

**URGENT ACTION – TIME LIMIT**

No. *FIN A2/4505/14/IHRD*

*Dated: 22.05.2014*

From  
The Director

To  
All Head of Institutions

Sir,

*Sub: IHRD - Closing Balance as on 20.05.2014 – reg:-*

You are requested to forward the details of closing balance as on 20.05.2014 in the proforma shown below at the earliest.

<b>Sl. No.</b>	<b>Particular's</b>	<b>Amount</b>
1	Cash in hand	
2	Cash at bank	
3	Fixed deposit	
4	<b>TOTAL( 1+2+3)</b>	

You are also requested to forward a declaration in the following format and copy of Bank Account statement as on date may also be forwarded to this office in return.

***“Certified that the above details are verified with cash book and bank pass book as on 20.05.2014”.***

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