



INSTITUTE OF HUMAN RESOURCE DEVELOPMENT

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

PROCEEDINGS

IHRD – CPF Credit Card Statement – 2021-2022 and pendency for the period from April 2021 to October 2023 – rectification of discrepancies – Verification Team – Constituted - Orders issued.

No: Fin A₁/71/2021/IHRD

Dated: 20..01..2024

*Read : 1) This Office Circular No. IHRD/897/2023-FIN B3 dated, 30..06..2023.
2) This Office Circular No. IHRD/1512/2023-FIN A1 dated, 23..12..2023.*

ORDER

As per the circular read as (1) above, the Contributory Provident Fund Credit Statements (Provisional) in respect of the IHRD Employees for the Financial Year 2021-2022 has been up loaded in the web portal of IHRD for its verification of employees and to report discrepancies if any found to IHRD Head Quarters on or before 10..07..2023.

Also, as per the circular read as (2) above, the Heads of Institution are also instructed to furnish the details of pending CPF Subscription and Contribution for the Financial Years 2021-2022, 2022-2023 to assess the financial commitment of IHRD.

In the above circumstances, for the rectification of discrepancies reported by the IHRD employees and to assess the pendency of CPF Subscription and Contribution a verification team has been constituted with the following Members:-

1	Smt.Sunitha K Cheriyan, Administrative Assistant CF, Kottarakkara	:	Convenor
2	Smt.Danly Mary Johnson, Sr. Superintendent, CE, Karunagappally	:	Member
3	Smt.Jyothimony, Sr. Office Assistant, THSS, Mallappally	:	Member
4	Sri.Robin Thomas, Sr. Office Assistant, CAS, Mallappally	:	Member
5	Sri.Joby Mathew, Sr. Office Assistant, CAS, Payyappady	:	Member
6	Sri.Sajesh Kumar R, Sr. Office Assistant, CAS, Kundara	:	Member

The verification team will conduct the above work from 24.01.2024 to 31.01.2024.

The verification team will prepare a verification report on the discrepancies reported by the employees and also assess and submit the details of pending CPF Subscription and Contribution for the period from April 2021 to October 2023 on or before 05/02/2024 for further necessary action.


Sd/-
Dr. V A Arun Kumar
DIRECTOR

To,
The Official Concerned

Copy to:

1. *The Head of Institution concerned*
2. *Finance Officer*
3. *Fin A3 Section with instruction to provide related documents to Verification Team*
4. *IT Section for uploading in the IHRD site*
5. *Personal Assistant to Director*
6. *Stock File 2024*
7. *Office Copy*

Approved for issue


Finance Officer