

Immediate

No: Fin C2/12144/2010/HRD

Dated: 25/09/2010

CIRCULAR

*Sub: - IHRD – Bank statement and cash balance as on 31/3/2010
called for reg-*

Ref:- Audit of accounts 2009-2010

All head of institutions under IHRD are requested to furnish the closing Balance as on 31/3/2010 to this office with the following details on or before 30/09/2010.

1. Bank statement as on 31/3/2010 (ie closing balance as on 31/3/2010).
2. Cash in hand as on 31/3/2010 as per Cash Book
3. Total Closing Balance as on 31/3/2010(ie Bank statement + Cash in hand + Others).

Yours faithfully,

Sd/-

Prof. V Subramony
DIRECTOR

To

1. All Head of Institution under IHRD
2. Stock File
3. Correspondence file

Approved for issue

Sd/-

Junior Superintendent