

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

*No.FinB2/4140/2017/HRD*

*Dated: 11.04.2017*

**CIRCULAR**

*Sub:- IHRD-Request for fund for meeting salary and allied expenses-  
instructions Reg.*

*Ref:- 1) T.O Circular No. Fin B2/7242/2106/HRD dated 11.04.2016*

*2) T.O Circular No.7242/2016/HRD dated 30.12.2016.*

As per reference first cited, the Head of Institutions were instructed to forward details of requirement of fund for salary and bank balance available in the prescribed format on or before the 15<sup>th</sup> of every month. It was also instructed to update the financial position (closing balance) of the institution vide reference 2<sup>nd</sup> cited. But some of the institutions are not forwarding the details in the proper manner. Their statements did not contain the details of actual requirement of funds for payment of salary. This creates much difficulty in processing the request for funds for salary payments and delay in transferring funds for the purpose. As such all Heads of Institutions requesting fund for salary are instructed to furnish the copy of the authenticated salary bill for regular employees, guest faculties and of those on daily wages on or before 25<sup>th</sup> of every month through email (foihrd @ gmail.com) in addition to the details required as per the circular first cited. (Copy enclosed). The non payment of salary to employees due to delay in sending the above details within the prescribed time limit, will be the sole responsibility of the Head of Institution.

*Sd/-*

*Dr. P. Sureshkumar*  
*DIRECTOR*

To

- 1) The Head of the associate institutions under IHRD
- 2) Stock File
- 3) Office Copy

*Approved for issue*



*Junior Superintendent*



**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 15<sup>th</sup> 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							
	<b>TOTAL</b>						

**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 15<sup>th</sup> 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  
*Q*