

SETTING AS SUB OFFICE

[Setting of an existing office in SPARK as sub office of another office]

I. Details of Main office

1	Department Name & Code	
2	District	
3	Office Name & office code as in SPARK	
4	Treasury Name	
5	10 digit DDO code (Main office)	
6	Name, PEN & Designation of the DDO	

II. Details of Sub office

(Attach copy of the order by which the sub office is authorised)

1	Department Name	
2	District	
3	Office name & office code exactly seen in SPARK	
4	Treasury Name	

Signature & Seal with date of the DDO

Signature & Seal with date of the Treasury officer