



INSTITUTE OF HUMAN RESOURCE DEVELOPMENT

TC 86/1949(2), NH Bypass Junction, Pettah.P.O., Chackai,
THIRUVANANTHAPURAM – 24

CIRCULAR

No: Fin A₁/71/2021/HRD

Dated: 22..04..2021

Sub : IHRD - CPF Contribution - Furnishing details of transfer of amount - instructions - Reg.

Ref: This office proceedings No.FIN B3/16706//18/HRD dated, 06..01..2021.

As per the circular cited, it was instructed to take necessary steps to provide institution's name and account number in the bank statement while remitting CPF Subscription / Contribution to trace out the remitter institution. However, most of the statements received are without the above details and hence, this office is finding very much difficulty in tracing out the institutions which had remitted PF Subscription / Contribution during the last year. All Heads of Institutions are there fore instructed to forward the month wise details of CPF Contribution/ Subscription remitted/ transferred during 2020-21 to this office in the format as detailed below **on or before 30..04..2021 without fail.**

A. Details of CPF Subscription / Contribution remitted (2020-21)

Month & Year	Amount remitted to CPF account during the year 2020-21			Date of remittance	Particulars of remittance (Specify the month to which subscription / contribution related to)
	Subscription (Sub + Loan Recovery amount) to A/c No.	Contribution to A/c Nos.			
	57022786132 (SBI)	57022786132 (SBI)	2769101014643 (Canara Bank)		
(1)	(2)	(3)	(4)	(5)	(6)
Total					

B. Details of Pending CPF Subscription / Contribution (2020-21)

Month & Year	CPF Pending amount to be remitted		Remarks if any
	Subscription (including loan recovery)	Contribution	
(1)	(2)	(3)	(4)
March -20			
April - 20			
May - 20			
June - 20			
July - 20			
August - 20			
September - 20			
October - 20			
November - 20			
December - 20			
January - 21			
February - 21			
Total			

Further, for clearing the above issues all the HOI'S are also instructed to attach an **additional data sheet containing following details along with monthly schedule (both for CPF Subscription and Contribution from this month onwards (April-21))** for enabling this office to identify the remitter institutions and to maintain proper records.

Attach along with schedule/ statements forwarded every month as first page

DETAILS OF REMITTANCE OF MONTHLY CPF SUBSCRIPTION / CONTRIBUTION			
1	Name of Institution	:	
2	Month to which the statement/schedule related to	:	

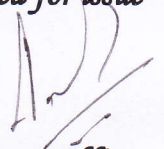
3	Total amount remitted as per the statement/schedule	:	
4	Date of remittance	:	
5	Account No. to which the amount has been remitted	:	

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To,

1. All heads of institutions under IHRD
2. Finance Officer
3. IT Section for uploading in the IHRD site
4. Stock File 2021
5. Office Copy

Approved for issue


Finance Officer

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