

Government College Seraj at Lambathach

Distt. Mandi H.P. 175048

Email:gcseraj-hp@nic.in

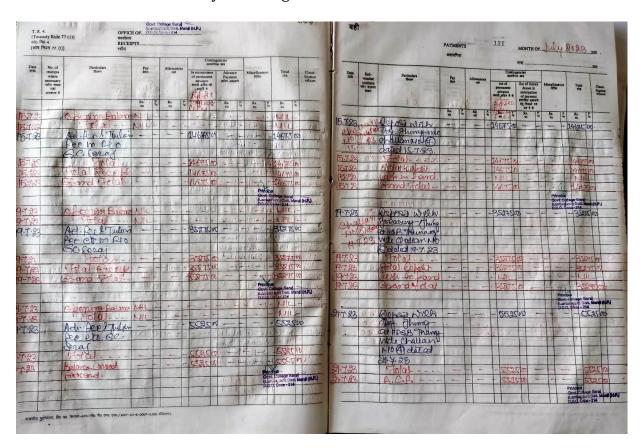
Phone No. :01907-257681

Reference Edu.GCSeraj-G-45/2024-Dated: 18th 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:

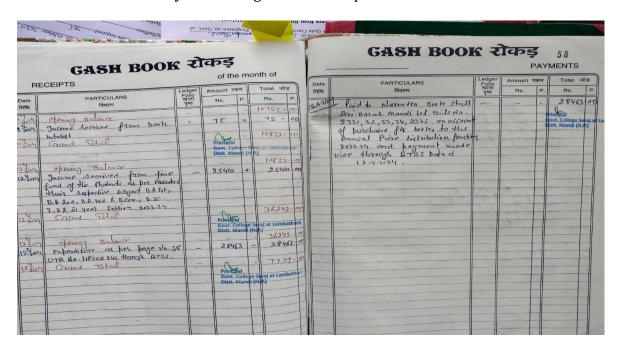
Cash Books: accurately recording financial transactions



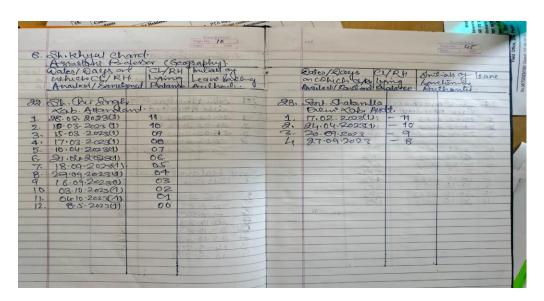
➤ Stock Registers: tracking inventory and assets

Na as	STOCK ame of Article .5 a-li	mary	2022-23	, H.P.	HD. Edu	97
Date तिथि	PARTICULARS विवरण	Bill No. बीजक नं०	Receipt प्राप्ति	Issue देय	Balance बाकी	Remarks हिप्पणी
11000) Ete Covel	455	50		50	office
12 John	i) Hi Tech Pen Blue	นร์ร	05 Pcs	_	05	-do -
(iii)	Ruled Register 96 Sheets	-do-	05	_	05	-do
(V)	Ruled Register 16 Sheets Ruled Register 144 Sheets	-do-	05	-	05	-do-
au	Dak Pad ordinary	- 20-	02	-	02	-do-
(VI)	Pin steel	-do -	01		01	do-
(uu)	Copies Paper A-4	- do -	OU Reg		04	-do-
(UNU)	cotton Tag	- do -	01 Phouse	office	01	-do-
(1%)	Pencil Lead HB	-do.	06 Na.	office	06	-do-
(x)	S-32 (Dispatch Register)	456	02	office	02	
(XI)	S-31 (Digry Register)	456	02	office		office
(MA)	TR-4 (Cash book)	- do -	01	9410		-dı -
(MR)	S-38 (Pean Books)	-do-	01	office		do-
(xvi)	Pay Bill Degister	-do-	0)	-de-	01	-48-
	V V			377	College Se	
				aml	subject Septimental Pis	eraj tt. Mand (H.S.
	Stationary mis Roham	- 1 .1.6	11.1 12091	ind Tela	Plangs	Chit mound
	Stationary mis Ilohan	1186	os Pcs	office	-	office use
26 202	10 Stamp Pad		3 Rol	-00	_	"
(2 805			1)
(11	n) Steplear		S Pcs	-do -	-	1'
(iv	Handwash soom		10 PK+	-de-		11
(V)			ol PK	- do -		11
(V					(have	
וע) עו) Tags Big				Principal Govt. Coll	ege Seraj at Lan
J					Distt. Mar	

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



Leave Records: documenting employee leave and attendance



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.