

No. DB1/13400/2015/IHRD

Dated: 13.10.2015

From

The Director

To

The Heads of all Institutions under IHRD

Sir/Madam,

**Sub: - IHRD – Service tax enquiries – details called for - reg: -**

**Ref: - Letter no. C/.No. IV/06/32/2015/Prev dtd 18.09.2015 from the Superintendent (Prev) of Central Excise Department.**

The Central Excise Department in the letter read above has requested to furnish the month wise breakup of fee collected in respect of such courses which leads to issuance of certificate recognized by law, along with supporting documentary evidence and also the details of various courses conducted by IHRD and its associate institutions. Hence, all Head of Institutions are directed to furnish the details requested in the format given below pertaining to the financial year 2010-11 and 2011-12 within two working days without fail.

<b>Sl. No</b>	<b>Name of Course (Short term course, PGDCA, DDTOA, DCA, CCLISc, PGDAE etc need only be specified)</b>	<b>No. of Students</b>	<b>Rate of Fee</b>	<b>Details of Fee Collected (Specify actual fee collected with month wise breakup) Eg:- April...../- May...../-</b>	<b>Remarks (if any)</b>

Since a reply is pending with Central Excise Department, the matter may be treated as most urgent.

**Yours Faithfully**  
**Sd/-**  
**DIRECTOR (i/c)**

**Approved for Issue**

**Sd/-**  
**Superintendent**