**URGENT ACTION – TIME LIMIT**

**No: FIN A2/3845/13/HRD Dated : 25.11.2013**From

The Director

To

The All Head of Institutions

Sir,

**Sub: IHRD Closing Balance as on 23.11.2013 – reg:-**

 You are requested to forward the details of closing balance as on 23.11.2013 in return.

|  |  |  |
| --- | --- | --- |
| Sl. No. | Particulars | Amount |
| 1 | 2 | 3 | 4 | 5 |
| I | Cash in Hand |  |  xxxx |
| II | Cash at Bank |  |  xxxx |
| 1. **Institutional revenue**
 |  |  xxxx |
| 1. **Non Institutional revenue**
 |  |  xxxx |
| 1. Caution Deposit
 | xxxx |
| 1. EMD/SD
 | xxxx |
| 1. University fee
 | xxxx |
| 1. Exam Fee etc
 | xxxx |
| 1. Other items
 | xxxx |
| III | Fixed Deposit |  |  |  xxxx |
|  | TOTAL |  |  |  xxxx |

 **Yours faithfully,**

 **Sd/-**

 **DIRECTOR**