

No. \_\_\_\_\_

Date \_\_\_\_\_

## PROFORMA FOR REQUIREMENT OF BUDGET

1. NAME OF INSTITUTION: \_\_\_\_\_
2. TREASURY CODE : \_\_\_\_\_
3. DDO CODE : \_\_\_\_\_
4. HEAD OF ACCOUNT : \_\_\_\_\_
5. ACTUAL REQUIREMENT FOR of pending bills as on \_\_\_\_\_ :

(No demand may be made in Anticipation)

NOTE : Demand of Salary, wages &amp; RRT should be include

| Salary<br>1-4-<br>2018 to<br>31-3-<br>2019 | Wages<br>1-4-<br>2018 to<br>31-3-<br>2019 | TE (on<br>actual<br>basis) | OE (Only<br>Electricity<br>bills &<br>Water<br>charges | MR on<br>actual<br>basis) | RRT 1-<br>4-2018<br>to 31-<br>3-2019 | 20-OC | 64 -<br>TTE | Retirees<br>MR | Any<br>other<br>SOE |
|--|---|----------------------------|--|---------------------------|--------------------------------------|-------|-------------|----------------|---------------------|
|  |   |                            |  |                           |                                      |       |             |                |                     |

## Detail of Pending Bills

| Sr. No | SOE        | Name of claimant | Amount with Bill No. | Remarks if any |
|--------|------------|------------------|----------------------|----------------|
| 1 (i)  | TE         |                  |                      |                |
| (ii)   |            |                  |                      |                |
| 2 (i)  | MR         |                  |                      |                |
| (ii)   |            |                  |                      |                |
| 3 (i)  | TTE        |                  |                      |                |
| (ii)   |            |                  |                      |                |
| 4 (i)  | MR Retiree |                  |                      |                |
| (ii)   |            |                  |                      |                |
| 5      | Any other  |                  |                      |                |

Certified that the above requirement is as per actual claims pending in the office as on dated \_\_\_\_\_

Signature of DDO (with seal)

NOTE:

Only DDO is authorized to sign the demand through DDHEs.

Endst No: 3145 Even Dated: 06/04/18  
 EDN-W(A-II)/Budget/- 3145  
 Office of the Dy. Director of Hr. Education Una  
 Forwarded in original to all the DDO's of GSSS/GHS in  
 Una Distt & they are directed to submit the demand  
 before 11-04-2018 on the above mentioned proforma  
 so that budget of salary, wages can be realized timely.  
 Budget can be sent through mail or by post.

Dy. Director Hr. Education  
 Una District Una (H.P.)

Note: No HPTR-5 is required.