

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

No: Fin B2/4140/2017/IHRD

Dated: 29/11/2017

**CIRCULAR**

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

IHRD is now facing severe financial crisis and struggling to arrange funds even for payment of salary of its employees. Funds are being arranged for this from institutions having surplus funds. For this Headquarters has to assess the exact financial position of each of the institutions. Instructions were already issued to update the financial position daily. In this context it is informed with much displeasure that even after repeated reminders certain institutions are not uploading the required data timely and honestly. This creates very much difficulty to Headquarters in arranging funds for payment of salary to the employees of institutions under IHRD.

Hence all Heads of Institutions are hereby directed to intimate the actual financial position before 12 Noon, 30.11.2017. While submitting the above data Heads of Institutions should ensure that balances available in all the bank accounts maintained by the institutions including current account in which the amount received from SC/ST department etc are provided with supporting documents. The Heads of Institutions requesting funds for payment of salary without the above data/documents will not be entertained in any case and they will be responsible for all consequences in this regard.

*Sd/-*

**Dr.P.SURESH KUMAR**  
**DIRECTOR**

To

- 1) The Head of associate institutions under IHRD
- 2) Fin C Section
- 3) Stock File
- 4) Office Copy