

**URGENT ACTION – TIME LIMIT**

No. FIN A<sub>2</sub>/5186/15/IHRD

Dated: 23.11.2015

From  
The Director

To  
The All Head of Institutions

Sir,  
**Sub:- IHRD Closing Balance as on 23.11.2015 – reg:-**

*You are requested to forward the details of closing balance as on 23.11.2015 by return to [foihrd@gmail.com](mailto:foihrd@gmail.com). Due care to be taken while preparing the details.*

Sl. No.	Particulars	Amount
I	Cash in Hand	
II	Cash at Bank	
	• Institutional Revenue	
	• Non Institutional Revenue	
III	Fixed Deposit	
IV	Other Bank A/c if any	
	<b>TOTAL</b>	

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

***“Certified that the above balance has reconciled with Cash Book and Bank Balance as on 23.11.2015 and if there is any change in this regard shall be treated as my personal liability”***

*Yours faithfully,*  
Sd/-  
DIRECTOR