

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
PRAJEO TOWERS, VAZHUTHACAUD  
THIRUVANANTHAPURAM-14

No. Fin B2/4140/2017/HRD

07.03.2018

CIRCULAR

*Read: This office Proceedings of even number dated 01.02.2018 and 01.03.2018*

Government had sanctioned non plan salary fund to IHRD for the months from December 2017 to March 2018 in three installments which has to be disbursed during this financial year itself. Hence all heads of institutions of IHRD are requested to furnish the details of fund required for payment of salary, wages and remuneration for the full month of March 2018 in the format attached on or before 15/03/2018. Utmost care should be taken while filling the format as the salary/wages for the month of March 2018 will be disbursed through Government treasuries. The amount requested should be the actual amount required for disbursement during March 2018 itself. Salary and wages bill for the month of March 2018 should be prepared as on 15/03/2018 and attached in support of the claim. For those institutions which do not forward salary bills, fund will not be disbursed from this end and the HOI will be held liable for any consequence in this regard. While preparing salary/wages bill, leave up to 15<sup>th</sup> March need only be considered, the amount requested should be the actual amount required for disbursement during March 2018 itself.

*Sd/-  
Director*

*Encl. Format*

To

All Heads of Institutions  
Stock File  
Office Copy

*Approved for Issue*



*Senior Superintendent*

## Details of Receipt and Expenditure of "Non Plan Salary" for January and February 2018

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)		
Name of Institution:																
Non Plan Fund (salary) received through TSB A/C																
January	February	Total	Amount Utilised from Non Plan (salary) fund (Jan18+Feb18)				Balance in the TSB A/C except plan fund (8)			Balance Available		Amount required for the disbursement of Salary (Gross) for March-18.	Amount required for the disbursement of wages/ remuneration For March 2018.	Amount required for disbursement for surrender salary/DA/salary arrears etc., for March 2018.	TOTAL (11+12+13) Rs.	Total amount required for salary components. (14-10)
			Salary (4)	Wages & Remuneration (5)	Amount disbursed for surrender salary, DA/salary arrears etc., (6)	Total (4+5+6)				Non plan salary fund remaining in the Institutional A/C (9)	8+9 The Total should match with (3-7)					
		(1+2)														

**Note: Fund for the payment of salary for March 2018 will be transferred to the TSB accounts based on the above data from the non plan salary released by Government. The correctness of the data should be ensured by the heads of institutions. Attach salary bill in support of the claim. For those with out salary bill the amount will not be disbursed from this end and the Head of institutions is responsible for the consequence.**

Date:

Head of Institution