

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14**

No. Fin B4/16944/2016/HRD

Dated: 08/11/2016

**CIRCULAR**

***Sub: - IHRD Institution Information System– Collecting Online financial data of institutions under IHRD.***

In order to make accounts in a uniform way, Tally software was already installed in all institutions and was directed to submit monthly reports before 10<sup>th</sup> of every month. But it is observed that most of the institutions are not preparing and submitting the reports in time without considering its seriousness. Moreover it is noticed that a lot of mistakes were occurring while making entries in Tally, especially in posting of heads. An error free accounting system is required to increase the efficiency and accuracy of financial management and for the proper financial planning. Maintenance of reconciled accounts is an important duty of an institution and any failure in this regard will be observed as a major lapse on the part of the head of institution. More over the head of institutions are liable to produce accounts of institutions, related to a particular year/month as and when demanded and any delay in submitting the same will be treated as a major issue.

In order to improve the existing accounting system, it has been decided to collect daily and monthly financial status of all institutions on-line w.e.f April 2016. A web based software solution has been developed for this purpose. The software is available at <http://ihrd.kerala.gov.in/iis>

All institution heads are hereby directed to report the financial details of their respective institution online by furnishing the same in the aforesaid software platform as per the schedule given below without fail in addition to the accounts maintained and furnished at present through Tally System:

1. Reporting of daily balance account : On the day itself before closing of the office.(can be allowed one day grace period in unavoidable circumstance)

2. Reporting of monthly accounts : **On or before 10<sup>th</sup>** of every succeeding month.  
(Details for the months of April 2016 to October 2016 should be furnished on or before 31<sup>st</sup> of December 2016).
3. Reporting of anticipated monthly accounts for the succeeding three months : **On or before 15<sup>th</sup>** of every month

Reporting of account details will be strictly monitored and disciplinary actions will be taken against the defaulters.

The login details of the web application have already been intimated through the approved Gmail address of each institution.

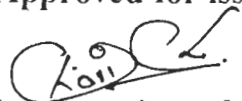
For more details about the uploading procedure and for the clarification of any doubt, IHRD IT division may be contacted via email "[iiis.ihrd@gmail.com](mailto:iiis.ihrd@gmail.com)" or over phone (No. 9061646434). Suggestions, if any, may also be intimated to the above e-mail address.

*Sd/-*  
**DIRECTOR**

**Copy to**

1. *All the heads of institution. (They are also directed to maintain daily collection and daily expenditure registers for proper accounting)*
2. *Deputy Director, IT Division*
3. *Administrative Officer*
4. *Finance Officer*
5. *All section heads*
6. *Fin B1 Section*
7. *Stock File . CA to Director*
8. *Office copy*

Approved for issue

  
By **Junior Superintendent**