



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
TC 86/1949(2) NH Bypass Junction, Chackai, Pettah P.O
Thiruvananthapuram – 24, Kerala

No. Fin B3/8061/2021/HRD

Dated:11.08.2022

Circular

It is observed that certain institutions are not remitting PF-contribution within the Stipulated time, due to financial constraints, resulting in lagging of remittance of employees contribution to the concerned CPF A/C. It has therefore been decided to take up the issue by ascertaining the actual amount of pendency till last month. The head of institutions are therefore directed to submit the details of pendency with regard to the remittance of CPF contribution in the format attached on or before 31st of this month by post. Further the schedule/ statement of those pending months may also be attached along with the format to ascertain the pendency of each employee.

It may also be noted that, it is the duty of the head of institutions, to remit subscription and loan recovery deducted from the salary of an employee as and when the salary of a month is released. Hence, there is any pendency with regard to subscription, it may be remitted from the institutional revenue without further delay.

Sd/-
DIRECTOR

Approved for issue

Senior Superintendent

Encl: as above

To,

1. All the Head of Institutions (*Should forward the statement of Contribution/ Subscription, before 10th of every month even though the amount is remitted or not*)
2. CA to Director under IHRD
3. Fin A Section
4. Office Copy
5. Stock File

STATEMENT OF CPF CONTRIBUTION FOR THE YEAR 2021 - 22

Name of centre

Month	Basic Pay +AGP	DA	Total	Contribution @12%	if remitted mark it as yes	if yes date of remittance	if not remitted reason for the same
Mar-21							
Apr-21							
May-21							
Jun-21							
Jul-21							
Aug-21							
Sep-21							
Oct-21							
Nov-21							
Dec-21							
Jan-22							
Feb-22							
Total							

N.B: Attach the Schedule/Statement of Contribution for the Non remittance Period/Month along with this statement. If pendency exist in previous years, such statement should also be attached (yearwise) in the same format as above.