

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACAUD
THIRUVANANTHAPURAM

No. FinB4/7492/2015/IHRD

Dated: 05.01.2016

CIRCULAR

Sub: Revenue and Expenditure Statement 2014 to 2015 & 2015 – 2016

Ref: This office letter even number dated 20/10/2015

Income and Expenditure Statement fulfills the financial picture of an Organization. It is usually prepared directly from the monthly "closing of the books" and can provide an accurate picture of the revenue and expenditure of the concerned institution for a specified period of time; usually a month. The Income and Expenditure Statement is used by the Finance Section of IHRD headquarters to evaluate revenue and expenditure performance and need for funding. One of the goals of the income and expenditure statement is to create a tool that is helpful for financial management. As Per this office letter of even number dated 20/10/2015 certain institutions have not furnished their day to day transaction details in the prescribed format. ^{fill date.} Those who have not furnished the same in the prescribed format for the financial year 2014 to 2015 & 2015-2016 are strictly instructed to send the above details in black and white in the proforma and also in soft copy within 15 days from 11/01/2016. They are also instructed to furnish their current day to day transaction details in the prescribed format at the end of every month. Treat this as very urgent. Violations if any on the above instruction shall be ^{viewed} ~~issued~~ seriously.

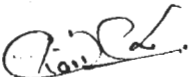
Sd/-

DIRECTOR

Copy to:

1. The Head of the Institutions under IHRD
2. SF ~~OC~~
- E-mail for publishing in the IHRD site

Approved for issue



Junior Superintendent