



Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud P O, Thiruvananthapuram-14

CIRCULAR

No. EA4/6204/2012/HRD

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Sub: IHRD - Automation of Accounts - Implementation of Tally.ERP9 Software – Finalising Account Heads – report - reg.

The scheduled training programme on Tally.ERP9 software for staff of associated institutions of IHRD held at three venues has been completed successfully. As per the advice of the Chartered Accountants, the heads of accounts for associated institutions should be standardized before using Tally.ERP9. The list of account heads available in the Head Quarters was forwarded to the chartered accountants for grouping and finalizing account heads. The list of account heads prepared by the chartered accountant is attached for information.

All head of Institutions are requested to verify the list of account heads attached and inform any account head used in their institution which is not included in the list. The report in the prescribed format may be forwarded to mail id : ihrd.tally@gmail.com before 12-07-2012. Please refer the remarks given at the end of the list before preparing the report.

The Tally.ERP9 License for associated institutions is ready for allotment and will be distributed along with the accounting template for institutions created with the assistance of tally expert, after finalizing account heads. The participants of the Tally.ERP9 training programme, shall continue the practice on software in the “*educational mode*” of Tally, till the license is distributed along with the accounting template.

- Copy to: 1) All head of Institutions concerned.
2) Finance Officer
3) Administrative Officer
4) CA to Director
5) SF
6) OC

Sd/-
Director

Approved for Issue

Head Clerk

Remarks on the preparation of report on Account heads not included.

The following points may be noted while preparing the report of missing account heads.

1. All Institutions will have uniform account heads(Ledger entries) in Tally. All account heads used in associated Institutions need to be included in the head quarters account for data uploading/synchronizing. So new account heads can be created by any associated institution only with the formal approval from the Finance Officer.
2. Chartered accountants has discouraged the use of “Miscellaneous” head and recommended to use the each item as a separate ledger entry.
3. Even though the only one bank account is given in the list, associate institutions can create additional bank account entry, if more than one account is already in use.
4. Some of the account heads are now merged to a single ledger entry.
Eg; Refund of all type of fees paid by the students is now accommodated in the single head of “Refund of fees”.
5. It is proposed to group all types of Projects to a single group. So each project is a separate ledger entry under the group ‘Projects’. All receipts & expenditure on this single project should be debited & credited to this single ledger head only. So balance on each projects can be identified easily.
6. Some Institutions has shown Income from Rent received for land allotted for different purpose as different heads. It is proposed to club all types of rent received from lending of Land for different purpose(BSNL/Mess/Canteen etc.) as a single head “Rent for Land”.
7. The account heads which are previously in use and now is defunct, need not be recommended for inclusion in the list, if it is unlikely to use those heads again.
8. Before recommending a ‘missing ledger head’ , please verify the list attached and confirm that no existing head can be used for the recommended purpose.

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List of Account Heads for template creation

Sl.#	ledger Name	Acc. Group	Remark
1	Bank Account(FD)	Bank account	Fixed deposits
2	Bank Account(SB) No.	Bank account	SB Bank Account
3	Bridge loan	Branch/Division	Loan from Associated Instn.
4	Grant-in-Aid(Plan)	Branch/Division	Grant-in-Aid from HQ
5	Endowment Fund contribution	Current Liabilites	Contrib. to Endowment Fund
6	Advance from HQ	Current Liabilities	Advance from HQ(refundable)
7	Bank Loan recovery	Current Liabilities	recovery from emp.salary
8	CPF Subscription	Current Liabilities	CPF Sub collected from Salary
9	Closure CPF/Gratuity	Current Liabilities	Closure CPF/Gratuity
10	Co-op.Recovery	Current Liabilities	Recovery as per Co-op Act
11	Contibution to Relief Fund	Current Liabilities	Contribution to Relief Fund
12	Education loan	Current Liabilities	Edu.Loan received from Agency
13	Educational Concession	Current Liabilities	Educational Concess.(NonSC/ST)
14	GPA Insurance Premium	Current Liabilities	premium collected from staff
15	Gratuity premium	Current Liabilities	Gratuity paid for employees
16	IHRD Co-op Society Recovery	Current Liabilities	recovery to IHRD society
17	Insurance Premium(Non-LIC)	Current Liabilities	Insurance Premium(Non-LIC)
18	LIC premium	Current Liabilities	recovery to LIC premium
19	Mess Charge Collection	Current Liabilities	Mess Chr. Coll. from Students
20	NRI Deposit	Current Liabilities	NRI Interest Free Deposit
21	Notice Pay	Current Liabilities	Notice pay collectd from staff
22	Professional Tax	Current Liabilities	tax collected
23	Refund of CPF Advance	Current Liabilities	recovery of advance paid
24	Rent of Building	Current Liabilities	Rent of Building paid
25	Revaluation/Scrutiny fee	Current Liabilities	fee collectd from Students
26	SC/ST Scholarship	Current Liabilities	Stipend/other from SC/ST Dept
27	Sale of Application Forms	Current Liabilities	sales proceeds from app. forms
28	Sale of Stamps	Current Liabilities	Sale of Navy/Childrn.day stamp
29	Sales Tax Collected	Current Liabilities	tax collected
30	Senete fee	Current Liabilities	fee collected from students
31	Service tax	Current Liabilities	Service Tax collected
32	Students Scholarship	Current Liabilities	scholarship reced. from agency
33	TDS-contract	Current Liabilities	TDS collected from contractors
34	TDS-salary	Current Liabilities	TDS collected from salary
35	University Affiliation fee	Current Liabilities	Affiliation fee paid
36	University Exam Fee	Current Liabilities	exam fee collected
37	University Union fee	Current Liabilities	UU fee collected
38	Unty. Exam Remuneration	Current Liabilities	Remuneration recevd. from Uty.
39	Caution Deposit	Deposits(Liabilities)	CD collected/refunded

40	Mess Deposit	Deposits(Liabilities)	Deposity collected/refunded
41	Security Deposit	Deposits(Liabilities)	Deposit collected/refunded
42	Books & Periodicals	Fixed Assets	purchase to Library
43	Building & Construction	Fixed Assets	cost of construction
44	Computer Hardware/Accessories	Fixed Assets	cost of Computer hardware/
45	Furniture & Fixtures	Fixed Assets	cost of furniture/fixtures
46	Lab Equipment	Fixed Assets	Cost of Lab equipmnet
47	Land	Fixed Assets	Expenses on Land
48	Machinery & Equipment	Fixed Assets	Machinery & Equipment
49	Motor Vehicles	Fixed Assets	Cost of Motor vehicle
50	Software License	Fixed Assets	Cost of Software Licence
51	Administration Fee to HQ	Indirect Expenses	Admin. fee paid to HQ
52	Advertisement charges	Indirect Expenses	Advertisement charges paid
53	Arts and Sports	Indirect Expenses	Expenses on Arts & Sports
54	Audit Fee	Indirect Expenses	Audit fee paid
55	Bank Charges	Indirect Expenses	Bank charges paid
56	CPF Contribution	Indirect Expenses	Contribution to CPF
57	Consumables	Indirect Expenses	Cost of Consumables
58	Consutancy Charges paid	Indirect Expenses	Consutancy Charges paid
59	Course Affiliation fee	Indirect Expenses	Course Affiln. fee paid to Uty
60	Deposit-PWD construction	Indirect Expenses	Deposit-PWD Construction
61	E-Journal Subscription	Indirect Expenses	E-Journal Subscription
62	Electricity Charges	Indirect Expenses	Electricity charges
63	Ex-Gracia Allowance	Indirect Expenses	Ex-Gracia Allowance paid(Emp)
64	Honorarium	Indirect Expenses	Honorarium paid
65	Hospitality	Indirect Expenses	Hospitality charges
66	Internet Charges paid	Indirect Expenses	Internet charges paid
67	Lab Consumables	Indirect Expenses	Cost of Lab consumables
68	Legal Expenses	Indirect Expenses	Legal Charges paid
69	Maintenance of Buiding	Indirect Expenses	Maintenance of Building
70	Maintenance of Furniture	Indirect Expenses	Maintenanace of Furniture
71	Maintenance of Vehicle	Indirect Expenses	Maintenance of Vehicle
72	Medical Advance	Indirect Expenses	Medical Advance paid to Emp.
73	Medical Reimbersement	Indirect Expenses	Medical reimbersement
74	Newspaper & Periodicals	Indirect Expenses	Cost of Newspaper/periodicals
75	Office Expenses-Consumables	Indirect Expenses	Expenses on Office consumables
76	Photocopying charges	Indirect Expenses	photocopying expenses
77	Placement Cell	Indirect Expenses	Placement Cell expenses
78	Postage charges	Indirect Expenses	Postage/courier charges paid
79	Printing and Stationery	Indirect Expenses	Printing & stationery charges
80	Railway Concession form	Indirect Expenses	Cost of Rly.Concession form
81	Recognition fee	Indirect Expenses	Recoginition fee paid to Uty

82	Refund of Fee	Indirect Expenses	Refund of all type of fees
83	Remuneration	Indirect Expenses	Remuneration paid
84	Salary	Indirect Expenses	Salary paid
85	Student Amenities	Indirect Expenses	Student Amenities
86	Student Stationery	Indirect Expenses	Student Stationery
87	Students study Materials	Indirect Expenses	Expenses on Study material
88	Telephone Charges	Indirect Expenses	Telephone charges
89	Travelling Expenses	Indirect Expenses	TE paid.
90	Valuation Camp Expenses	Indirect Expenses	Valuation Camp Expenses
91	Wages	Indirect Expenses	Wages paid
92	Water Charges	Indirect Expenses	Water charges
93	ATM Rent received	Indirect Income	Rent received
94	Auction sale of usufracts	Indirect Income	Auction sale of usufracts
95	Administration Fee Received	Indirect Income	ho
96	Admission Fee	Indirect Income	Admission fee
97	Auction Sale	Indirect Income	Income from Auction sale
98	Bank Interest-SB	Indirect Income	SB bank interest received
99	Bus Coupons	Indirect Income	Collection from coupon sales
100	CAP Helpdesk	Indirect Income	transaction on CAP Helpdesk
101	Certificate Verification Fee	Indirect Income	Certificate Verification Fee
102	College Union fee	Indirect Income	College union fee collected
103	Condonation fee	Indirect Income	Condonation fee collected
104	Cost of Tender Form	Indirect Income	Sale of tender forms
105	Course Fee(IHRD)	Indirect Income	Fee received for IHRD courses
106	Documentation Fee	Indirect Income	Documentation fee
107	Duplicate Certificate Fee	Indirect Income	Duplicate Certificate Fee
108	Fine collected	Indirect Income	All types of fine collected
109	Hostel fee from SC/ST Dept	Indirect Income	Hostel fee from SC/ST Dept
110	ID card fee	Indirect Income	Cost of ID card
111	IHRD Exam Fee	Indirect Income	IHRD Exam fee collected
112	Internet fee	Indirect Income	Internet fee collected
113	Lab Fee	Indirect Income	Lab Fee
114	Library Fee	Indirect Income	Library fee collected
115	Liquidation & Damages	Indirect Income	Liquidation & Damages
116	Medical Inspection Fee	Indirect Income	Medical Inspection Fee
117	NRI Registration Fee	Indirect Income	NRI Registration Fee
118	Phone charge collected	Indirect Income	Excess Phone charge collected
119	Photocopy charge collected	Indirect Income	Amount collected for copying
120	Project Fee	Indirect Income	Project fee collected
121	RIA Document fee	Indirect Income	RIA Document fee
122	Re-imbursement of Salary(WA)	Indirect Income	Re-imbursement 90% Salary(WA)
123	Red Ribbon Club	Indirect Income	Transactions on RR club

124	Refund of Excess Pay/Allowance	Indirect Income	Refund of Excess Pay/Allowance
125	Registration Fee	Indirect Income	Registration fee
126	Rent for Conducting Exam.	Indirect Income	Rent for Conducting Exam.
127	Rent for Land	Indirect Income	Rent for Land
128	Rent from Canteen/Hostel	Indirect Income	Rent from Canteen/Hostel
129	SC/ST Fee(e-grantz)	Indirect Income	SC/ST Fee from e-grantz
130	Sale of old paper	Indirect Income	Sale of old news/other papers
131	Special Fee	Indirect Income	Special fee collected
132	Special Sanction Fee(IHRD)	Indirect Income	Special Sanction Fee(IHRD)
133	Special Training Programme	Indirect Income	Spl.Training Prog. for Instns.
134	Sports Fee	Indirect Income	Sports Fee
135	Stationary fee for IHRD Exam.	Indirect Income	Stationary fee for IHRD Exam.
136	Student Aid Fund Fee	Indirect Income	Student Aid Fund Collected
137	Student Amenities Fee	Indirect Income	SA fee collected
138	Student Insurance Fee	Indirect Income	Student Insurance Fee
139	Tuition fee	Indirect Income	Tuition fee collected
140	Bank Interest-FD	Indirect income	Bank Interest-FD received
141	Festival Advance paid	Loans & Advances	Festival Advance paid to staff
142	Fuel Advance	Loans & Advances	Fuel advance paid
143	Fund transfer to NSS A/c	Loans & Advances	Fund Transfer to NSS A/c

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Report on missing Ledger entry

Ref: EA4/6204/2012/HRD

Institution :

Ledger Entry	Nature of transaction (Receipt/Payment/Contra etc.)	Description of account (Give detailed description on purpose of account)

* mail to : ihrd.tally@gmail.com

Accountant

Head of Institution