

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

No. Fin B2/4515/2018/HRD

Date:26.06.2018

CIRCULAR

All heads of institutions of IHRD are requested to furnish the details of fund required for payment of non salary expenses for the months of June 2018 to August 2018 in the format attached on or before 27/06/2018 4.00 p.m. by e-mail (foihrd@gmail.com) for allotment of funds out of Non Plan (Non Salary) fund released by Government. Utmost care should be taken while filling the format and the amount requested should be the actual amount required for disbursement during the above period.

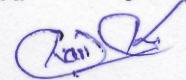
**Sd/-
Director**

Encl. Format

To

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

Approved for issue



Senior Superintendent

**DETAILS OF RECEIPT AND EXPENDITURE OF "NON PLAN NON SALARY" FOR JUNE 2018
TO AUGUST 2018**

NAME OF INSTITUTION : -

Month	Amount required for the disbursement of Non salary expenses for June 18 to August 2018							Total amount required (Rs.)
	Wages & Remuneration	Rent	Electricity	Telephone & Internet	Water	PF Contribution	Gratuity Contribution	
Jun-18								
Jul-18								
Aug-18								

HEAD OF INSTITUTION

Note: Fund for the payment of non salary expenses for June 2018 to August 2018 will be transferred to the SB accounts of each institution based on the above data. The correctness of the data should be ensured by the Heads of Institutions. It may be noted that all the Heads of Institutions should furnish the data.