

**URGENT ACTION – TIME LIMIT**

*No. FIN A<sub>2</sub>/4505/14/IHRD*

*Dated: 13.01.2015*

From  
The Director

To  
The All Head of Institutions

Sir,  
**Sub: IHRD Closing Balance as on 12.01.2015 – reg:-**

*You are requested to forward the details of closing balance as on 12.01.2015 by return. Due care to be taken while preparing the details.*

Sl. No.	Particulars	Amount
1	Cash in Hand	XXXX
2	Cash at Bank	XXXX
3	Fixed Deposit	XXXX
4	Other	XXXX
	<b>TOTAL( 1+2+3+4)</b>	<b>XXXX</b>

*You are also requested to submit a declaration in the following format*

*“Certified that the above balance has reconciled with bank balance as on 12.01.2015 and if there is any change in this regard shall be treated as my personal liability”*

*Yours faithfully,  
Sd/-  
DIRECTOR*