



# Institute of Human Resources Development

Prajoe Towers, Vazhuthacaud, Thiruvananthapuram-14

No. FinC2/9046/2017/HRD

Dt: 31/12/2019

## **CIRCULAR**

**Sub: IHRD –Tally Accounts- Creation of new Expenditure Ledger Head– Guidelines issued – reg.**

IHRD Institutions have been conducting various training programmes, workshops, seminars etc to employees and it is noticed that there is no uniformity in accounting the receipts and payments in this regard. In order to streamline the accounting procedures, the following instructions are issued-

- i. Fee collected for conducting training programmes, workshops, seminars etc to employees shall be posted under the ledger head "Special Training Fee". The employees may be from IHRD Institutions or from other organisations.
- ii. All expenditure connected with the programme, including payments to Trainers, food and accommodation, stationery etc shall be posted under a new ledger head "Training Programme Expenses". The new ledger head may be created by the Head of Institution as below:-

*Accounts Info → Ledgers → Single Ledger → Create option.*

Sl.	Ledger Name	Sub Group	Ledger Description
1	Training Programme Expenses	Misc. Expenses	Expenses incurred while conducting training programmes, workshops, seminars etc to employees

**Sd/-  
Director**

To

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

**Forwarded/By Order  
Sd/-  
Junior Superintendent**