



Institute of Human Resources Development

Prajoe Towers, Vazhuthacaud, Thiruvananthapuram-14

No. FinC2/9046/2017/HRD

Dt: 07/08/2019

Circular

**Sub: IHRD – Creation of new Tally Ledger Head for IHRD Institutions –
Guidelines issued – reg.**

Ref: Circular no. FinC2/8538/2018/HRD dt 05.06.2018

In addition to existing ledgers in the Tally Template 2018, the following new Ledger head is approved to be added to the existing Tally template consequent to the introduction of Kerala Flood Cess w.e.f 01/08/2019. This new ledger may be created by the Principal, using Principal's login account and by using:
Accounts Info → Ledgers → Single Ledger → Create option.

Sl.	Ledger Name	Sub Group	Ledger Description
1	Additional Taxes	Duties & Taxes	For any other tax/ cess collected and paid to the Government
2	Additional Taxes Paid	Misc. Expenses	Any other taxes/cess paid through bill

**Sd/-
Director**

To

1. All Heads of Institutions
2. The Deputy Director
3. Stock file

**Forwarded/By Order
Sd/-
Financial Consultant**