

**URGENT ACTION – TIME LIMIT**

No. *FIN A<sub>2</sub>/7731/16/IHRD*

*Dated: 18.06.2016*

From  
The Director

To  
The All Head of Institutions  
Sir,

**Sub:- IHRD Closing Balance as on 21.06.2016 – reg:-**

*You are requested to forward the details of closing balance as on 21.06.2016 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 the institution along purpose and sanction order from IHRD.*

Sl. No.	Particulars	Amount
I	Cash in Hand	
II	Cash at Bank	
	• Institutional Revenue	
	• Non Institutional Revenue	
III	Fixed Deposit	
IV	Other Bank A/c	
	• E-grantz A/c	
	• Hostel A/c	
	• Bus A/c	
	• Other 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 21.06.2016 and if there is any change in this regard shall be treated as my personal liability”.***

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