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**MOST URGENT**

**“Wear Masks, Follow Physical Distancing, Maintain Hand Hygiene”**

**GOVERNMENT OF TRIPURA  
DIRECTORATE OF SECONDARY EDUCATION  
EDUCATION (SCHOOL) DEPARTMENT  
(GRANT-IN-AID SECTION)**

NO.F.15 (15-2)-SE/GIA/2017 / 206

Dated, Agartala, the 27/4/2022.

To  
The Secretary/Head of Office & DDO,

\_\_\_\_\_

**Ref:-No.F.9(3) SE/Budget/17 dated 12.04. 2022**

**Sub: - Submission of unspent amount kept in D.D.Os Savings/CD Account as on 31.03.2022.**

Sir,

I am directed to request all the Secretaries /Head of Offices & D.D.Os of Grant-in-Aided Schools to submit the unspent amount kept in D.D.Os Savings/CD Account as on 31.03.2022. So, that the same may be sent to the A.G, Tripura within the stipulated period as per format as shown below:-

**Details break-up of Savings/CD Account as on 31.03.2022.**

| DDO, Code | Name of DDO | Bank Account number | Name of the Bank | Cash balance as on 31.03.2022, As per bank statement/pass book (copy of xerox) |
|-----------|-------------|---------------------|------------------|--|
|           |             |                     |                  |  |
|           |             |                     |                  |  |

It is further requested to all the Secretaries /Head of Offices & D.D.Os to submit the aforesaid report to the Office of the undersigned through special messenger without fail.

Please treat the matter as most urgent.

Yours faithfully

  
For Director of Secondary Education,  
Tripura.