



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

**No. FinC2/11181/2017/HRD**

**Dated: 05.10.2017**

**CIRCULAR**

Sub: - IHRD Accounts- Training on TALLY Accounts-reg.

IHRD introduced Tally based Accounting system in 2012 after providing training and necessary guidelines. However, the TALLY system has not been very successful even after 5 years of its introduction as a number of errors are still being noted. It is proposed to conduct a training programme for those who are not adept in Tally Accounting. All Heads of Institutions are directed to nominate a Regular Office staff and if the Head of the Institution also requires the training that may also be informed. Only those who do not have a fair degree of knowledge in Tally Accounts need to be nominated for training.

The Heads of Institutions are directed to fill the proforma attached and forward the same by **13.10.2017**.

*Sd/-*

**DIRECTOR**

**Copy to**

- ✓ 1. All the heads of institutions.
2. Office copy
3. Stock file

Approved for issue

*A. Chandrasekhar*

**Junior Superintendent**

*Sd/-*

## PROFORMA – TALLY TRAINING

**Name of the Institution:**

Sl. No	Name of the Officers with designation	Knowledge of Tally Accounts (Please ✓)			Nature of appointment (Regular/ Contract/ Trainee)	Whether training required (Yes/ No)
		Very Good	Good	Poor		

**Head of the Institution**