

URGENT ACTION – TIME LIMIT

No. FIN A₂/7731/16/IHRD

Dated: 20.09.2016

From
The Director

To
The All Head of Institutions

Sir,

Sub:- IHRD Closing Balance as on 22.09.2016 – reg:-

You are requested to forward the details of closing balance as on 22.09.2016 by return to 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	
TOTAL		

The closing balance reported should be accurate. Any discrepancies noticed later regarding closing balance will be viewed seriously and the head of institutions will be held responsible for the same

Yours faithfully,
Sd/-
DIRECTOR