

No. FIN A2/ 15798/2010.

Office of the  
DIRECTOR OF TECHNICAL EDUCATION  
Thiruvananthapuram,  
Dated: 25.05.2010.

From

THE DIRECTOR OF TECHNICAL EDUCATION

To

All The Heads of Institutions.

Sir,

Sub:- Details of DDO's and SDO'S – Called for by the  
Accountant General.

Ref:- 1. A.G's office letter No. AAD VI / Govt. XVII/09-10/  
81 dated: 17.04.2010.

The Accountant General (A&E), Kerala has informed that as per the direction of Comptroller and Auditor General of India DDO wise allocation and expenditure reports have to be generated for various purposes. This reports can be generated only if all the vouchers / chalans received by the Accountant General (A&E) with 10 digit DDO code. In this regard Government have issued instructions to Treasuries / DDO's / Chief Controlling Officers / Controlling Officers to note the 10 digit DDO code in all bills / chalans presented at treasury vide Circular No. 3/ 2008/ Fin dated: 8.01.2008 and Circular No. 10/08 Fin dated: 28.02.2008 of Finance (Streamlining) Department. All the DDO's under this department is advised for the strict compliance of the instructions in the circular.

In this regard all the DDO'S under this department is requested to forward the details in the proforma's attached. In the case of Self Drawing officer's the SDO number and the DDO Code of the DDO to which attached should be furnished in Proforma II.

Yours faithfully,

Sd/-

T.RAJASEKHARAN NAIR  
ACCOUNTS OFFICER  
IN CHARGE OF SENIOR FINANCE OFFICER  
FOR DIRECTOR OF TECHNICAL EDUCATION

F. 29.05.2010.

PROFORMA I

	Ten Digit DDO (Comprising Treasury Code Departmental code and DDO Number)			DDO address	Head of account allotted to the DDO
SL . No.	Treasury Code (4 digits)	Department Code (3 digits)	DDO number (3 digits)		

PROFORMA II

SL No.	SDO Code number	Name of SDO	DDO Code and DDO to which attached	Head of account allotted to the DDO

The duly filled up proforma's should reach this office on or before 15.06.2010.  
Sd/-

**T.RAJASEKHARAN NAIR**  
**ACCOUNTS OFFICER**  
**IN CHARGE OF SENIOR FINANCE OFFICER**  
**For DIRECTOR OF TECHNICAL EDUCATION**

FORWARDED/BY ORDER

SUPERINTENDENT