

URGENT ACTION – TIME LIMIT

No. *FIN A₂/5186/15/IHRD*

Dated: 16.03.2016

From
The Director

To
The All Head of Institutions

Sir,

Sub:- IHRD Closing Balance as on 15.03.2016 – reg:-

You are requested to forward the details of closing balance as on 15.03.2016 by return to foihrd@gmail.com. Due care to be taken while preparing the details. You are also instructed to report the details of all bank accounts maintained in the institution along purpose and sanction order from IHRD.

Sl. No.	Particulars	Amount
I	Cash in Hand	
II	Cash at Bank	
	• Institutional Revenue	
	• Non Institutional Revenue	
III	Fixed Deposit	
IV	Others Bank A/c	
	• E-grantz A/c	
	• Hostel A/c	
	• Bus A/c	
	• Other A/c if any	
TOTAL		

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 15.03.2016 and if there is any change in this regard shall be treated as my personal liability”.

Yours faithfully,

[Signature]
DIRECTOR
16/3/16