

Particulars of Amount Deposited :

Cash :		Cheques:			
Notes	Amount	Drawee Bank	Cheque No.	Amount	
x 1000=					
x 500=					
x 100=					
x 50=					
x 20=					
x 10=					
x 5=					
Coins	=				
Total			Total		

Note-1. Challans are to be presented to the Bank after the Head of Account upto detailed head and other particulars noted on it have been verified by the Departmental Officer on whose behalf money is credited to the Government Account. If there is no Departmental Officer at the place where the Treasury is situated this verification will be made by the Treasury Officer. Difficulties may arise because of not quoting the Head of Account correctly upto Detailed Head.

Note-2. Particulars of money tendered should be given in the form given above. The Cheques/ Drafts meant for transfer credit should bear the endorsement "Received payment by transfer credit to

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(Head of Account to which creditable)

Note-3. In cases where direct credit at the Bank without verification by Departmental Officer or Treasury Officer is permissible (e.g. fees payable to the Public Service Commission on account of recruitment, etc.), the Head of Account may be written by the Depositors. The Treasury Officer or Pay & Accounts Officer, Kolkata Pay & Accounts Office may check the Head of Account and make correction, where necessary, when the Challan is received with the Bank's scroll.