No. EDN-(A-II)/Budget/2016/- 55297

**REMINDER -I**

Office of the,
Deputy Director of Higher Education,
Una Distt. Una (HP)

Dated: - Una-174303 the 14-12-16

To

All the Principal/Headmasters
of GSSS/GHS in Una Distt.

Sub:- Regarding Surrender/Additional requirement of Budget in Salary & Wages.

Memo:

In continuation to the Endst No- 53769 Even dated 25-11-2016 on the subject cited above.

It has been observed that some DDO's have not submitted the surrender/ Additional requirement of Budget in **Salary & Wages** to this office. They are hereby directed to submit the same within two days on the below mentioned Proforma otherwise the list of the defaulters will be forwarded to the Director of Higher Education Shimla H.P for further action. They will be held responsible for delay in the allocation of budget.

**Deputy Director of Higher Education**
**Una District Una (HP)**

**PROFORMA**

| S. No | Name of school | Try code | DDO code | Head of account | Salary | | | Wages | | | Date on which data check on ekosh by DDO |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Budget available | Surrender if any | Additional requirement, if any | Budget available | Surrender if any | Additional requirement, if any | |