

URGENT

**INSTITUTE OF HUMAN RESOURCES DEVELOPEMT
TC 86/1949 (2), NH Bypass Junction, Chackai
Pettah P O, Thiruvananthapuram -24**

No. Fin C1/5731/20/HRD

Dated 01 ..08..2022

CIRCULAR

Subject :- Implementation of GSpark in IHRD and associate institutions –reg

Ref:- Letter from Sri. N G Sreekumar, Nodal Officer, GSPARK

All heads of institutions are directed to generate salary bill of employees other than those coming under AICTE / UGC scheme through GSpark from **July 2022** onwards. Details of employees who have been transferred after uploading employee details to GSpark shall also to be reported urgently.

The abstract of salary and allowances may also be furnished in google sheet along with the salary bill of employees regularly on the first week of every month.

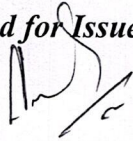
Sd/-

**Dr.P.Suresh Kumar
DIRECTOR**

To

1. **All Heads of Institutions under IHRD**
2. **Additional Director**
3. **PA to Director**
4. **Deputy Director**
5. **Administrative Officer**
6. **Finance Officer**
7. **Executive Engineer**
8. **Nodal Officer, GSpark**
9. **FIN A, B, C ,IT Division, Purchase, Academic, Establishment Section Heads in the IHRD Head Office**
10. **Stock file / Office Copy**

Approved for Issue



Financial Consultant/ Advisor

M2
6/8/22

