

# Institute of Human Resources Development

(Established by Government of Kerala)

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## NOTICE

Sub: IHRD Educational verification for IHRD courses done in IHRD head quarters,  
Thiruvananthapuram – reg.

It is informed that the educational verification in IHRD head quarters is done only after the payment of Required fees (soft copy – Rs.500 + 18% GST/Hard copy – Rs.550+18%GST) for the courses conducted by IHRD viz PGDCA/DDTOA/ DCA/PGDAE/CCLISc etc. It is noticed that a lot of requests with and without fees for verification for UG/PG courses are receiving at this end. Since as per the rules the GST should be remitted before the 20<sup>th</sup> of the every succeeding month and for all the payment including those of wrongly paid GST is to be remitted. Also difficulty is arising in the case of refund of the fees for want of details such as account number, Branch name IFSC code etc.

Hence it is informed that all the parties who has applied for verification of UG/PG courses with fees are directed to forward a formal letter mentioning the remittance details, Bank name, Branch, IFSC etc for refund of wrongly fees paid. Also it is informed that the balance fees will only be refunded after the payment of GST and bank service charges.

DIRECTOR

To

Publish in the IHRD Website  
S.F/OC

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