

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

No: Fin B2/4140/2017/HRD

Dated: 22/09/2017

CIRCULAR

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

The Heads of the institutions requesting fund for salary for September 2017 are instructed to forward the details of Non Salary and recurring expenses for the period from April 2017 to September 2017 in the prescribed Proforma on or before 26th of September 2017 in soft copy through e-mail (foihrd @ gmail.com) .

NAME OF THE INSTITUTION :-

A .NON SALARY DETAILS

SL No.	Month	Wages and Remuneration	Rent	Electricity charges	Water charges	Telephone charges	Any other expense
1.	April 2017						
2.	May 2017						
3	June 2017						
4	July 2017						
5	August 2017						
6	September 2017						
	Total						

This may be treated as very urgent. Delay in sending the above details may result in non-release of fund from headquarters and the concerned head of institution will be responsible for it.

Sd/-

Dr.P.SURESH KUMAR
DIRECTOR

To

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

Approved for issue
2017
Junior Superintendentg