

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
Prajoe Towers, Vazhuthacaud
Thiruvananthapuram -14

No. Fin B2/4000/2019/HRD

Dated: 18.03.2020

CIRCULAR

Sub:- IHRD – Forwarding salary/wages bill along with fund request – reg:-

Ref:- 1. This office circular No. Fin B2/4140/2017/HRD dtd. 11.04.2017

2. This office circular No. Fin B2/7242/2016/HRD dtd. 11.04.2016

In continuation of this office circular cited, it is instructed to forward salary and wages/remuneration/honorarium bills along with fund request, taking into consideration of all leave availed by the employees upto 15th of every month as specified in this office proceedings No. EB3/11631/2019/HRD dated 02.03.2020. (eg:- (i) While preparing salary bill of March, leave upto 15th March should be considered. (ii) While preparing salary bill of April, leave from 16th March to 15th April should be considered.)

It is noticed that some of the Head of Institutions are in the practice of sending requests for funds for salary, wages, etc. for a particular month more than once revising amount demanded. This creates much difficulty to Headquarters in processing the demands for fund for salary, wages, etc.. Hence it is directed that the requests and statements for funds for salary, wages, etc. should be prepared with due care and the Head of Institution should ensure its correctness before forwarding the same to Headquarters and should avoid sending requests and statements more than once for a particular month.

The request for funds should reach IHRD Headquarters (e-mail foihrd@gmail.com) before 20th of every month. Requests received after 20th of a month will not be considered for sanctioning funds.

The non payment of salary to employees due to delay in sending the above details within the prescribed time limit will be the sole responsibility of Head of Institution.

Sd/-
DIRECTOR

Copy to: All head of institutions

Approved for issue



Senior Superintendent