



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

No. FinC2/13772/2017/HRD

Dated:21.11.2018

CIRCULAR

Sub: - IHRD- Details required for the audit for the FY 2014-15, 2015-16 & 2016-17-reg.

As part of the statutory audit for the financial year 2014-15, 2015-16 & 2016-17, all heads of institution are requested to furnish the following details of their institutions

1. Demand notices, if any, received in the institutions from Income Tax authorities, service tax, etc.
2. Fixed Deposit confirmations for the respective financial years.
3. Screen shot of the *Outstanding Demands* for the respective financial years, taken from the institution's TRACES account.

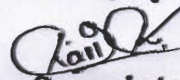
The above details for the FY 2014-15 may be forwarded as softcopy to the e-mail id "ihrd.acc@gmail.com" **on or before 24/11/2018** and for the FY 2015-16 & 2016-17 may be forwarded as hardcopy **on or before 30/11/2018**.

**Sd/-
DIRECTOR**

Copy to

1. All the heads of institution.
2. Office copy

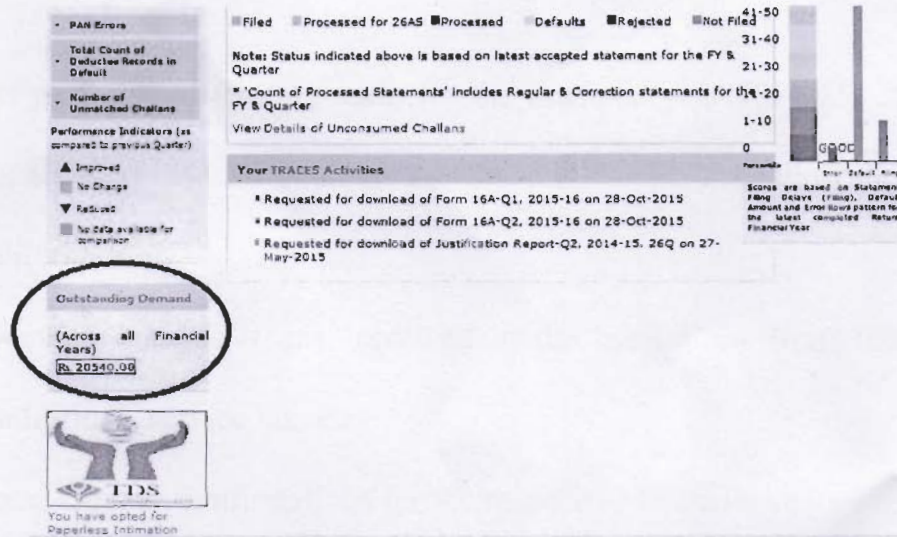
Forwarded/By Order


Senior Superintendent

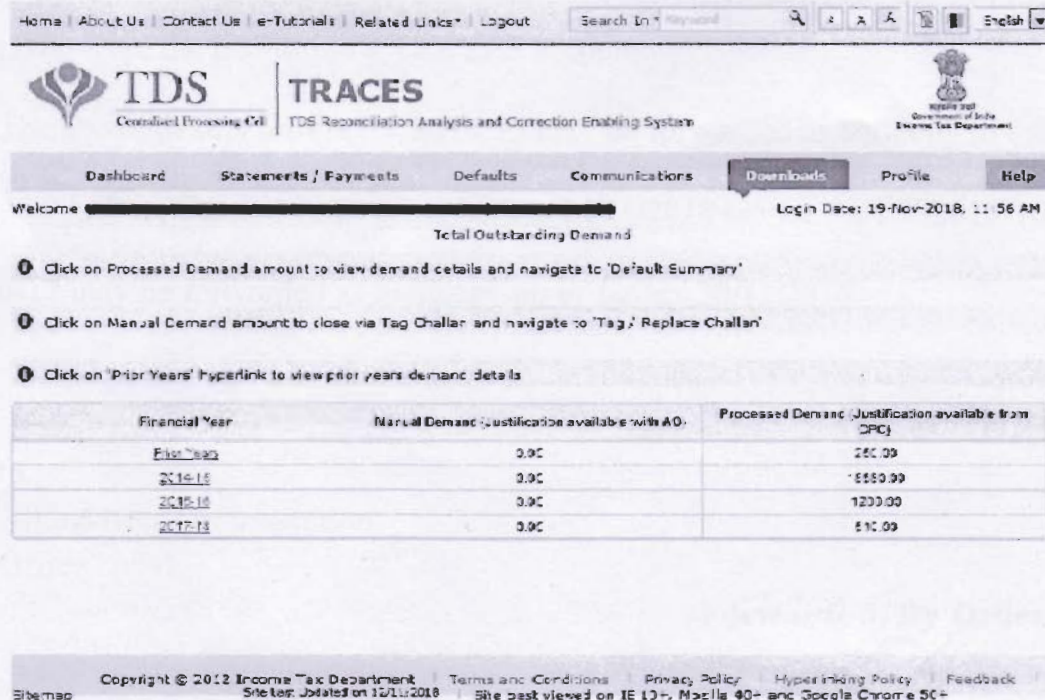
Steps for taking the screen shot from TRACES:-

- i) Login to TRACES using institution's account, password and TAN.
- ii) Select the menu "Dashboard"
- iii) In the left-bottom of login screen, the details of "OUTSTANDING DEMAND" can be found. Click the amount.

Example:



- iii) Take the screen printout of the "Total Outstanding Demand" webpage.



[Note: - Use "Print Screen" on the keyboard of PC for taking screen printout]