

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

No.Fin B2/4140/2017/HRD

12.01.2018

CIRCULAR

IHRD is now facing acute financial crisis and is struggling hard to arrange funds even for the payment of salary and wages to its employees. In these circumstances timely payment of salary and wages from January 2018 onwards seems to be difficult. In this context all Heads of Institutions under IHRD are directed to restrict expenditure to the bare minimum allowing only most urgent and unavoidable expenses. Further all Heads of Institutions are hereby directed to furnish month-wise details of anticipated expenditure and revenue realizable for the coming months-from Jan 2018 to Mar 2018 and April 2018 to May 2018 in the format enclosed specifying the purpose of expenditure and source of revenue and details of funds available with them. Urgent action may also be taken to collect all amounts due to IHRD especially that from SC/ST Department.

*Sd/-*

*Director*

*To*

*All Heads of Institutions*

*Stock File*

*Office Copy*

*Approved for issue*

*R. K. N. N. N.*

*Finance Officer*

Format

Name of Institution :-

Month	Expenditure (Rs)				Revenue on account of Fees (Rs)		Available fund in the institution (Rs)	Requirement of the institution (Rs)
	Salary	Wages	Others	Total	Anticipated	From SC/ST Dept		
Jan 18								
Feb 18								
Mar 18								
Apr 18								
May 18								

Head of Institution

Note: All Heads of Institutions must furnish the above details on or before  
22.01.2018