



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

**CIRCULAR**

*No: FinC3/3315/2020/IHRD*

*Dated: 27.05.2020*

**Sub: - IHRD- Demand, Collection and Balance statement 2019-20 -  
Submission of details – reg:-**

All Head of Institutions are directed to submit Demand, Collection and Balance Statement for **2019-20** in the proforma attached to this Circular on or before **15.06.2020**. DCB Statements I, II and III shall be prepared carefully after going through the Notes appended below the statements. The statements shall be prepared in 'Excel' format only (by using the Statements attached to this Circular) and mailed to [ihrd.acc@gmail.com](mailto:ihrd.acc@gmail.com). Duly authenticated DCB Statements shall also simultaneously be forwarded to Headquarters in hard copies. Statements in any other format will not be accepted.

*Sd/-*

**DIRECTOR**

*Copy to:*

- 1. All head of institutions*
- 2. Stock File*
- 3. Office copy*

*Forwarded /By Order*

*Sd/-*

*Junior Superintendent*