

**URGENT ACTION – TIME LIMIT**

No.FIN A<sub>2</sub>/5186/15/HRD

Dated: 21.04.2015

From  
The Director

To  
The All Head of Institutions

Sir,  
**Sub:- IHRD Closing Balance as on 20.04.2015 – reg:-**

*You are requested to forward the details of closing balance as on 20.04.2015 by return to [foihrd@gmail.com](mailto:foihrd@gmail.com). Due care to be taken while preparing the details.*

Sl. No.	Particulars	Amount
I	Cash in Hand	
II	Cash at Bank	
	1. Institution Account	
	2. E-grantz Account	
	3. Hostel Account	
	4. Bus Account	
	5. Other bank account	
III	Fixed Deposit	
	<b>TOTAL</b>	

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

***“Certified that the above balance has reconciled with bank balance as on 20.04.2015 and if there is any change in this regard shall be treated as my personal liability”***

*Yours faithfully,*  
*Sd/-*  
**FINANCE OFFICER**