Institute of Human Resources Development
Chackai, Thiruvananthapuram-24

No.IHRD/315/2024 – Fin A3   Dated, 20-07-2024

<u>CIRCULAR</u>

Sub: -   IHRD – Issuance of CPF credit card ledger statements
         (provisional) for the financial year 2023 – 24 – reg:-
Ref:-   This office circular of even No. dated 01.03.2024

        The Contributory Provident Fund credit card ledger statements (provisional) in respect of IHRD employees for the financial year 2023-24 is released and available in the IHRD Employees web portal (cpf.ihrd.ac.in) All employees are requested to login to the above portal using their username and password as per the instructions given as per the circular read above (copy attached).

        All employees are directed to view the statements and to report the discrepancies to the Head of institution concerned on or before. 22.07.2024. The Head of institution shall forward the discrepancy to the IHRD, Headquarters along with the details of actual amount remitted to the respective CPF account (Subscription/Contribution) in the prescribed format attached with specific remarks of the head of institution. The head of institution shall forward valid discrepancies to the IHRD, Headquarters through the email address <ihrd.cpf@gmail.com> **only** on or before 29.07.2024 after verifying the correctness of the complaint for further necessary action. No extension of time will be allowed under any circumstances.

                                                        DIRECTOR

Encl: As stated above

To:-

All regular employees under IHRD

Copy to:-

1. *Accounts Officer*
2. *PA to Director*
3. *All Section heads in the IHRD, Headquarters*
4. *Executive Engineer*
5. *All section heads in the IHRD Headquarters*
6. *ITD for publishing in website*
7. *SF*
8. *OC*

Institute of Human Resources Development
Chackai, Thiruvananthapuram-24

No. IHRD/315/2024 – Fin A3   Dated, 01-03-2024

CIRCULAR

Sub:-   IHRD – Issuance of CPF credit card ledger statements (provisional) for the financial year 2022–23, Credit card statement for the financial year 2021 – 22 after resolving the discrepancies pointed out by the employees and the ledger statement (provisional) for the period from April 2023 – October 2023 – reg:-

The Contributory Provident Fund Credit Ledger statements (provisional) for the financial year 2022-23 and credit card statement for the financial year 2021-22 after correcting the discrepancies pointed out by the employees and the ledger statement (provisional) for the period from April 2023 to October 2023 is released and available in the IHRD Employees web portal (cpf.ihrd.ac.in). In order to view the provisional ledger statements, the following instructions may be followed to login to the portal.

1. All employees are directed to login to the web portal (cpf.ihrd.ac.in) using their <u>GSPARK number</u> as the <u>username</u> and <u>cpfihrd</u> as the default <u>password</u>.

2. After login, the employee will be directed to change the password. A new password should be created so as to proceed further.

3. Then, login to the portal using the <u>GSPARK number</u> as the <u>username</u> and the changed password.

4. Then choose 'MY LEDGER' menu and choose the year to view your ledger.

5. To view the approved credit card, choose 'MY ANNUAL CREDIT CARD' menu and select the financial year to view a general draft credit card statement in accordance with the CPF ledger.

I/70531/2024

All employees are directed to see the statements and to report the discrepancies to the Head of institution concerned on or before **07.03.2024.** The head of institution shall forward the discrepancy to the IHRD, Headquarters along with the details of actual amount remitted to the CPF account(Subscription/Contribution) in the prescribed format attached with specific remarks of the head of institution. The head of institution shall forward valid discrepancies to the IHRD, Headquarters through the email address <cpfihrd@gmail.com> **only** on or before **13.03.2024** for further necessary action.

Signed by
Dr. V A Arun Kumar
Date: 01-03-2024 16:22:46
Dr. V A Arun Kumar
DIRECTOR

Encl:- As stated above

To:-
All regular employees under IHRD

Copy to:-

1. *Administrative Officer*
2. *Finance Officer*
3. *Accounts Officer*
4. *Executive Engineer*
5. *Personal Assistant to Director*
6. *All Section Heads in the Headquarters*
7. *ITD (for publishing in the website)*
8. *SF*
9. *OC*