

# Institute of Human Resources Development

(Established by Government of Kerala)

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**No. FinC2/3868/2018/HRD**

**Dated: 02.04.2018**

From  
The Director

To  
The All Head of Institutions

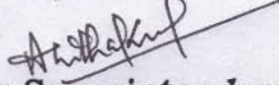
Sir,

**Sub:** - IHRD- Closing Balance as on 31.03.2018 – reg.

You are requested to forward the details of actual closing balance and the split-up of the closing balance as on **31.03.2018** in the prescribed format on or before **13.04.2018**. Due care shall be taken while preparing the details. You are also instructed to submit the bank balance statements as on 31.03.2018 received from the bank for all the bank accounts maintained in the institution. The closing balance reported should be accurate. Any discrepancies noticed later regarding closing balance will be viewed seriously and the head of institutions will be held responsible for the same.

**Yours faithfully**  
*sd/-*  
**DIRECTOR**

**Approved for issue**

  
**Senior Superintendent**

## **CLOSING BALANCE**

**(as on 31.03.2018)**

**Name of the institution:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Account Number</b>	<b>Purpose</b>	<b>Amount</b>
I	Cash in Hand			
II	Cash at Bank			
	• Bank A/c			
	• E-grantz A/c			
	• TSB A/c			
	• Other A/c (s) if any			
III	Fixed Deposit			
	<b>TOTAL</b>			

**Analysis of Closing Balance:**

• Institutional Revenue	
• Non- Institutional Revenue	
• Caution Deposit	
• SD/EMD	
• Students Scholarship	
• Sales Proceeds	
• IHRD Exam fees	
• Un-utilized funds(specify)	
• Others, if any	
<b>TOTAL</b>	

***Principal/Head of the Institution***