



No.EA4/824/2010/HRD

January 24, 2014

Circular

Sub: IHRD – Finance section - **Automation of Accounts - Tally.ERP9 software – Selection of Regional Tally resource persons - reg.**

IHRD has successfully implemented the automation of accounts project using the Tally.ERP9 solution in 83 Institutions from April 2012. Now, around 90% of Institutions are doing accounts data entry up to date. IHRD had setup a help desk for Tally.ERP9 during December 2012, for an estimated period of one year, for the assistance of IHRD Institutions in the implementation of the project.

Now, since IHRD has sufficient no. of experienced accounting staff, who are also well versed in Tally.ERP9, this office wish to engage some of them as 'Regional Tally Resource Person' for providing local support to accounting staff of IHRD Institutions. The roll of the 'Regional Tally resource person' will be as follows:

1. To give telephonic assistance to nearby Institutions, preferably in same district.
2. These 'Regional Tally resource persons' are to give training in Tally.ERP9 and in accounting practices followed in IHRD, to personnel handling accounts in IHRD institutions, who have not undergone training in Tally.ERP9.
3. 'Regional Tally resource person' is expected to give support to accounting related matters only. All the technical support currently rendered by the Tally Administrator will be continued by him as such.

If required, the Tally Administrator will also assist these 'Regional Tally resource person' for any specific problem identified in the Institutions supported by them. All the selected Tally resource persons & Tally administrator will work as a team for the support of accounting staff. The selection of Regional Tally resource person will be based on the following criteria.

1. Regular staff of IHRD, who are desirous of volunteering the job of the 'Regional Tally resource person' should submit applications to this office in prescribed format.
2. The Institution, where the accounting applicant is engaged, should be doing up to date accounts data entry.(ie. with *Excellent* rating during last month)
3. The person should be well experienced with the accounting procedures and in the use of Tally.ERP9. Preference will be given to those who have passed B.Com/M.Com etc. or handling accounting for a long term.
4. The person should be willing to act as Regional Tally resource person voluntarily.
5. No additional allowances will be paid for acting as the 'Regional Tally resource person'. However, TA/DA at admissible rate shall be claimed for journeys made in the role of 'Regional Tally resource person'.

Those accounting staff, who wish to act as a 'Regional Tally Resource Person' shall submit their request in the attached format (*word format available at IHRDweb→accounts page*) and endorsed by the Head of Institution. If required, the selected RTRPs will be given additional training. The request should be send to the email id ihrd.tally@gmail.com on or before 07/02/2014 as an attachment with the subject of mail as "Selection of RTRP".(*hard copy need not be forwarded*)

Director



Institute of Human Resources Development

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Selection of Regional Tally Resource Person

(For regular staff only)

No. EA4/824/2010/HRD

Dated 24.01.2014

1. Name of Applicant	
2. Designation	
3. Name of Institution	
4. District	
5. *Current rating of Institution on Tally Implementation.	
6. a) Educational Qualification of Applicant b) B.Com/M.Com. qualified ?.	
7. Accounting experience of applicant	Years.
8. Experience in Tally.ERP9	Years.
9. Whether participated in the training in Tally.ERP9	
10. Email id of applicant:	
11. Mobile no.	
12. Office phone no.	

Declaration

If I am selected as a 'Regional Tally Resource Person', I am willing to help & support the accounting staff of other IHRD institutions as per the instructions of the Tally Administrator on voluntarily basis.

Place:

Name :

Date:

Certificate

I certify that the above applicant is well experienced in accounting matters related to our Institution and recommend to be considered for the selection of 'Regional Tally Resource Person'.

Date :

Name & Designation of Head of Institution.

Note : 1) No hard copy of this application need to be forwarded. Application forwarded as an attachment of a mail from the official mail-id of the Institution only will be accepted for processing.

2) Please forward this application to ihrd.tally@gmail.com only.

3) Current rating list of Institutions is published in IHRD web → accounts page.