

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

NO: Fin B2/4580/2014/HRD

Dated: 08 /05/2015

CIRCULAR

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

The Head of the institutions who are requesting for fund are instructed to forward bank details and other details in the prescribed Performa on or before 15th of every month 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	Gross Salary	PF Contribution	Gratuity	Total
1.						
2.						
						<i>Total</i>

B. DETAILES WAGES AND REMUNERATION

SL No.	Name	Designation	Amount	Total
1.				

C.DETAILES OF CONTINGENT EXPENSES

Rent	Electricity-charge	Water Charge	Total

Grant Total A+B+C

D. Bank and cash balance on date+ FD details

1. Balance fund required : A+B+C-D

Sd/-
Dr. K.VIJAYAKUMAR
DIRECEOR

To
The Head of the institutions under IHRD

Copy to IT section for mail

Approved for issue

Sd/-

Finance Officer