



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

No: FinC2/11181/17/HRD

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CIRCULAR

Sub: - IHRD- Tally Accounts-Video Tutorials for Tally Training- reg.

From April 2018, it is decided to collect Tally Data through mail, without fail, from all institutions on monthly basis for review by the Head Quarters and for taking corrective measures, if required. Before enforcing the system, it is proposed to conduct a training programme on Tally Accounts on the first week of April 2018. As a prelude to the training, a total of 12 video tutorials will be uploaded in the IHRD's website in batches, shortly. All officials dealing with Accounts of the institutions are directed to go through the videos thoroughly before attending the training programme. Details of the training session will be informed later.

**Sd/
DIRECTOR**

Copy to:

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2. Fin BI Section
3. IT Division
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Approved for issue

Senior Superintendent

Sd/