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22.1.15



No. Fin(TR)A(5)-13/94
Government of Himachal Pradesh
"Finance Department"
(Treasuries, Accounts & Lotteries)

From:

The Principal Secretary(Finance) to the
Government of Himachal Pradesh.

To

All Heads of the Departments
Himachal Pradesh.

Dated Shimla-171009, the ^{23rd} December, 2014.

Subject:

Writing of amounts in figures and words in challan forms.

Sir,

As you are aware that the receipt pertaining to the Government is collected through payees who fill challan and get the same passed in treasuries before making payment at the attached bank branch. The challan form TR-1 contains a column for mentioning amount in figures as well as words. It has been noticed that amounts are not mentioned in words in some challans. This practice is fraught with danger as scope of tempering in the challan amounts exist.

In order to ensure that there is no scope of tempering, in challan figures, treasuries and banks have been directed not to entertain any challan where amount is not mentioned in figures as well as words.

It is, therefore, requested that all DDOs under your control authorizing receipts through challans may be directed to accept challan with amounts written in words as well as figures.

Yours faithfully

amf
Special Secretary(Finance)-cum-Director
Treasuries, Accounts & Lotteries, H.P.

*Cash cell
16/1/15*

SEC(B&A)

14/1/15
G. N. Shan

I-T

Directorate of Hr. Education
Himachal Pradesh



Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla – 171001 the 7-2-2015
Copy for information and further necessary action is forwarded to :-

1. The Principal Secretary(Finance) to the Govt. of H.P. Shimla-1 w.r.t. to the letter No.Fin(TR)A(5)-13/94 dated 23re December,2014 for information please.
2. The Additional Director of Hr. Education (Admn.), H.P.
3. The Addl.Director Director of Hr. Education (S), H.P.
4. The Joint Director of Hr. Education, C-I/ C-II, H.P.
5. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
6. The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.
7. All the Principals of Govt. Degree Colleges/ GCTE Dharamshala & Skt. in the H.P.
8. All Deputy Directors, Dte. of Hr. Education, H.P.
9. All the Deputy Directors of Hr. Education in the Pradesh with the directions to circulate the sai instruction to concerned Institutions /offices working under your control.
10. The Chief Librarian, Center State Library Solan.
11. The State Library, The Mall Shimla-1.
12. All the District Libraries in the H.P.
13. The Group Commander, GP HQ, Shimla -4.
14. All the NCC units in the Pradesh.
15. The PS to the Director of Higher Education, H.P.
16. All the Branch Officers / Superintendents in the Directorate of Hr. Education, H.P.
17. The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said orders on the deptt. Website.
18. Guard File.

Duffei
Director of Hr. Education
Himachal Pradesh

IT cell