

No. Fin A5/Budget/2013-14/HRD

Dated: 06.04.2013

From

The Director

To

The Principal

.....

.....

Sir,

Sub: - Details called for- reg:-

Ref:- Budget for 2013-2014.

Sir

The following details may please be furnished and e-mailed to the undersigned on or before 11.04.2013 so as to enable this office to complete the budget for 2013-2014 in time.

1. Cash in hand
2. Cash at Bank
3. Loan given
4. Loan received

Yours faithfully

DIRECTOR