

**DRAFT****INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**PRAJEO TOWERS, VAZHUTHACADU, THIRUVANANTHAPURAM-14**NO: *Fin B2/4580/2014/IHRD*

Dated: 22 /04/2015

**CIRCULAR**

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

The Head of the institutions who are request for fund are instructed to forward bank details (if not forwarded ) and other details in the prescribed Performa on or before 24/04/2015 in soft copy through e-mail (foihrd @ gmail.com) and hard copy in the address of Director I.H.R.D

**NAME OF THE INSTITUTIONS :-****A.SALARY DETAILES**

SL No.	Name	Designation	Salary	PF	Gratuity	Total
1.						
2.						
						<i>Total</i>

**B. DETAILES WAGES AND REMUNERATION**

SL No.	Name	Designation	Amount	Total
1.				

***Grant Total A+B***

To

1. The Head of the institutions under IHRD
2. Copy to IT section for mail

  
**FINANCE OFFICER**