

**GOVERNMENT OF N.C.T. OF DELHI  
 DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION  
 MUNI MAYA RAM MARG, PITAMPURA, DELHI**

No.F.DTTE/AC/VII/4(8)/Misc./2008-09/ 20064-20071 Dated 21.12.12

ENDORSEMENT

A copy of the under mentioned paper is forwarded for information & necessary action to the following:-

1. N.S.I.T./D.T.U./DIPSARC.O.A./S.U.S.A./G.B.P. Eng. College/Govt. Eng. College Jaffarpur/Ambedkar Institute of Technology/IT, Dwarka.
2. The Principals of Polytechnics/ITIs /BPBS/CSI/BTC.
3. The Registrar, Board of Technical Education, Delhi.
4. The Dy. App. Advisor, Office of the Dy. App. Advisor, Delhi.
5. All Branch incharges, DTTE (HQ).
6. P.S. to Pr. Secretary, Spl.Secretary, DTTE
7. DDO, DTTE(HQ)
8. Programmer, DTTE (HQ) for uploading on the website under the link circulars.

*Muralidharan T.P.*

**(MURALIDHARAN T.P.)  
 ACCOUNTS OFFICER**

List of paper forwarded

S.No.	Name of the Department -	Letter No. and date	Subject
1.	Principal Accounts Office, GNCT, Delhi	No.F.2/Pr.A.O./ACS/Civil/26/Misc./2012-13/437 dated 11/12/2012	Form of Challan to deposit the govt. money into the bank account

*P. upload*

*Pandey  
 24/12/12*

Mrs. Sushma

PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A BLOCK, VIKAS BHAWAN, I.P. ESTATE,  
NEW DELHI

Dte. of Trg. & Tech. Education  
Diary No. 8972  
18 DEC 2012  
Rajam Marg,  
Pura,

No.F.2/Pr.A.O/ACS/Civil/26/Misc./2012-13/ 437

Dated: 11/12/2012

To  
All HODs,  
Govt. of NCT of Delhi,  
Delhi.

~~AGM~~

To  
The Principal  
Deptt. of TTE,  
Govt. of NCT of Delhi,  
Pitam Pura, New Delhi

Sub.: Form of Challan to deposit the Govt. money into the bank account

Sir/Madam,

I would like to inform you that as per the procedure prescribed under Rule 26 of the Receipts & Payment Rules, Form GAR 7 would be used by the person or party paying money into the bank on Govt. account except in the cases where different form is prescribed by the Govt.

In the case of GNCT of Delhi all the departments of GNCT of Delhi except the Trade & Taxes Department are required to use enclosed GAR 7 in connection with deposition of revenue, receipts into the Govt. account through the authorized banks.

The State Bank of India, accredited bank of the Govt. is in the process of development of software for providing online details of revenue receipts through concerned Pay & Accounts offices in respect of all departments of the GNCT of Delhi except Trade & Taxes Department. The State Bank of India has also advised that in order to the proper accounting of receipts, all columns of the GAR 7 should be completely filled up by the person and also the DDOs depositing the money into the Govt. account through the banks.

It is, therefore, requested that all the Head of Offices under your control may be advised to use form GAR 7 for the purpose of deposition of receipts into Govt. account through the accredited bank branches. Instructions may also be issued to all the Head of Offices to advise all concerned making payment of revenue receipts direct into bank to use the prescribed GAR 7 form

Yours faithfully,

Encl.: As above.

BY. CONTROLLER OF ACCOUNTS(ADMN/TECH.)

No.F.2/Pr.A.O/ACS/Civil/26/Misc./2012-13/

Dated:

Copy to:-

1. The AGM, Govt. Business Unit, State Bank of India, Corporate Centre, Local Head Office Building, 11, Sansad Marg, New Delhi-01.
2. All Pay & Accounts Officers

(PARKASH CHAND)  
BY. CONTROLLER OF ACCOUNTS(ADMN/TECH.)

3293/PPD/A  
19/12/12

YAM  
18/12

DD/A  
on leave

SEA  
1-0 (Accounts)

may  
reulate pl

19/12/12  
Copy to:-  
K.G

[See Rule 26 (a)]  
दोई दिनांक 26 (1)]

CHALLAN

बालान सं.  
(Obverse)

Grant No.  
अनुदान सं.

जमा करने का स्थान  
Challan of money paid into

बालान सं.  
Challan No.

Please indicate whether  
क्या बताया

Civil / सिविल  
Defence / रक्षा  
Railway / रेलवे  
Posts & Telegraphs / डाक

बैंक

नाम (पदा) तथा जमा करने का पता (अधिकांक एवं सविनियम अधिकारी कोड संख्या के साथ) Name (& designation) and address of the party (i.e., Tax payer, etc.) crediting money with DDO Code No.	विशेषा/कार्यालय जहाँ से अनुदान पत्रिका प्रेषण हुई Department/Office from whose books the demand emanated	जमा करने के कार्य का पूर्ण विवरण Full particulars of the nature of remittance and/or authority (if any)	रकम Amount रुपये Rs. P.	विभाग द्वारा धरा जाए To be filled in by the Departmental Officer or at his instance				Ordering Officer's signature (in words)
				लेखा गीर्ह Head of Account				
				Major Head				Ordering Officer's signature (in words)
				Sub Major Head				
				Minor Head				
				Sub Head				
				Detailed Head				
				Object Head				
कुल (शब्दों में) *(in words) Rupees.....								

प्राप्त प्राप्त किसे (शब्दों में)  
Received Payment (in words) Rupees.....

दिनांक  
Date

प्रेषण करने वाला  
Agent or M

(Reverse)

Particulars to be filled in by remitter

						Amount	
						Rs.	P.
Bank drafts (with details)	...	...	...	...			
Cheques (with details)	...	...	...	...			
Cash	...	...	...	1000x	...		
	...	...	...	500x	...		
	...	...	...	100x	...		
	...	...	...	50x	...		
	...	...	...	20x	...		
	...	...	...	10x	...		
	...	...	...	5x	...		
	...	...	...	Coins	...		