

**URGENT ACTION – TIME LIMIT**

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

*Dated: 17.10.2014*

From  
The Director

To  
The All Head of Institutions

Sir,  
**Sub: IHRD Closing Balance as on 15.10.2014 – reg:-**

You are requested to forward the details of closing balance as on 15.10.2014 in return by e-mail. [foihrd@gmail.com](mailto:foihrd@gmail.com)

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

*Yours faithfully,*  
*Sd/-*  
**DIRECTOR**

Copy to:-

IT Section for mailing