**URGENT ACTION – TIME LIMIT**

**No: FIN A2/3845/13/HRD Dated : 25.11.2013**From

The Director

To

The All Head of Institutions

Sir,

**Sub: IHRD Closing Balance as on 23.11.2013 – reg:-**

You are requested to forward the details of closing balance as on 23.11.2013 in return.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Particulars | Amount | | |
| 1 | 2 | 3 | 4 | 5 |
| I | Cash in Hand |  | | xxxx |
| II | Cash at Bank |  | | xxxx |
| 1. **Institutional revenue** |  | xxxx |
| 1. **Non Institutional revenue** |  | xxxx |
| 1. Caution Deposit | xxxx |
| 1. EMD/SD | xxxx |
| 1. University fee | xxxx |
| 1. Exam Fee etc | xxxx |
| 1. Other items | xxxx |
| III | Fixed Deposit |  |  | xxxx |
|  | TOTAL |  |  | xxxx |

**Yours faithfully,**

**Sd/-**

**DIRECTOR**