



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14**

No. FinC2/13772/2017/HRD

Dated: 14.06.2018

**CIRCULAR**

***Sub: - IHRD- Statutory Audit-Closing balance as on 31.03.2015-reg.***

It is hereby informed that M/s J Singh & Associates has been appointed as Statutory Auditors of IHRD for the financial years 2014-15, 2015-16 and 2016-17. As part of the statutory audit for the financial year 2014-15, all heads of institution are requested to furnish the following details **on or before 20/06/2018**.

1. Closing balance as on 31.03.2015

**Name of the institution:**

Sl. No	Particulars	Account Number	Amount
I	Cash in Hand		
II	Cash at Bank(as per cash book)		
	• Bank A/c		
	• E-grantz A/c		
	• TSB A/c		
	• Other A/c (s) if any		
III	Fixed Deposit		
	<b>TOTAL(I+II+III)</b>		

2. Bank Statement for the financial year 2014-15 (soft copy to be submitted by 18.06.2018)
3. Bank reconciliation statement as on 31.03.2015.
4. Utilization certificates for the funds received during the FY 2014-15 (Plan fund, MHRD fund, Red ribbon etc.)

The above details may be forwarded as softcopy to the e-mail id "[ihrd.acc@gmail.com](mailto:ihrd.acc@gmail.com)". This may be considered as most urgent. You are also directed to provide necessary information promptly, if required by the Auditors.

***sd/-***  
***DIRECTOR***

**Copy to**

1. All the heads of institution.
2. Office copy

**Forwarded/By Order**

**Sd/-**  
**Senior Superintendent**