timely & correctly.

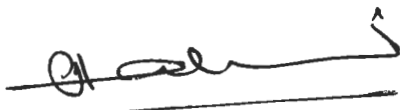
*E. mail, please
Head
A. Supdt
Fin B*

*Sd/-
Dr. S. Sheela
DIRECTOR*

To

The Head of the institutions under IHRD.

Approved for issue


Office Superintendent
on