



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, 08.03.2021

Circular

Sub: Statement of Pending Gratuity/ CPF - Subscription/Contribution – reg:

It is observed that, due to financial crunch, certain institutions could not remit CPF/Gratuity subscriptions/contributions in time to the account concerned. In order to ascertain the actual liability in this regard, you are directed to forward the statements in the attached format by return (foihrd@gmail.com) immediately by 17.03/2021. Utmost care should be taken to provide exact figures while filling the statements.

**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 (Specify the amount related to each month. If already remitted, furnish 'NIL')	2020-2021 (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 (Specify the amount related to each month. If already remitted, furnish 'NIL')	2020-2021 (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

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 (Specify the amount related to each month. If already remitted, furnish 'NIL')	2020-2021 (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