

Institute of Human Resources Development

(Established by Government of Kerala)

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No. 11630/FinC1/2017/HRD

Dated 09 ..3..2018

From

The Financial Consultant / Advisor

To

The heads of all institutions under IHRD

Sir/ Madam,

Sub: Opening Balance – for finalization of Budget 2018-19 –reg

To finalise the budget 2018-19, the Opening Balance (Cash in hand, Cash at Bank, FD) of your institution as on 1/4/2018 (anticipated) is required. Hence you are directed to furnish the same via e-mail (foihrd@gmail.com) by return without fail. This should be treated as most urgent.

Yours faithfully,

Financial Consultant / Advisor

MD
9/3/18