

**URGENT ACTION – TIME LIMIT**

No. *FIN A<sub>2</sub>/7731/16/IHRD*

*Dated: 14.10.2016*

From  
The Director

To  
The All Head of Institutions

Sir,

**Sub:- Closing Balance as on 14.10.2016 – reg:-**

*You are requested to forward the details of closing balance as on 14.10.2016 by return to [foihrd@gmail.com](mailto:foihrd@gmail.com). Due care should be taken while preparing the details. You are also instructed to report the details of all bank accounts maintained in the institution along with purposes and sanction order from IHRD for the maintenance of such accounts.*

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	
	• E-grantz A/c	
	• Hostel A/c	
	• Bus A/c	
	• Other A/c if any	
<b>TOTAL</b>		

*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  
Sd/-  
Junior Superintendent*