

FinC1/16569/2014/HSE

**Office of the Director of
Higher Secondary Education
Housing Board Buildings
Santhi Nagar
Thiruvananthapuram
Dated 23-04-2014**

Circular

Sub : HSE – Finance – Details of Treasury transactions – called for – reg.

Finance department has requested details regarding treasury transactions such as name of treasury, DDO code etc. for mapping of Heads of Accounts under the respective departments for integrating it into the treasury information system software.

All **Government/Aided HSS Principals** are directed to fill and send the proforma appended in the e-mail ID dhsefinc3@gmail.com on or before 28-4-2014. Principals are not permitted to delete, add new items or change of format(Excel) in the appended proforma. In case of any doubt please contact **9446012455** (Surendran.K., Finance Officer (I/C)/**9846241218** (Babu.S., Superintendent, Finance C).

**Sd/-
Accounts Officer
(in Full additional charge of Senior Finance Officer)**

To

The Principals of all Govt. & Aided Higher Secondary Schools in Kerala.