

URGENT ACTION – TIME LIMIT

No.FIN A₂/4505/14/HRD

Dated: 17.12.2014

From
The Director

To
The All Head of Institutions

Sir,
Sub: IHRD Closing Balance as on 15.12.2014 – reg:-

You are requested to forward the details of closing balance as on 15.12.2014 in return to the mail id **foihrd@gmail.com**.

Sl. No.	Particulars	Amount		
1	2	3	4	5
I	Cash in Hand			xxxx
II	Cash at Bank			xxxx
	1) Institutional revenue		xxxx	
	2) Non Institutional revenue		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