



Institute of Human Resources Development

Prajoe Towers, Vazhuthacaud, Thiruvananthapuram-14

No. FinC2/9046/2018/HRD

Dt: 04/11/2019

CIRCULAR

Sub: - IHRD – Creation of new Tally Ledger Head for IHRD Institutions – Guidelines issued – reg.

Ref: - Endorsement No. FinA1/7857/17/HRD dt. 19/10/2019

As per the reference cited above, all institutions were instructed to open PSTSB A/c exclusively for effecting transactions related to Plan Fund. All transactions related to Plan fund (both receipt and payment) are to be performed through this new account. Hence, for posting the transactions of Plan Fund in Tally data, the following new Ledger head approved is to be added to the existing Tally template. This new ledger may be created by the Principal, using Principal's login account and by using:

Accounts Info → Ledgers → Single Ledger → Create option.

Ledger Name	Sub Group	Acc. Group
Bank A/c-PSTSB-xxxx	Bank A/c (Instn)	Bank Account

(xxxx - last 4 digit of PSTSB account number of institutions)

**Sd/-
Director**

To

1. All Heads of Institutions
2. The Deputy Director
3. Stock file

Forwarded/By Order

Sd/-

Financial Consultant