



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**PRAJEO TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14**

**CIRCULAR**

**No: FinC3/598/2019/HRD**

**Dated: 24 .01.2019**

**Sub: - IHRD- Demand, Collection and Balance statement 2017-18 -  
Submission of details – reg:-**

All Head of Institutions are directed to submit Demand, Collection and Balance Statement for 2017-18 in the proforma attached to this Circular on or before **11.02.2019**. 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](mailto: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. Stock File
3. Office copy

**Forwarded /By Order**

**Sd/-**

**Junior Superintendant**