

# Institute of Human Resources Development

Praja's Towers, Vazhuthacaud, Thiruvananthapuram-695 014.

Phone: 0471-232 2885 / 2322 501 email : director@ihrd.ac.in



No. A5/984/2013/HRD

26-03-2013

From

The Director

To

All Heads of Institutions

Sir/Madam,

Sub: IHRD – Automation of accounts – Printing of new format cashbook – reg.

Ref: This office mail from purchase section.

As per the reference cited above, it was intimated to all head of Institutions that the new format cashbook is being printed and distributed from purchase section of IHRD Head quarters. Supply order was given to CAPT, Thiruvananthapuram, well in advance but now they have intimated that the above cashbook can be supplied during first week of April 2013 only due to some urgent printing work.

In this circumstance, it is suggested that the head of Institutions may arrange to take photo copies of the cashbook format attached and it is made as a booklet to use as a temporary cashbook till the printed cash book is delivered at your office. The entries in this temporary cash book shall be copied and authenticated once the printed cash book is available. It is expected to deliver the printed cash book at your office by post before April 10, 2013.


Inconvenience caused in the matter beyond our control is deeply regretted.

Yours faithfully

Sd/-

Director

Approved for Issue

  
for Superintendent



