



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

No. FinC2 /8538/2018/HRD

Dated: 30/07/2018

CIRCULAR

Sub: - IHRD –Submission of Tally Data– reg.

*Ref: - 1) Circular no. FinC2/8538/2018/HRD dt. 04.07.2018
2) Circular no. FinC2/9046/2017/HRD dt 05.06.2018*

As per the circulars referred to above, new Tally templates were released to all Institutions under IHRD and instructions were also issued to send the backup data file and tally reports by email. All Heads of Institutions are directed to submit duly entered Tally data for the period **01.04.2018 to 30.06.2018 on or before 10.08.2018** and data for July, 2018 on or before 31.08.2018, without fail. Thereafter, the monthly statements shall be uploaded on **or before** the 10th of every succeeding month as is being done now.

sd/-
DIRECTOR

Copy to:

- ✓ All the heads of institution.*
- 2. Finance Officer*
- 3. Fin BI Section*
- 4. Stock File*
- 5. Office copy*

Approved for issue

Anthafant
Senior Superintendent