



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

PRAJEO TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14

No. Fin B₂/4000/2019/HRD

Dated: 14.05.2019

CIRCULAR

It has come to the notice of the undersigned that several Heads of Institutions have not remitted the CPF contribution and Gratuity contribution of several months. In the case of some institutions even the remittance of CPF subscription is pending. It indicates that the Heads of Institutions are not giving much priority for ensuring the prompt remittance of the above dues. The failure on the part of the Head of Institution to remit the above statutory dues in time is viewed seriously. All Head of Institutions having arrears regard to remittance of contributions and subscription are directed to furnish the details in this regard to foihrd@gmail.com by 15.05.2019, 5 p.m itself in the format shown below. While forwarding the details care should be taken to furnish the same accurately along with the supporting CPF/Gratuity statements indicating name and amount in respect of each employee.

MONTH	PENDING CPF SUBSCRIPTION (Rs.)	PENDING CPF CONTRIBUTION (Rs.)	PENDING GRATUITY CONTRIBUTION (Rs.)	TOTAL	REMARKS IF ANY

To

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

Director

