

URGENT ACTION – TIME LIMIT

No. *FIN A₂/4505/14/IHRD*

Dated: 12.03.2015

From
The Director

To
The All Head of Institutions

Sir,

Sub:- IHRD Closing Balance as on 09.03.2015 – reg:-

*You are requested to forward the details of closing balance as on 09.03.2015 by return.
Due care to be taken while preparing the details.*

Sl. No.	Particulars	Amount
1	Cash in Hand	XXXX
2	Cash at Bank	XXXX
3	Fixed Deposit	XXXX
	TOTAL(1+2+3)	XXXX

You are also requested to submit a declaration in the following format.

“Certified that the above balance has reconciled with bank balance as on 09.03.2015 and if there is any change in this regard shall be treated as my personal liability”

Yours faithfully,
Sd/-
DIRECTOR