

# Institute of Human Resources Development

(Established by Government of Kerala)

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**MOST URGENT**

No. DB1/13400/2015/HRD

Dated: 10.06.2016

From

The Director

To

The Principal  
College of Applied Science  
Kundara/Adoor/Kalanjoor/Konni/  
Mallappally/Karthikappally/Perissery/  
Marayoor/Nedumkandam/Thodupuzha/  
Kodungalloor/Nattika/Attappadi/Ayalur/  
Kuzhalmannam/Malappuram/Muthuvallur/  
Vattamkulam/Vazhakkad/Kozhikkode/Nadapuram/  
Thamarassery/Thiruvambadi/Koothuparamba/Payyannur/  
Pattuvam/Pinarayi/Cheemeni/Neeleswaram.

The Principal  
College of Engineering  
Attingal/Karunagappally/Adoor/  
Kallooppara/Chengannur/Cherthala/  
Poonjar/Ernakulam.

The Principal  
Model Polytechnic College  
Karunagappally/Mattakkara/  
Kuzhalmannam/Vadakara/Kalliassery.

The Principal  
Technical Higher Secondary School  
Muttada/Adoor/Cherthala/Puthuppally/  
Peerumedu/Thodupuzha/Perinthalmanna/  
Vattamkulam/Vazhakkad.

The Deputy Director  
Regional Centre, Trivandrum/Edappally.

# INSTITUTE OF HUMAN RESOURCE DEVELOPMENT

The Officer-in-charge  
Extension Centre  
Kundara/Cherpu/Tirur/Valanchery/  
TMC, Neyyattinkara.

The Director-in-Charge  
Model Finishing School  
Trivandrum/Kochi.

Sir,

*Sub: - IHRD – Service Tax Enquires – reminding of – reg: -  
Ref: - This office letter No. DB1/13400/2015/IHRD dtd.26.05.2016.*

With reference to the above, the head of institution were directed to furnish the details of month wise/course wise amount collected towards rendering of training/coaching services by our centers/colleges in respect of courses which are not recognized by law for the period of May 2011 to March 2016. The above mentioned institutions have not forwarded the same yet.

Hence you are directed to forward the details as per reference, of your institution immediately, on or before **15.06.2016**. If no such courses were in the institutions a **nil** report may be forwarded. ***It is also informed that the course offered by Universities will not come under this preview.***

It is also warned that if no correspondence were received in IHRD Headquarters in the above stipulated time then it will be deemed that those head of institutions have no statistics to intimate and further liability will be vested upon them individually. We have to furnish the details to the Central Excise Department urgently and the head of Institution will be personally responsible for possible legal and financial liabilities involved due to incorrect details or not furnishing the details.

Kindly treat this as most urgent and no further communication will be send in this regard.

*Yours Sincerely  
Sd/-  
Deputy Director*

*Approved for Issue*

*Superintendent*  
  
