

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

No. Fin B2/4140/2017/HRD

14.02.2018

CIRCULAR

All the heads of institutions are requested to furnish the following details immediately **by return.**

a. Details of Plan and Non-plan funds available in the TSB A/C of the institutions may be furnished as shown below.

1. TSB A/C No.		
2. Balance available under non plan fund.	-	Rs.
3. Balance available under plan fund.	-	Rs.
4. Total	-	<u>Rs.</u>

b. Actual amount required for payments relating to January -2018 under the following heads if not paid from the institution A/C till date.

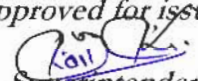
1. Rent	-	Rs.
2. Electricity Charges	-	Rs.
3. Water Charges	-	Rs.
4. CPF Contribution	-	Rs.
5. Gratuity Contribution	-	Rs.
6. Telephone Charges	-	Rs.

This may be treated as urgent .

Furnish as "paid from the institutional a/c" if done so

*sd/-
Director*

*To
All Heads of Institutions
Stock File
Office Copy*

*Approved for issue

Superintendent*