

**URGENT ACTION – TIME LIMIT**

No. *FIN A<sub>2</sub>/5186/15/IHRD*

Dated: 22.12.2015

From  
The Director

To  
The All Head of Institutions

Sir,

**Sub:- IHRD Closing Balance as on 18.12.2015– reg:-**

*You are requested to forward the details of closing balance as on 18.12.2015 by return to [foihrd@gmail.com](mailto:foihrd@gmail.com). Due care to be taken while preparing the details. You are also instructed to report the details of all bank accounts maintained in institution along purpose and sanction order from IHRD.*

Sl. No.	Particulars				Amount
I	Cash in Hand				
II	Cash at Bank				
	Name of Bank	Branch	A/c No.	Purpose	
III	Fixed Deposit				
	Name of Bank	Branch	Period	Rate	
IV	Others Bank A/c if any				
<b>TOTAL</b>					

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

*“Certified that the above balance has reconciled with Cash Book and Bank Balance as on 18.12.2015 and if there is any change in this regard shall be treated as my personal liability”*

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

*Approved for issue*

*Junior Superintendent*