

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

No. Fin B2/4140/2017/HRD

Date: 16.03.2018

**CIRCULAR**

***Read: This office Proceedings of even number dated 21.02.2018 and 08.03.2018.***

Government had sanctioned non plan non salary fund to IHRD for the months from December 2017 to March 2018 in installments which has to be disbursed during this financial year itself. Hence all heads of institutions of IHRD are requested to furnish the details of fund required for payment of non salary, for the month of March 2018 in the format attached on or before 21/03/2018 by e-mail (foihrd@gmail.com). Utmost care should be taken while filling the format and the amount requested should be the actual amount required for disbursement during March 2018 itself. For those institutions which do not furnish details in the enclosed format, fund will not be disbursed from this end and the Head of Institution will be held liable for the consequences in this regard.



FINANCE OFFICER

*Encl. Format*

To

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

**DETAILS OF RECEIPT AND EXPENDITURE OF "NON PLAN NON SALARY" FOR JANUARY AND FEBRUARY 2018**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Name of Institution																			
Non Plan Fund (Non Salary ) Received	January	Total	Rent (4)	Electricity (5)	Telephone & Internet (6)	Water (7)	PF Contribution (8)	Gratuity Contribution (9)	Total (4+5+6+7+8+9)	Non Plan Non- Salary fund remaining in the Institutional A/C (11)	Amount required for the disbursement of Non salary expenses for March 18							Total (12+13+14+15+16+17)	Total amount required Rs. for March 18 (18-11)
	February										Rent (12)	Electricity (13)	Telephone & Internet (14)	Water (15)	PF Contribution (16)	Gratuity Contribution (17)			
(1)	(2)	(1+2)																	

Note: Fund for the payment of non salary for March 2018 will be transferred to the SB accounts based on the above data from the non plan non salary released by Government. The correctness of the data should be ensured by the Heads of Institutions.

Date:

Head of Institution