



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

TC 86/1949(2), NH Bypass Junction, Chakkai,
Thiruvananthapuram- 24

No.IHRD/1456/2023-FIN A1

Dated: 18.10.2023

CIRCULAR

Sub: - IHRD – Updation of daily Cash Book - Implementation of web based software for ONLINE CASH BOOK - guidelines - issued - reg.

The day to day financial status of the IHRD institutions is currently not available updated or can not be ascertained in the IHRD Head Quarters due to lack of proper and timely communication of financial data from the associate institutions. Hence in order to streamline reporting of the day to day financial status of IHRD institutions and for availing necessary fiscal data required for proper financial planning, it has been decided to implement a new user friendly and error free web based software **“Online Cash Book”** for the above purpose. Now the software is available at **[http:// cashbook.ihrd.ac.in](http://cashbook.ihrd.ac.in)** link.

Therefore, all Head of Institutions are hereby directed to update their fiscal data by entering the daily receipt and expenditure of their respective institution (both bank and cash registers) in this new website and submit the same after proper verification of the closing balance of all bank account(s) and cash book(s). Reporting of such account details will be strictly monitored by the HQrs. Any lapse in updation or discrepancies if any found in reporting will be viewed seriously.

An online training program on the new "CASH BOOK Software" will be arranged and Institution user ID and other credentials will be provided by the IT Division of IHRD HQ. For any clarification / doubt please feel free to contact IHRD IT Division via email itdihrd@gmail.com.


M₂ DIRECTOR, IHRD.

Copy to

1. *All the Heads of institution*
2. *Finance Officer*
3. *Administrative Officer*
4. *IT Division for take necessary action*
5. *Senior Superintendent Fin A & B Sections*
6. *Fin B1/A2 Section*
7. *Stock File*
8. *Office copy*