

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

No. Fin B2/4140/2017/HRD


15.02.2018

**CIRCULAR**

All the heads of institutions are hereby directed to prepare the salary bill/wages bill of February-2018 taking into consideration of the leave availed by the employees up to 20.02.18 and forward its scanned copy by email ( foihrd@gmail.com) on or before 22/2/2018. It is also here by directed that salary for the month of february-2018 should not be disbursed from the institutional a/c without prior sanction from the undersigned. The salary/wages bill received after 22/2/2018 will not be considered for the release of fund for salary under any circumstances and the respective Heads of institutions will be responsible for its consequences

*Sd/-*

*Director*

*Approved for issue*  
  
*Superintendent*

*To*  
*All Heads of Institutions*  
*Stock File*  
*Office Copy*