

**Institute of Human Resources Development
Prajo Towers, Vazhuthacaud
Thiruvananthapuram-14**

Cir. No.9/2011/Fin C2/IHRD

Dated: 10.05.2011

CIRCULAR

Sub:- *IHRD – Bank statement as on 31.03.2011 & copy of the FD Certificate (if any) called for - Reg:*

Ref:- *Orders in file No. Fin C2/5803/2011/IHRD dated 02.05.2011*

The head of institutions under IHRD are requested to forward the following documents along with the monthly Receipts & Expenditure for the month of March 2011.

- 1) Bank statement as on 31.03.2011
- 2) Copy of the FD certificates (if any)
- 3) Bank reconciliation statement

*Sd/-
Prof. V. Subramony
DIRECTOR*

To

1. *The Head of all Institutions under IHRD*
2. *CA to Director*
3. *All Additional Directors*
4. *Finance Officer*
5. *Fin C2 Section*
6. *S.F*
7. *O.C*

*Approved for Issue
Sd/-
Junior Superintendent*

R...11.05.2011