

URGENT

No.DB1/6177/2013/HRD

Dated .11th June, 2013

To

All Head of Institution under IHRD

Sir/Madam,

Sub: - IHRD – Demand, Collection and Balance statement – called for – reg:-

All Head of Institutions under IHRD are requested to furnish the Demand Collection and Balance (DCB) statement for the last three years (2010-11, 2011-12, 2012-13) in the following proforma

Name of the Institution:

Name of course	Fee structure Of each course	No. of students In each course	Amt received from each course(in separate head) 2010-11,2011-12,2012-13	Remarks

You are also instructed to furnish the above information in the above proforma every year without fail.

The matter may be treated as urgent.

Yours Sincerely

**Sd/-
DIRECTOR**

Approved for issue

Head Clerk