



INSTITUTE OF HUMAN RESOURCE DEVELOPMENT

TC 86/1949(2), NH Bypass Junction, Pettah.P.O., Chackai,
THIRUVANANTHAPURAM – 24

CIRCULAR

No.IHRD/1512/2023-FIN A1

23-12-2023

Sub:	HRD - CPF Subscription & Contribution - Details of amount transferred and pending amount for the Financial Years 2021-2022, 2022-2023 and for the current year up to October, 2023 -To be furnished in the prescribed excel format - Instructions -
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In order to assess the pending CPF Subscription and Contribution for the Financial Years 2021-2022, 2022-2023 and for the current year up to October, 2023, all the Head of Institutions are hereby instructed to furnish the details in the prescribed excel format (Which will be e-mailed to all institutions under IHRD) **on or before 15/01/2024** without fail.

All the HOIs are therefore directed to temporarily stop remittance of CPF Subscription and Contribution to the respective accounts with immediate effect and till the completion of assessment of pending arrears.

Please note that the details should be furnished in editable prescribed excel format to **foihrd@gmail.com only**. Hard copy of the communication need not be furnished.

Please treat this as **MOST URGENT**.

DIRECTOR, IHRD

To,

- 1. All Heads of Institutions under IHRD**
- 2. Finance Officer**
- 3. IT Section for uploading in the IHRD site**
- 4. SF/OC**