

URGENT

No. 4918/FiA3/2011/ HRD

Dated 23/2/2015

From

The Finance Officer

To

The heads of all Institutions under IHRD

Sir/Madam,

Sub: Opening Balance – for finalization of Budget 2015-16 –reg.

To finalise the budget 2015-16, the opening balance of your institution as on **1/4/2015** is required. Hence you are directed to furnish the same via e-mail (fo@ihrd.ac.in) by return without fail. This should be treated as extremely urgent.

Yours faithfully,

Sd/-
FINANCE OFFICER