

No. DB1/15729/2015/HRD

Dated: 18.02.2016

From

The Additional Director

To

The Head of Institutions concerned

Sir/Madam,

Sub: - IHRD – Conducting of regular courses – PGDCA/DCA/DDTOA/CCLISc – Admission details – reg: -

Ref:- 1. This office letter No. DB1/15728/15/HRD dtd. 17.12.2015

2. This office letter of even No. dtd. 17.12.2015

3. This office letter No. DB1/15730/15/HRD dtd. 17.12.2015

4. This office letter No. DB1/15731/15/HRD dtd. 17.12.2015

Please refer to the letters cited. In this regard, you are directed to furnish the following details within 10 days from the date of receipt of this communication for further follow up action at this end.

<i>Sl. No.</i>	<i>Name of Course</i>	<i>No. of Students Admitted during January 2016</i>	<i>Exam Fee Collected</i>	<i>Sales Proceeds/Registration Fee</i>	<i>Details of Exam Fee/Sales Proceeds Forwarded to HQ</i>	<i>Remarks</i>
1	PGDCA					
2	DCA					
3	DDTOA					
4	CCLISc					

Kindly treat the matter as URGENT.

Yours Faithfully

Sd/-

Dr. V. P. Devassia

Additional Director (i/c)

Approved for issue

Sd/-

Superintendent