



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14**

No. Fin C2/16944/2016/HRD

Dated: 29/08/2017

CIRCULAR

Sub: - IHRD Institution Information System (iis) – monthly uploading of financial data- Consolidated Income & Expenditure Statement- reg.

Ref: - Circular no. FinB4/16944/2016/HRD dt. 08.11.2016.

As per the Circular referred to above, instructions were issued to the Heads of Institutions to upload daily cash balance as well as consolidated monthly income and expenditure statements. Accordingly, monthly consolidated data for 2016-17 were collected but the option for 2017-18 was not activated as it was intended to make certain modifications in the heads of accounts, both in the Tally Accounts and the Monthly Consolidated Income and Expenditure statement. After due consideration, it was decided to carry out the modifications only from 01.04.2018 and to continue the existing system till the end of this financial year.

Minor changes are made in the format for 2017-18 regarding the Consolidated Monthly Income & Expenditure statement. Henceforth, it is required to account the total amount of transactions date-wise under the respective heads unlike month-wise done earlier. Preferably, the data may be entered on daily basis but the option will be open till the cutoff date i.e 10th of every month. The format is available at <http://ihrd.kerala.gov.in/iis> and detailed guidelines will be made available through email.

All Heads of Institutions are directed to upload the Consolidated Monthly Income & Expenditure statements for the period 01.04.2017 to 30.09.2017 on or before 10.10.2017, without fail. Thereafter, the monthly statements shall be uploaded on or before the 10th of every succeeding month as is being done now. It is also made clear that monthly accounts on the basis of Tally shall continue to be submitted on the due dates itself as per existing instructions.

For further queries/clarifications if any, may contact via email to iiis.ihrd@gmail.com or over phone to 9061646434.

sd/-
DIRECTOR

Copy to:

1. *All the heads of institution.*
2. *Financial Consultant*
3. *Finance Officer*
4. *Fin B1 Section*
5. *Stock File*
6. *Office copy*

Approved for issue
Sd/-
Junior Superintendent