



**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 GSPARK number as the username and cpfihrd as the default password.
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 GSPARK number as the username 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.

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 [< ihrd.cpf@gmail.com >](mailto:ihrd.cpf@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*