Institute of Human Resources Development

Prajo'e Towers, Vazhuthacaud, Thiruvananathapuram-695 014.
Phone: 0471-232 2985 / 2323597 email : director@ihrd.ac.in

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From
   The Director

To
   All the Head of Institutions

Sir,

   Sub: Automation of Accounts using Tally.ERP9 Solution – Implementation - Reg.

   IHRD has decided to Implement Tally.ERP9 solution for the automation of accounts in 84 IHRD Institutions.   In this regard, a training programme on Tally.ERP9 for Cashiers/Accountant was conducted during May/June 2012 successfully.   Now the ledger heads used in all IHRD institutions are standardized with the assistance of account experts.   A common accounting template with 232 Ledger heads is created and is already distributed to all the 84 Institutions to use with Tally.ERP9.

   The Member's area of IHRD website now has a new link to 'Accounts' section, which has all the required software/guides for your use to implement the Tally solution in your Institution.

   All Head of Institutions are requested to ensure that,

   i) The infrastructure for using Tally.ERP9 in your Institution is setup at the earliest.

   ii) The entries from 01-04-2012 to 30-06-2012 is entered in Tally.ERP9 before 30-11-2012 and its backup is forwarded to ihrd.acc@gmail.com on 01-12-2012.   Similarly account details from 01-07-2012 to 31-12-2012 should be entered in Tally.ERP9 and backup is forwarded to head quarters on 01-01-2013.   From January 1, 2013, both accounts entry in Tally.ERP9 and books of accounts should be up to date.

   iii) The backup of data of Tally.ERP9 is taken regularly in your Institution as recommended.

                                                            Yours faithfully

                                                            Director