

**Burdwan Treasury-I**  
**Office of the Burdwan District Primary School Council,**  
**Burdwan**  
**OFFICE MEMORANDUM**

This is for information that cheque bearing No. \_\_\_\_\_ dated \_\_\_\_\_  
for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )

has been issued in favour of \_\_\_\_\_  
teachers of \_\_\_\_\_

W/o or S/o or any dependant of the deceased teacher as declared as per rules on account of final payment  
of P.F. money / non refundable P. F. Advance Excluding / including ROPA '98 / refundable Advance through *e-payment*  
A/c. Payee cheque of which details are given below.

The Expenditure to be debited to the Head —

K-Deposit and Advance

Major Head — 8336-Civil Deposit

Circle —

Minor Head — II other deposit

Sub Head — Disbursement to subscribers from the Provident Fund Deposit of Employees of Primary  
Schools under this council.

Sl. No.	Name of teachers with P. F. A/c. No.	Name of schools	Amount Sanctioned	Remarks

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )

No. .... /

Secretary  
District Primary School Council, Burdwan  
dated, Burdwan the ..... 20 .....

Copy forwarded for information and necessary action to :

- 1) Sub-Inspector of Schools \_\_\_\_\_
- 2) Dealing Assistant, (Bill section) \_\_\_\_\_
- 3) Sri / Smt. \_\_\_\_\_  
Vill \_\_\_\_\_  
P.O. \_\_\_\_\_  
Dist. \_\_\_\_\_ Pin \_\_\_\_\_

Secretary  
District Primary School Council,  
Burdwan