

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

No.FinB3/16706/2018/HRD

Dated, 11.01.2019

Circular

Sub: Remittance of CPF/Gratuity of employees by online – directions issued – reg:

Read: Government Circular No.107/2018/Fin dated 21.11.18.

As per circular cited Government have directed to ensure that digital means of accepting payments are in place by 31st December 2018 positively. As part of implementing the above, it is decided that the practice of accepting amounts related to CPF/Gratuity of employees from associated institutions of IHRD by way of DDs, is dispensed with hence forth. The heads of institutions are hereby directed to remit the amount related to CPF/Gratuity of employees of concerned institutions directly to the bank accounts maintained for the purpose as detailed below.

- 1) **CPF Amount in favour of The Chairman and Managing Trustee, IHRDE CPF Trust**
A/C No. 57022786132, SBI – Vazhuthacaudu. IFSC – SBIN0070033
- 2) **Gratuity Amount in favour of The Chairman and Managing Trustee, IHRDE Gratuity Trust**
A/C No . 31297992448 SBI – Panavila. IFSC – SBIN0013313.

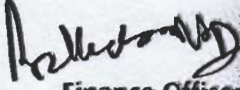
After remitting the same by online, the details of remittances should be entered in the facility provided in the iis (IHRD Institutional Information System) Portal . For effecting online remittances, Head of Institutions can issue yourself, cheques for the amount to the concerned bank branch with the details of account to which the amount is to be transferred. The usual practice of forwarding schedules of CPF and Gratuity by post showing the details of the deductions and contributions made for each employees should be continued and the same should reach this office on or before 10th of every month. Any failure in this regard will be viewed seriously. Documents in support of online remittances (copies of cheques and remittance slips etc.) should be kept in the institutions.

Sd/-
DIRECTOR

To

1. All the Head of Institutions under IHRD.
2. CA to Director
3. Additional Director
4. Deputy Director
5. Administrative Officer
6. All Section Heads of IHRD Hqtrs.

Approved for Issue


Finance Officer
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