



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
TC 86/1949(2), NH Bypass Junction, Chackai, Thiruvananthapuram- 24

No: IHRD/429/2024-FIN C2

Dated:27-03-2024

CIRCULAR

Sub: - IHRD- Closing Balance as on 31.03.2024 – reg.

You are directed to forward the details of closing balance of your institution as on 31.03.2024 in the prescribed format (as authenticated hardcopy) on or before 15.04.2024. You may also submit the authenticated copy of Cashbook, bank/ treasury passbook or bank/ treasury statement received from the bank/ treasury, as on 31.03.2024 for all the accounts maintained in the institution (except PTA, NSS etc.) and the reconciliation statements (if required) along with the format. Due care shall be taken while preparing the details. Also, all Head of Institutions should verify the balances in the cashbook and ensure the correctness before starting accounts of next financial year.

To
All the head of institutions
Fin A/B section (Headquarters)
Accounts officer for information
SF/Oc


DIRECTOR, IHRD