



Fin A3/3191/2012/HRD

Date: 05.12.2012

CIRCULAR

All Heads of Institutions under IHRD are requested to furnish the details of Fixed Deposits maintained in respect of that Institution in financial institutions in the Proforma enclosed herewith before 19th December 2012.

Sd/-
(Sayeed Rashid I.Po.S)
Director-in-Charge

Encl: The prescribed Proforma

Copy to:

- 1) Fin A3 section
- 2) SF 2012

Approved for Issue

Finance Officer (I/C)

Proforma

Name of Institution:

Name of Head of the Institution:

Sl No	Account no of FD	Name of the Bank with Branch	Date of Investment	Amount of Investment	Rate of Investment	Maturity date	Remarks, If any

The above detailed facts furnished are found correct with the records in this institution under my control as on 17..12..2012.

Sd/-

Signature of the Head of Institution

Seal of the Institution

Approved for Issue


Finance Officer (I/C)