

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala)
PRAJO'E TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM – 695 014
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URGENT ACTION– TIME LIMIT

No. FIN A2/3845/13/HRD

Dated: 09/05/2013

From

The Director (I/C)

To

The All Head of Institutions

Sir,

Sub: - IHRD – Closing balance as on 09/05/2013-reg:-

You are requested to forward the details of closing balance as on 09/05/2013
in return.

Sl No	Particulars	Amount						
		3	4	5				
I	Cash in hand			XXXX				
II	Cash at Bank			XXXX				
	1) Institutional revenue		XXXX		XXXX			
	2) Non institutional revenue					XXXX		
	a) Caution Deposit	XXXX	XXXX				XXXX	
	b) EMD/SD	XXXX						XXXX
	c) University fee	XXXX						
d) Exam Fee etc	XXXX	XXXX						
e) Other items	XXXX			XXXX				
III	Fixed deposit					XXXX		
TOTAL						XXXX		

Yours faithfully,

Finance Officer (I/C)

Copy to IT Section for mailing