



## INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

TC 86/1949(2), NH Bypass Junction, Chakkai, Pettah.P.O,  
Thiruvananthapuram. PIN.695024

No.FinB3/16706/2018/HRD

Dated, 27.08.2021

### Circular

**Sub: IHRD – Details of Pending Gratuity/ CPF - Subscription/Contribution furnishing of – reg:**

All heads of institutions are hereby directed to furnish the details of Pending CPF/Gratuity subscriptions/contributions till date in the attached format on or before 06/09/2021 to the email id [foihrd@gmail.com](mailto:foihrd@gmail.com) without fail. Utmost care should be taken to provide exact figures while filling the statements.

Sl.No. Period

1. Prior to 2019
2. 2019 – 2020 (01/04/2019 – 31/03/2020)
3. 2020 - 2021 (01/04/2020 - 31/03/2021)
4. From 01/04/2021 to till date.

Sd/  
DIRECTOR

To

1. All the Head of Institutions under IHRD.
2. CA to Director
3. O/c
4. S/f

Approved for issue

  
Superintendent

**I. Statement of pending CPF Subscription**

**Name of Institution :**

Sl.No.	Month	Prior to 2019 Specify the amount related to each month. (If already remitted, furnish 'NIL')	2019-2020 (01/04/2019 – 31/03/2020) Specify the amount related to each month. (If already remitted, furnish 'NIL')	2020-2021 (01/04/2020 – 31/03/2021) Specify the amount related to each month. (If already remitted, furnish 'NIL')	2021-2022 (01/04/2021 – Till date) Specify the amount related to each month. (If already remitted, furnish 'NIL')	Remarks
1.	March					
2.	April					
3.	May					
4.	June					
5.	July					
6.	August					
7.	September					
8.	October					
9.	November					
10.	December					
11.	January					
12.	February					

**TOTAL =**

**Head of Institution**

**II. Statement of pending CPF Contribution**

**Name of Institution :**

Sl.No.	Month	Prior to 2019 Specify the amount related to each month. (If already remitted, furnish 'NIL')	2019-2020 (01/04/2019 – 31/03/2020) Specify the amount related to each month. (If already remitted, furnish 'NIL')	2020-2021 (01/04/2020 – 31/03/2021) Specify the amount related to each month. (If already remitted, furnish 'NIL')	2021-2022 (01/04/2021 – Till date) Specify the amount related to each month. (If already remitted, furnish 'NIL')	Remarks
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3.	May					
4.	June					
5.	July					
6.	August					
7.	September					
8.	October					
9.	November					
10.	December					
11.	January					
12.	February					

**TOTAL =**

**Head of Institution**

### III. Statement of pending Gratuity Contribution

Name of Institution :

Sl.No.	Month	Prior to 2019 Specify the amount related to each month. (If already remitted, furnish 'NIL')	2019-2020 (01/04/2019 – 31/03/2020) Specify the amount related to each month. (If already remitted, furnish 'NIL')	2020-2021 (01/04/2020 – 31/03/2021) Specify the amount related to each month. (If already remitted, furnish 'NIL')	2021-2022 (01/04/2021 – Till date) Specify the amount related to each month. (If already remitted, furnish 'NIL')	Remarks
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12.	February					

TOTAL =

Head of Institution