

R/6812/FM
No Record section
Dt -06-10-2015

Subject:-Loading of Franking Machine with postal Stamps for the

Period OCTOBER- 2015 TO JANUARY-2016 -Record

Section.

It is submitted that the closing balance as on 05/10/2015 of the franking Machine of this Office is Rs19129/-. The machine was loaded last time on 06/08/2015 for a sum of Rs50000/-

Details of the expenditure is given below:-

1. Opening balance as on 06/08/2015	Rs. 50502/-
2. Closing balance as on 05/10/2015	Rs. 19129/-
3. Expenditure	Rs. 31373/-

Average expenditure per day is Rs.1012/-.

Number of working days 31(from 06/08/2015 to 05/10/2015)

Keeping in view the requisition for the period from OCTOBER - 2015 to JANUARY-2016, it is proposed to load the franking machine for a sum of Rs.100000/- for the period from OCTOBER- 2015 TO JANUARY- 2015

Therefore it is requested that CFA may kindly accord sanction for Rs100000/- (Rupees one lac only) for loading of Franking Machine with service labels required for dispatch of Dak by Record section. Cheque may be issued in favour of the Senior Post Master, Head Post Office, Patny Centre, Secunderabad.

Submitted for orders please.

[Signature]
6/10/15
AAO (R Sec.)

~~AO (AN)~~ *[Signature]* 6/10

~~GO~~ K Lal - 6/10/15

~~CDA~~ - *[Signature]* 11/10/15

- on an average monthly Rs1500 is used. Hence Sanctioned Rs 60,000/- for the period from October 2015 to January 2016.

- pl. use the franking machine very judiciously

ok sir.
6/10/15

[Signature]
11/10/15

CONTINGENT BILL

In lieu of IAFB-115(SMALL)

Expenditure on account of Loading of Franking machine for ('R'Section) M.O. CDA Secunderabad, Incurred by CDA Secunderabad, during 10/2015. Auth: 26812/PA Dated 10/2015. Month's account in which last charge on this account was preferred:

Sl. No.	Date	Details of Expenditure	Amount
01	08/10/15	Loading of Franking machine for ('R'Section)M.O, CDA Secunderabad	Rs. 60,000/-
Total			Rs. 60,000/-

(Rupees Sixty Thousand only)

Countersigned Rs. 60,000/-	<i>C.D.A.</i> 9/10/15	<i>B.V.</i> 9/10/15 A.C.D.A.	Sr. Accounts Officer
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Passed Rs. 60,000/- (Rupees Sixty Thousand only & Cheque issued for payment of Rs. 60,000/- (Rupees Sixty Thousand only)

TREASURY
SBI Trimulgherry

RBI, Hyderabad

NAME OF PAYEE
Sr. Post Master
Head Post Office,
Patny Centre
SECUNDERABAD

AMOUNT
Rs. 60,000/-

Auditor

AAO

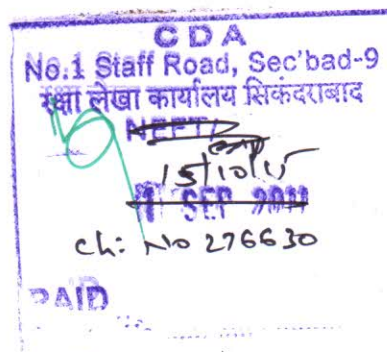
AO/SAO

PUNCHING MEDIUM

PUNCHING MEDIUM

Month	CDA	section	Cls. Vr	Vr. No.
10	25	500	I	
Classification Code	+ Receipts	- Receipts	Classification Code	+ Receipts
CB (00/000/00)	60,000		76/094/30	60,000
	60,000			60,000

Auditor



15/10/15

FICE NOTE

सं. प्रशा/III/2015-16/ओ.सी/मु.का
कार्यालय, रक्षा लेखा नियंत्रक
नं.1, स्टाफ रोड,
सिकंदराबाद-09

दिनांक: 07/10/2015.

Sub: - Supply of Service Stamps Bill at LAO (A) & (B), Secunderabad, From office contingencies.

कार्यालय के फुटकर खर्च निधि में से निम्नलिखित वस्तुओं को खरीदने का प्रस्ताव है।
It is proposed to purchase service labels for Rs.3000/- for use in LAO (A) & (B) in Secunderabad.
Previous Rs.3000/-drawn in January-2015 Vide DV No.7504 of 04/2015.

लेखा परीक्षा की आवश्यकता को देखते हुए, यदी गुप अधिकारी/र.ले.नि महोदय सहमत हों, तो रु. 3000/- की राशि मंजूर करने की कृपा करें।

Sanction of Rs 3,000/- , if agreed to, accorded by CDA will meet the audit requirement.

आदेशों के लिए प्रस्तुत। Submitted for orders please.

सहायक लेखा अधिकारी (प्रशा)/AAO

वरिष्ठ लेखा अधिकारी (प्रशा)/SAO/AO

गुप अफसर/GO (AN)

नियंत्रक /C.D.A.

1504
2015-3000
C.L. P. 152
SL No. 03

RSAN 3B 143
19/10/15

In lieu of IAFA-115(SMALL)

CONTINGENT BILL

7512
10/15

Expenditure on account of Supply of Service Stamps Bill at LAO (A) & LAO(B) Secunderabad. Incurred by CDA Secunderabad, during 10/2015. Authority: AN/III/2015-16/OC/MO, Dated 07/10/2015. Month's account in which last charge on this account was preferred:

Sl. No.	Date	Details of Expenditure	Amount
01	09.10.2015	Supply of Service Stamps Bill at LAO (A) & LAO (B) Secunderabad	Rs.3,000/-
		Total	Rs.3,000/-

(Rupees Three thousand only)

Countersigned Rs. 3,000/-		
CDA 15/10/15	ACDA 12/10	Sr. Accounts Officer(AN) 12/10

Passed Rs.3,000/-Rupees Three thousand only & Cheque issued for payment of Rs.3,000/- (Rupees Three thousand only)

TREASURY

SBI Trimulgherry
RBI, Hyderabad

NAME OF PAYEE

Post Master,
Trimulgherry,
SECUNDERABAD

AMOUNT

Rs.3,000/-

Auditor

AAO

AO/SAO
26/12

PUNCHING MEDIUM

PUNCHING MEDIUM					
Month	CDA	section	Cls. Vr	Vr. No.	
10	25	500	I		
Classification Code	+ Receipts	- Receipts	Classification Code	+ Charge	-Charge
CB (00/000/00)	3,000		76/094/30	3,000	
	3,000			3,000	

CDA
No.1, Staff Road, Sec'bad-9.
रक्षा लेखा कार्यालय सिकंदराबाद
NEFT
26 OCT
PAID
SBI-GMP Batch No.
R.No.
Auditor

AAO