



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

No.Fin B2/6954/99/HRD

Dt. 19.06.2019

CIRCULAR

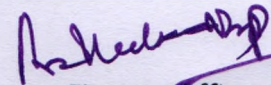
It has come to the notice of the undersigned that the CPF and gratuity contributions of the employees are remitted by some of the Heads of Institutions from bank accounts other than those for which permission had been granted from Headquarters. This creates difficulty in ascertaining the name of the institution from which the remittances were made. **Hence it is directed that the amounts should be transferred from the bank accounts for which permission had been granted from Headquarters.** Heads of Institutions remitting the amounts should update the IIS software on the same date and send an email to foihrd@gmail.com on the same day as per the format given below.

Sl.No	Name of institution	Account No. through which payment is made	Month of which payment relates	Amount of remittance	Transaction ID	Date of transfer

If the contributions are not remitted from the institutional accounts, the details of accounts should be clearly mentioned so that the name of the institution can be ascertained easily.

It is also noticed that while making entries for CPF contribution in the IIS software, total amount entry is made in the recovery column by some institutions. This creates problems at Headquarters while accounting. Hence utmost care should be taken while making entries in the IIS software.

All HOIs should also forward the details such as name of bank, IFSC code, purpose of all the bank accounts maintained by them so as to enable Headquarters to create a database of the same.



Finance Officer

(For Director)

To

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

