



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

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

No: Fin C2/1000/2012/HRD

Dated: 23.03.2024

CIRCULAR

Sub: - IHRD –GST remittance –Furnishing the monthly details of GST in time- reg.

Ref: - This office circular of even no. dt. 24.01.2024

As per circular read above, all the Heads of Institutions were directed to furnish the details of GST for each month in the revised format (copy attached) on or before 7th of every succeeding month through email (foihrd@gmail.com). But it is regretting to note that some institutions are not following the instruction properly, which resulted difficulty in uploading the data in the GST portal within the time limit. Since the details of receipts (details of all income, as per miscellaneous & fee receipts, received in the institution should be forwarded by filling column 2 in the format) not having GST also need to be uploaded, it is once again reminded that no Head of Institution is exempted from furnishing data and hence all the HOIs are directed to furnish the data in the revised format within the time limit specified, without fail.

It is also directed to take utmost care while furnishing the details of GST since any mistake/ omission in the data will lead to financial liability. Hence any further lapse in furnishing the GST details within the time limit will be viewed seriously and appropriate action will be initiated against the defaulting officers.


DIRECTOR

Encl: Format

Copy to:

- 1. All Head of Institutions*
- 2. Accounts Officer*
- 3. Fin B1 section, IHRD HO*
- 4. Academic Section, IHRD HO*
- 5. Office Copy*