

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
Tc 86/1949 (2) NH BYPASS JUNCTION, CHACKAI, TRIVANDRUM - 24

No. FinB3/16706/18/HRD

Date: 06.01.2021

CIRCULAR

Sub: Streamlining the activities of CPF Trust.

Ref: This office Circular of even number dated 29.12.2020

In continuation of the Circular number referred above, the following points shall also be considered while remitting PF Subscription/ Contribution.

1. All remittances of PF Contribution/Subscription from 1st January 2021 onwards shall be transferred to the Bank account referred in the Circular above, irrespective of the period for which the subscription/contribution pertains to.
2. PF Subscriptions should be remitted in favour of the Chairman & Managing Trustee IHRD CPF Trust (SBI – A/c No. 57022786132 maintained at SBI, Chackai)
3. PF Contributions should be remitted in favour of the Director IHRD, Thiruvananthapuram. (A/c No. 2769101014643 maintained at Canara Bank)
4. It is observed that certain Banks are deducting Bank Charges for CPF transactions (to Banks other than SBI). IHRD being a Govt. Institution and having more than 100 numbers of Accounts in SBI, the matter should be taken up with the Bank authorities to exempt all transaction charges in respect of IHRD.
5. While remitting CPF Subscription/Contribution directly in to the accounts as mentioned above, it is found difficult to trace out the remitter institution from the narration provided by the Bank in their statement. So all the Heads of Institution should take special attention to provide institutional name and Account number in the statement by the transferee Bank. (eg. in the case of Engineering College narration should be CE..... (Place of institution) and A/c No....., For Polytechnics – MPT (Place) and A/c No..... Technical School – THSS..... (Place) and A/c No....., Applied Science Colleges – CAS..... (Place) and A/c No.)
6. The institutions should take utmost care to forward statements of subscription and contributions separately and timely as soon as the remittance is made and as specified in the earlier Circular.

**Sd/-
DIRECTOR**

Copy to

1. All Head of Institutions
2. S.F
3. O.C

Approved for Issue

Finance Officer