

URGENT

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

No: Fin B2/1000/2012/IHRD

Dated: 20.07.2017

CIRCULAR

Sub: - IHRD –Details of approved and other short term courses conducted by IHRD called for- reg.

The Central Excise Department has requested to furnish details of fees collected for the approved/short term courses, special training programmes etc. conducted by IHRD separately for the period from 2012-13 to 2017-18 (up to 30.06.17) immediately for assessing service tax to be remitted. Details of service tax paid in respect of services, rendered to IHRD by other agencies, such as Telephone bills, Internet charges, AMC, Vehicle maintenance charges etc for the above period as specified in format III enclosed may also be furnished. Since the Central Excise Department will verify the authenticity of the details furnished, the heads of institutions are requested to prepare the details in the formats enclosed (I II & III) with utmost care and forward the same by return through email (foihrd@gmail.com)

The details pertaining to 2012-13 (4 quarters - use separate sheet for each quarter) should reach this office before 3 PM, on or before 22.07.2017 and that of 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 (up to Jun 30th, 2017) on 25.07.17, 27.07.17, 29.07.17, 31.07.17 and 01.08.17 respectively. Any failure in this regard will be viewed seriously

Yours faithfully

Sd/-

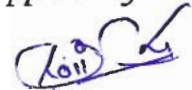
DIRECTOR

Encl: - Format I, II & III (Use separate sheets for furnishing details of each quarter year)

To

1. All Head of Institutions
2. Stock File
3. Office Copy

Approved for issue



Junior Superintendent

Name of Institution:

Format-I

Details of IHRD Approved Courses* and Revenue Generated for the year 2012-13 to 2016-17 (
use separate sheet for each ** quarter/year)

Sl.No	Courses conducted	Period of Course	No. of Students admitted	Rate of fee per Student	Total fees collected	Remarks *

Certified that the details furnished has been verified with relevant records and found correct.

Head of Institution

If the total fees collected will not match while multiplying number of students admitted with rate of fee per student the reason for short collection may be furnished in the remarks column

* Approved courses - PGDCA, DCA, CLISC

** I st quarter April to June, II nd quarter July to September

III rd quarter October to December, IV quarter January to March

If any service tax has been collected already by the institution, it may also be specified (ie the service for which tax was collected, amount of service tax collected, whether it has been remitted and filed service tax return etc..... with relevant copies)

Name of Institution:

Format - II

Details of IHRD short term Courses/Special training programmes and Revenue Generated from 2012-13 to 2016-17 (use separate sheet for each quarter/year)						
Sl.No	Name of Course	Period of Course	No.of Students admitted	Rate of fee perstudent	Total fee Collected	Remarks

Certified that the details furnished has been verified with relevant records and found correct.

Head of institution

Any other Fees collected by way of fine and for any other services provided(Specify the service)	Amount Collected

* If the total fees collected will not match while multiplying No: of students admitted with Rate of fee per student the reason for short collection may be furnished in the remarks column
 * Other than Approved courses

DETAILS OF SERVICE TAX REMITTED FOR THE SERVICES RENDERED BY OTHER ESTABLISHMENTS

Name of Institution:

Period:

Sl. No	Date of payment	Head of accounts-> Bill Number and date	Telephone/ Postage Charge			Internet Charge			Maint. Of M&E/AMC			Purchase of e-journals			Construction/ Contracts			TDS filing/ Advocate fee			Insurance/ Maintenance- Vehicle			TOTAL Service Tax paid	
			Actual bill amt	Service Tax Paid	Cess paid	Actual bill amt	Service Tax Paid	Cess paid	Actual bill amt	Service Tax Paid	Cess paid	Actual bill amt	Service Tax Paid	Cess paid	Actual bill amt	Service Tax Paid	Cess paid	Actual bill amt	Service Tax Paid	Cess paid	Actual bill amt	Service Tax Paid	Cess paid		

Certified that the details furnished has been verified with relevant records/ vouchers and found correct.

Head of Institution

- * Use additional columns for the other heads, not included in the statement
- * Attach copy of bills
- * Use separate sheet for each quarter