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**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

**PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14**

**No. Fin A2/5186/15/HRD Dated: 13.04.2015**

**Circular**

**Sub:- IHRD – Income & Expenditure statement from 01.04.2014 to 31.03.2015 – reg:-**

**Ref:- As Instructed by the Secretary, Higher Education Department, Government of Kerala**

As per the reference cited, the Secretary, Higher Education Department

has instructed to submit a detailed Income & Expenditure statement for the period from **01.04.2014 to 31.03.2015 on or before 17th April 2015.** In this circumstances, all the head of institutions under IHRD are instructed to submit the income & Expenditure statement for the above period in the format attached below **on or before 16th April 2015** without fail. Any lapse in this regard will be viewed very seriously. Kindly acknowledge the receipt of the same.

 **Sd/-**

**DIRECTOR**

**Copy to:-**

1. **All head of institutions**
2. **Administrative Officer**
3. **Finance Officer**
4. **Stock File**
5. **Office Copy**

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

**Income Statement (Actual revenue only) from 01.04.2014 to 31.03.2015**

**NAME OF THE INSTITUTION :**

|  |  |
| --- | --- |
| Head of Account | **Income****(Actual Revenue)** |
|  | **(1)** | **(2)** |
|  | **Income** |  |
| 1 | Course Fee  |  |
| 2 | IHRD Course Fee |  |
|  | Special Fee |  |
|  | Tuition Fee |  |
|  | Income -usufructs |  |
|  | Fine |  |
| 3 | Bank Interest  |  |
| 4 | Consultancy Fee |  |

**Head of Institution**

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

**EXPENDITURE FROM APRIL 2014 to MARCH 2015**

**(EXCLUDING PLAN FUND AND OTHER PROJECTS)**

**NAME OF THE INSTITUTION :**

|  |  |
| --- | --- |
| **Head Of account** | **Expenditure** |
| **(1)** | **(2)** |
| 1 | Salary |  |
| 2 | CPF Contribution |  |
| 3 | Gratuity Premium |  |
| 4 | Medical Reimbursement |  |
| 5 | Wages |  |
| 6 | Remuneration |  |
| 7 | Building rent |  |
| 8 |  Electricity Charges |  |
| 9. |  Fuel Charges |  |
| 10 |  News Paper/Periodicals |  |
| 11 |  Postage Charges |  |
| 12 | Telephone charges |  |
| 13 | Water charges |  |
| 14 | Miscellaneous Expenses |  |
|  | i)Advertisement Charges |  |
|  | ii)Campus cleaning charge |  |
|  | iii)Executive Committee expenses |  |
|  | iv)Legal Expenses |  |
|  | v)TDS Service Charges |  |
|  | vi)Training Expenses |  |
|  |  |  |
| 15 | Office Expenses |  |
|  | i)Photocopying charges |  |
|  | ii)Printing & stationery |  |
|  | iii)Hospitality |  |
|  | iv)Office consumables |  |
|  | v)Training expenses |  |
| 16 | Travel Allowances |  |
| 17 | Maintenance of Building |  |
| 18 | Maintenance of Vehicle |  |
| 19 | Maintenance of Furniture |  |
| 20 | Maintenance of Machinery & Equipments  |  |
| 21 | Laboratory consumables |  |
| 22 | Student Expenses |  |
|  | i)Student amenities |  |
|  | ii)Students study material |  |
|  | iii)Arts& Sports |  |
| 23 | Internet Charges |  |
| 24 | Administration fee |  |
| 25 | Establishment Expenses (Affiliation and Inspection Fee to University) |  |
| 26 | Computer Hardware & Accessories |  |
| 27 | Machinery & Equipment |  |
| 28 | Books & journals |  |

**Head of Institution**

**Note: Do not include Caution Deposit, Security Deposit, Earnest Money Deposit, NRI refundable**

 **Deposit.**