

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

Dev. Commissioner  
Dev. H.Q. (Personal Br.)  
Dy. No. 2557  
Date 17/12/12

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.

To

The Secretary  
Irrigation & Flood Control Department  
4<sup>th</sup> Floor, ISBT Building,  
Kashmere Gate, 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.

(PARKASH CHAND)  
DY. 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

Office of the Chief Engineer  
Govt. of NCT of Delhi  
RECEIVED  
18/12/12  
By No. 1075  
EO/AC/PA/P&D/BSW/FA

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

G.A.R. 7  
जी.ए.आर.-7

[See Rule 26 (a)]  
{देखें नियम 26 (1)}

CHALLAN  
चालान  
(Obverse)

Grant No.  
अनुदान नं.

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

चालान सं.  
Challan No.

Please indicate whether  
कृपया बताएं

जमा करने का स्थान

Challan of money paid into ..... (bank) ..... (bra

To be filled in by the remitter प्रेषक द्वारा भरा जाए			रकम Amount	To be filled in by the Departmental Officer or at his instance विभाग द्वारा भरा जाए		
नाम (पद) तथा पता जिसके जमा कराया गया (आहरण एवं संवितरण अधिकारी कोड संख्या के साथ) Name (& designation) and address of the party (i.e., Tax payer, etc.) crediting money with DDO Code No.	विभाग कार्यालय जहाँ से अनुदान पत्रिका प्राप्त 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)		लेखा शीर्ष Head of Account	समायोजन करने वाला अधिकारी Accounts Officer by whom adjustable	बैंक को आदेश Order to the Bank
			रूपये Rs. P.	Major Head		
				Sub Major Head		
				Minor Head		
				Sub Head		
				Detailed Head		
				Object Head		
				* Total		

\*रूपये (शब्दों में)

\*(in words) Rupees.....

\*प्राप्त किये (शब्दों में)

\*Paid Payment (in words) Rupees .....

एजेंट या मैनेजर/४  
Agent or Manager/

301/c

(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		
Total Rs.							

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