



Bal Bharati PUBLIC SCHOOL

Sector – 21, Noida

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Website : [http : www.bbpsnoida.com](http://www.bbpsnoida.com)

ION/29/2016-17

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• This is to inform all the staff Members while issuing a cheque from the HDFC Account, extreme caution is to be exercised. If the cheque is dishonoured for any of the following reasons:

- Shortage of funds
- Overwriting
- Signature not matching
- Date is not valid
- No signature etc

In such circumstances, an amount of Rs. 400/- will be debited from the account as 'cheque bounce' charges.

• SUBMITTED FOR ONE TIME INFORMATION ONLY. Next time a cheque bounces, it is at the risk of the employee.

Distribution

VPL, HM-1, HM-2, HM-3
All Staff (via e-mal)

Asha Prabhakar
(Principal)

पटाखों की झूठी है झिलमिलाहट,
अब की बार दीपों से करो सजावट