

Government of Jammu and Kashmir
Directorate of School Education, Kashmir.

CIRCULAR

SUBJECT: Submission of balance of funds lying in the official accounts.

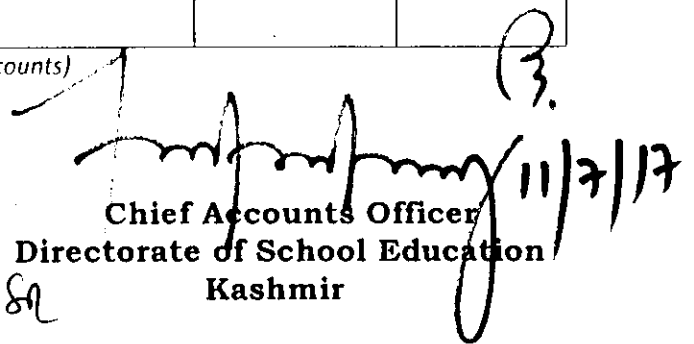
All the DDOs are hereby directed to submit to this office a list of all the official accounts being maintained by them so as to enable the department to streamline the process of maintenance of records of Govt. funds lying with various DDOs and to infuse financial discipline in the department. It is stressed upon the DDOs to provide correct details of the official accounts being maintained by them.

The DDOs shall also submit the balance of funds existing in those accounts as on 30-06-2017 as the same is to be forwarded to the Finance Department & the J&K Bank.

The above information should be prepared as per the format given below and should be routed to this Directorate through the Chief Education Officers, who shall forward the same in a consolidated form (both soft & hard copies) by or before 20-07-2017.

S.No.	Name of the DDO	Total No. of Accounts	Name of the account(s)	Name of Bank & Branch	Balance as on 30-6-2017	Remarks (if any)
	TOTAL					

(No. of rows may be increased or decreased as per the no. of accounts)


Chief Accounts Officer
Directorate of School Education
Kashmir

No: DSEK/Acctts/ 7461

Dated: 11-07-2017

Copy to:

1. Pr.SIE,K for information & necessary action.
2. All Chief Education Officers for information & necessary action.
3. All DIETs for information & necessary action.
4. Office file.