

PROFORMA

From

School Management Committee
Government Sr. Sec School _____
District Una (H.P)

To

The Deputy Director of Higher Education
Una District Una

Sub:- Request for Budget to the Teachers through SMC

Sir,

We are to bring to your kind notice that the SMC has provided Teachers as per the detail below for imparting education to the students of GSSS _____

S.No	Name of the Teacher	Month & Year during which teaching imparted	No of period imparted	Amount to be paid to teacher	SMC & Principal (Joint) Bank Account number	Total amount required for the FY 4/17 to 3/18 Plus any pendency in the previous session
1.		April 2017				
		May 2017				
		June 2017				
		Total of the Qrt				
2.		April 2017				
		May 2017				
		June 2017				
		Total of the Qrt				
		GRAND TOTAL				

President
School Management Committee
GSSS _____

Principal
GSSS _____
DDO Code _____

Note:- Submit the information strictly as per the Proforma within two days.