

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

No: Fin B2/7242/2016/IHRD

Dated: 11/04/2016

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 Salary and bank 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 DETAILS

SL No.	Name	Designation	Gross Salary	DA/Pay revision/ time bound arrears	PF Contribution	Gratuity	Total
1.							
2.							
3							
	TOTAL						

B. DETAILS of WAGES AND REMUNERATION

SL No.	Name	Designation	Amount	Total

C.DETAILS OF CONTINGENT EXPENSES

Rent	Electricity-charge	Water Charge	Telephone charges	Others (specify)	Total

Grant Total A+B+C = Rs.

D. Bank and cash balance as on date (supported by the copy of bank statement)

Bank Balance:

Cash balance :

FD(if any) :

TOTAL :

Balance fund required : A+B+C-D = Rs.

Further the Head of the institutions are also informed that the request for fund which is not in the above prescribed format will not be considered. It is the responsibility of the HOI to forward the request for fund timely so as to reach this office before 15th of each month. Delay in sending of the application will be the sole liability of the HOI and will not be considered. This is for strict compliance.

Sd/-

*Dr.P.SURESH KUMAR
DIRECTOR*

To

The Head of associate institutions under IHRD

Approved for issue

[Signature]
Junior Superintendent