

No.DB1/6118/12/HRD

Dated: 10<sup>th</sup> July, 2012

From

The Director

To

The head of institutions of all PGDCA/ DDTOA/DCA Centres

Sir,

*Sub:- IHRD – PGDCA/DDTOA/DCA January 2012 batch commencement  
of II Semester – Reg:-*

I am to inform you that the II semester PGDCA/DDTOA/DCA classes will be commenced from 4.7.2012. The schedule of fee collection is furnished below.

Commencement of II semester class (PGDCA/DDTOA/DCA)	:	4/7/2012
Last date for remittance of II semester fee including examinations fee without fine	:	19/7/2012
Last date for remittance of fee including examination fee with fine Rs.10/- per day	:	25/7/2012
Defaulters as on 2/7/2012, 5 pm will be removed from rolls. They will be remitted after collecting the readmission fees of Rs.300/- & semester fee along with fine of Rs.50/-	:	up to 2/8/2012

The classes suspended for want of conducting practical examination should be compensated by arranging classes on Saturday/holidays accordingly.

**Yours faithfully,  
Sd/-  
DIRECTOR**

**Approved for Issue**

**Sd/-  
Head Clerk**