



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

TC 86/1949(2), NH Bypass Junction, Chackai, Thiruvananthapuram- 24

No: IHRD/335/2023-FIN C2

Dated: 04-09-2024

CIRCULAR

Sub: - IHRD- Tally 2024-25- accounting of PM Viswakarma Yojana Project fund (for those institutions conducting the project) instructions issued - reg.

Ref: - Request received from the Principal, CAS Attappadi & Principal, MTHSS Kaprassery.

It is understood that, certain institutions under IHRD have undertaken the Central Government Project "PM Viswakarma Yojana Project" for imparting skill training programme to the participants. As a separate project, head of institutions has to keep proper income and expenditure statement with supporting documents. More over it is mandatory to furnish the fund received and expenditure for each project in the accounts of the respective institutions. For posting the accounts of the above separately, it has been decided to keep a separate Cost center named "**PM Viswakarma**" in the present tally data as per the steps given below:

- Using HOI's login account and by using: Accounts Info --> Cost Centres -->Single Cost Centre --> (Create option) a new cost centre may be created by the HOI.
- Provide **Name** as "PM Viswakarma" under Primary

While posting the accounts using ledger heads starting with "**Cc**", a screen for selecting "cost allocation for:" will be displayed showing the available cost centres in that institutional data. You have to select the corresponding Cost centre (PM Viswakarma) while posting the receipt and expenditure.

Copy to:

1. All the heads of institution
2. Fin B1 Section
3. Academic section
4. S.F
5. O.C

DIRECTOR