



# Government College Seraj at Lambathach

Distt. Mandi H.P. 175048

Email:gcseraj-hp@nic.in

Phone No. :01907-257681

Reference Edu.GCSeraj-G-45/2024-Dated: 18<sup>th</sup> September 2024

## Proper Maintenance of Official Records (Cash Books/ Stock Registers, Fund Registers, Leave Records, Fine Fund etc.)

Government College Seraj maintains meticulous and up-to-date official records, ensuring transparency and accountability. The college scrupulously keeps:

- Cash Books: accurately recording financial transactions

T. R. 4. (Treasury Rule 77 (1)) श्री 77-4 (अधिनियम 77 (1))									
OFFICE OF सरकारी RECEIPTS रसीद									
Date दिनांक	No of receipts वारीस नं. ४	Particulars विवरण	Pay देना	Allowances अनुदान	Contingencies अनुदान		Miscellaneous विवरण	Total कुल	Classi- fication विवरण
					In recognition of permanent advance रसीद अर्थ अर्थ	Advance Payment अर्थ अर्थ			
Rs. रु.	Paise पैसे		Rs. रु.	Paise पैसे	Rs. रु.	Paise पैसे	Rs. रु.	Paise पैसे	
15-7-23		Opening Balance NIL							
15-7-23		Total NIL							
15-7-23		Ad. Rec. & Tulea			146750			146750	
15-7-23		Fee in Pto							
15-7-23		GC Seraj							
15-7-23		Total			146750			146750	
15-7-23		Total Receipts			146750			146750	
15-7-23		Grand Total			146750			146750	
9-7-23		Opening Balance NIL							
9-7-23		Total NIL							
9-7-23		Ad. Rec. & Tulea			358750			358750	
9-7-23		Fee in Pto							
9-7-23		GC Seraj							
9-7-23		Total			358750			358750	
9-7-23		Total Receipts			358750			358750	
9-7-23		Grand Total			358750			358750	
11-7-23		Opening Balance NIL							
11-7-23		Total NIL							
11-7-23		Ad. Rec. & Tulea			558750			558750	
11-7-23		Fee in Pto							
11-7-23		GC Seraj							
11-7-23		Total			558750			558750	
11-7-23		Total Receipts			558750			558750	
11-7-23		Grand Total			558750			558750	
11-7-23		Balance Carried Forward			558750			558750	
11-7-23		Total			558750			558750	
11-7-23		Balance Carried Forward			558750			558750	
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11-7-23		Total			558750			558750	
11-7-23		Balance Carried Forward			558750			558750	

- Stock Registers: tracking inventory and assets

STOCK REGISTER									
Name of Article <u>Stationary 2022-23 H.P. H.D. E.D.</u>									
वस्तु का नाम									
Date तिथि	PARTICULARS विवरण	Bill No. बीजक नं०	Receipt प्राप्ति	Issue देय	Balance बाकी	Remarks टिप्पणी			
11/5/2023	(i) Eite Cover	455	50	-	50	office			
	(ii) Hi Tech Pen Blue	455	05 Pcs	-	05	do			
	(iii) Ruled Register 96 sheets	-do-	05	-	05	do			
	(iv) Ruled Register 144 sheets	-do-	05	-	05	do			
	(v) DAK Pkt ordinary	-do-	02	-	02	do			
	(vi) Pin steel	-do-	01	-	01	do			
	(vii) Colies Paper A-4	-do-	01 Pcs	office	04	do			
	(viii) Cotton Tag	-do-	01 Pcs	office	01	do			
	(ix) Pencil Lead HB	-do-	06 No.	office	06	do			
	(x) S-32 (Dispatch Register)	456	02	office	02	do			
	(xi) S-31 (Diary Register)	456	02	office	02	office			
	(xii) TR-4 C (cash book)	-do-	01	office	01	do			
	(xiii) S-38 (Pen Book)	-do-	01	office	01	do			
	(xiv) Pay Bill Register	-do-	01	-do-	01	do			
Principal Govt. College Seraj ambathach Distt. Mandi H.P.									
25/3/2023	Stationary m/s Raham enterprises Bagdad, Tel. Phungy Distt. Mandi								
	(i) Stamp Pad	1186	05 Pcs	office	-	office use			
	(ii) Tap 240 TPT		3 Rpl	-do-	-	"			
	(iii) Stepler		2 Pcs	-do-	-	"			
	(iv) Handwash 500 ml		5 Pcs	-do-	-	"			
	(v) STred scale		10 Pkt	-do-	-	"			
	(vi) Stepler Pin		01 Pkt	-do-	-	"			
	(vii) Tags Big								
Principal Govt. College Seraj at Lambathach Distt. Mandi H.P.									

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- Fund Registers: managing grants, allocations, and expenditures
- Fine Fund: accurately accounting for fines and penalties

GASH BOOK रोकड़									
of the month of									
RECEIPTS									
Date तिथि	PARTICULARS विवरण	Ledger Folio खाता पृष्ठ	Amount रकम		Total जोड़				
			Rs.	P.	Rs.	P.			
12/04/24	opening balance		75	-	10757	-			
12/04/24	Income received from bank interest				75	-			
12/04/24	Grand Total				10832	-			
12/04/24	opening balance				10832	-			
12/04/24	Income received from fine fund of the students as per Absence their respective subject B.A. 1st, B.A. 2nd, B.A. 3rd & B.Com. D.Sc. T, II & III years Session 2023-24.		25410	-	25410	-			
12/04/24	Grand Total				36242	-			
12/04/24	opening balance				36242	-			
12/04/24	Expenditure as per page No. 58 UTR No. HPSCH 24 through RTI.		28463	-	28463	-			
12/04/24	Grand Total				7779	-			

  

GASH BOOK रोकड़									
58									
PAYMENTS									
Date तिथि	PARTICULARS विवरण	Ledger Folio खाता पृष्ठ	Amount रकम		Total जोड़				
			Rs.	P.	Rs.	P.			
12/04/24	Paid to Narendra Book stall Seri Bazar Mandi H.B. side No. 2331, 32, 33, 34, 2335 on account of purchase for books to the Annual Prize distribution function 2023-24 and payment made vide through RTI dated 12-4-2024.				28463	-			

- Leave Records: documenting employee leave and attendance

B. Shikhyal Chandel				B. Sant. Shabnamla			
Assistant Professor (Geography)				Exe. Kab. Asst.			
Dates/Days on which CL/RH is taken		CL/RH in which Leave taken		Dates/Days on which CL/RH is taken		CL/RH in which Leave taken	
Approved/ Sanctioned		Balance		Approved/ Sanctioned		Balance	
22.02.2023	11			17.02.2023	11		
10.03.2023	10			24.04.2023	10		
15.03.2023	09			20.09.2023	9		
17.03.2023	08			27.09.2023	8		
10.04.2023	07						
21.06.2023	06						
18.09.2023	05						
29.09.2023	04						
16.09.2023	03						
03.10.2023	02						
04.10.2023	01						
05.2023	00						

Records are systematically organized, securely stored, and easily accessible. Regular audits and inspections ensure compliance with regulatory requirements. The college's diligent record-keeping facilitates smooth administrative operations, informed decision-making, and seamless audits.