



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

TC86/1949(2), NH BYPASS JUNCTION, CHAKKAI

THIRUVANANTHAPURAM- 24

CIRCULAR

No: IHRD/718/2024-FinB3

Dated: 06.06.2024.

Sub:- IHRD-Demand, Collection and Balance statement 2021-22 to 2023-24-Submissin of details-reg:-

All Heads of Institutions are directed to submit Demand, Collection and Balance Statement for the years **2021 - 22 to 2023-24** in the proforma attached to this Circular (separate sheet for each year) on or before **10.06.2024**. DCB Statements I, II and III shall be prepared carefully after going through the Notes appended below the statements. The statements shall be prepared in 'Excel' format only (by using the Statements attached to this Circular) and mailed to ihrd.acc@gmail.com. Duly authenticated DCB Statements shall also simultaneously be forwarded to Headquarters in hard copies. Statements in any other format will not be accepted.

Sd/-

DIRECTOR

Copy to:

- 1. All head of institutions***
- 2. StockFile***
- 3. Office copy***

Forwarded/By Order

Sd/-

Financial consultant.