

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14

No: Fin B2/4140/2017/IHRD(2)

Dated: 31.01.2018

CIRCULAR*Sub:- IHRD-Request for fund for meeting recurring expenses- instructions reg.*

All Heads of institutions are instructed to forward the details of "Non Salary and recurring expenses" incurred for the period from April 2017 to December 2017 in the prescribed Proforma **on or before 01st February 2018** through e-mail (foihrd @ gmail.com) .

NAME OF THE INSTITUTION :-**A .NON SALARY DETAILS**

SL No.	Month	Wages and Remuneration	Rent	Electricity charges	Water charges	Telephone charges	Any other expense
1.	April 2017						
2.	May 2017						
3	June 2017						
:							
:							
	December 2017						
	Total						

This may be treated as very urgent. Delay in sending the above details may result in non-release of fund from Government and the concerned head of institution will be responsible for it.

Sd/-

Dr.P.Suresh Kumar
DIRECTOR

To

- 1) The Head of associate institutions under IHRD
- 2) Stock File (3) Office Copy

Approved for issue


Senior Superintendent