No. Adm/Payment/DES/2012-13/DCO/2345 Dated: 02 April, 2013

To,

The Charge Officers/Principals/Vice Principals

.................................School, Delhi

Subject: Issue of Cash payment

CIRCULAR

Charge Officers (WARD NOs: 0074 to 0091, 0093 to 0175 and 0177 to 0272 (Total = 205 Wards) are requested to collect the cash amount of Rs. 10,000/- (Ten Thousand only) towards contingency expenditure for carrying out collection of Bio-metric data for preparation of NPR of Census-2011. In case the Charge Officer is not able to visit this office personally, he/she may depute a responsible officer along with authority letter, duly signed by him to collect the cash.

2. Concerned Charge Officers are requested to bring all the vouchers and utilization certificate in original of Rs. 5000/- which has already been paid to them towards publicity & advertisement during collection of bio-metric data and preparation of NPR work of Census-2011.

3. Vouchers prepared on plain paper should have the signatures of the receiver and verified by the Charge Officer with official seal.

4. Without Utilization Certificate & Vouchers of Rs. 5000/-, the payment of Rs. 10,000/- will not be disbursed.

5. The Rs. 10,000/- is being given towards contingency for bio-metrics work for NPR. On completion of work, the vouchers and utilization certificate is required to be submitted in this office.

(G.C. Joshi)
Deputy Director