



Govt. College Seraj at Lambathach

Distt. Mandi H.P. 175048

(Affiliated to Sardar Patel University, Mandi)

Email: gcseraj-hp@nic.in

Website: www.gcseraj.ac.in

Reference Edu.GCSeraj-G-30/2024-

Dated: 11th November 2025

CRITERION 4- INSTITUTIONAL MANAGEMENT

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

The institution maintains **official records in a systematic, accurate, and transparent manner** in accordance with prescribed government rules and procedures. **Cash Books, Stock Registers, Fund Registers, Leave Records, Fine Fund records**, and other statutory registers are **regularly updated and properly maintained** at the institutional level. All financial transactions are duly recorded, verified, and authenticated by the **competent authority**, ensuring correctness and accountability.

Stock registers are maintained for consumable and non-consumable items, and periodic physical verification is carried out to ensure accuracy. Leave records of employees are properly documented and updated to maintain service transparency. Fine Fund and other fund registers are maintained with proper entries and utilization details. Regular checking, supervision, and audit of records ensure **financial discipline, transparency, and compliance**, contributing to efficient institutional administration and governance.

Cash books:-

रोकड़

T. R. 4
(Transit Rule 77 (1))
Part II
(Form No. 10)

OFFICE OF
Principal
Govt. College Seraj
Distt. Mandi (H.P.)

Date	Particulars	No.	Advances		Contingencies		Miscellaneous		Total	Class.
			Rs.	P.	Rs.	P.	Rs.	P.		
24/02/24	Opening Balance	N/A							N/A	
24/02/24	Total									
24/02/24	Payment of Electricity bill in Office Expan. in R/O G.C. Seraj at Lambhach.				83214	00			83214	00
24/02/24	Total				83214	00			83214	00
24/02/24	Total Receipts				83214	00			83214	00
24/02/24	Grand Total				83214	00			83214	00
25/02/24	Opening Balance	N/A							N/A	
25/02/24	Total									
25/02/24	DE RG to Stud. Home				194256	00			194256	00
25/02/24	Distt. Mandi (H.P.)									
25/02/24	Total				194256	00			194256	00
25/02/24	GFPE Advance with deposit in R/O Seraj				89000	00			89000	00
25/02/24	Total				89000	00			89000	00
25/02/24	Total Receipts				89000	00			89000	00
25/02/24	Grand Total				89000	00			89000	00

Municipal Govt. College Seraj, Distt. Mandi (H.P.)

Book

PAYMENTS 193 MONTH OF April 2024

Date	Particulars	Per Cent	Allowance	Contingencies		Miscellaneous	Total	Class.
				Rs.	P.			
24/02/24	Payment of Electricity bill in Office Expan. in R/O G.C. Seraj at Lambhach.						83214	00
24/02/24	Total						83214	00
24/02/24	Total Receipts						83214	00
24/02/24	Grand Total						83214	00
25/02/24	DE RG to Stud. Home						194256	00
25/02/24	Distt. Mandi (H.P.)							
25/02/24	Total						194256	00
25/02/24	GFPE Advance with deposit in R/O Seraj						89000	00
25/02/24	Total						89000	00
25/02/24	Total Receipts						89000	00
25/02/24	Grand Total						89000	00

Municipal Govt. College Seraj, Distt. Mandi (H.P.)

Cash Book Sports Fund

RECEIPTS

Month & Date	Vr. No.	PARTICULARS	AMOUNT		AMOUNT		
			L. Folio	Rs.	P.	Rs.	P.
22/02/24		Opening Balance				299348	00
22/02/24		Vide this office letter No. EDM G.C. Seraj/G-36/2022-23 dt. 23/11/2022 expenditure to pay WPI Annual Sports entry fee for the year 2022-23 vide Draft No. 193680 dt. 22-11-2024				4260	00
28/02/24		Grand Total				295088	00
29/02/24		Opening Balance				295088	00
29/02/24		Expenditure as per page No. 13 Vide cheque No. 42499				50000	00
29/02/24		Grand Total				245088	00
07/03/24		Opening Balance				245088	00
07/03/24		Income received from Mr. Rakish Kumar, Art Librarian vide Misc. Balance Receipt No. 13923 & 13924 for Championship Khatko (Men & Women).		14390		14390	00
07/03/24		Grand Total		14390		259478	00
13/03/24		Opening Balance				259478	00
13/03/24		Income received from student fee		240		240	00
13/03/24		Grand Total		240		259718	00

Municipal Govt. College Seraj, Distt. Mandi (H.P.)

for the _____ of _____ Year 13

PAYMENTS

Month & Date	Vr. No.	PARTICULARS	AMOUNT		AMOUNT		
			L. Folio	Rs.	P.	Rs.	P.
22/02/24		Paid to Rakish Kumar Assistant Librarian on account of Advance taken for participation WPI Inter College (Women) Khatko Championship held at Govt. S.K.T. College Nahan Distt. Shimoga (K.A.) vide 25-11-2024. P.T. 27-11-2024 and payment made vide cheque No. 42499				50000	00
29/02/24		Paid to Mr. Charan Lal, Assistant Librarian for participation of students inter college SUCC Championship held at G.C. College Rajgarh vide 28-11-2024 to 29-11-2024 and payment made vide through RTGS letter No. EDM/GC/SRJ/G-17-2024 General Circular/360 Dated 31st December, 2024.				5000	00

Municipal Govt. College Seraj, Distt. Mandi (H.P.)

80
Name of Article: Lab Stock & Tools

STOCK REGISTER

Date	PARTICULARS	Bill No.	Receipt	Issue	Balance	Remarks
दिनांक	विवरण	बील नं०	प्राप्ति	द्वारा	शेष	टिप्पणी
01/11/21	Entry forwarded from CC Consumable Stock Register P.No-80. Purchase from HP Ichadi and village industries Mandipur	1722	30	40 LAB	30	Rs. 65/- each
19/11/21	Mina chel psaleh. Khadi village Industrial goods Hamirpur. Lab tools items as per list dated 09/11/21	37030	08	110	5520	Principal Govt. College Sera (Lambathach) Dist. Mandi (H.P.)
02/12/21	Lab stool 25x25x1.5mm with 4 legs 12x12" Q. 70/-	-do-	142	ND	9960	Principal Govt. College Sera (Lambathach)
01/12/21	Mina chel psaleh. Khadi village Industrial goods Hamirpur. Lab tools items as per list dated 09/11/21	37031	08	ND	5520	Principal Govt. College Sera (Lambathach)
01/12/21	Mina chel psaleh. Khadi village Industrial goods Hamirpur. Lab tools items as per list dated 09/11/21	37032	08	ND	6210	Principal Govt. College Sera (Lambathach)
02/12/21	H.P. Khadi village Industrial goods Hamirpur. 25x25x1.5mm	-do-	58	ND	4060	Principal Govt. College Sera (Lambathach)

Name of Article: Extension Board

STOCK REGISTER

Date	PARTICULARS	Bill No.	Receipt	Issue	Balance	Remarks
दिनांक	विवरण	बील नं०	प्राप्ति	द्वारा	शेष	टिप्पणी
01/11/21	Entry forwarded from CC Consumable stock Register P.No-61. Received from Chirag electrical thuning	186	01	-	01	Rs. 56/-
19/11/21	Puran Chand (Rana Electrical Shop) Items purchased:- 1. LED Lamp 20w-12P 2. LED Tube Set 18w-11P 3. Wire 2.8mm. 1mm-28m 4. Bulb Holder -2P 5. Tap Roll -1P 6. Screw -1PKT 7. Gritli -1PKT	449	-	-	NIL	All the items have been installed in the college building
01/12/21	Denki Communication Main Bazar, Tanjehi 1. Wire 1.5mm - 1 Pol. 2. Socket - 13 3. Switch - 13 4. 8x10 Box - 03 5. Sheet 5x10 - 03 6. Box 8x6+Sheet - 01 7. P. Hukka - 01 8. Gritli - 35 No.	541	-	-	NIL	All the items have been installed in smart class room.
01/12/21	Yash Communication 1. Nut - 3P 2. Cassing - 13P 3. Power set - 02 4. Ext. React - 01 5. Tap 6. Wire 2.8mm - 10m	550	-	-	NIL	All the items have been installed in the smart class room.

Leave Records:-

for the year 2025

Maternity leave
wef 01/11/2024 to 31/10/2025 = 6 months

Joined after availing maternity leave for 6 months on 01/11/2025

R-H Leave account
30/10/25 = 01 day = 01 day
25/08/25 to 26/08/25 = 02 days = 02 days
24/09/25 = 01 day
G.Total = 03 days

Casual leave account
25/08/25 to 26/08/25 = 02 days = 02 days
24/09/25 = 01 day
G.Total = 03 days

Medical leave account
29/10/25 to 31/10/25 = 03 days = 03 days
01/11/25 = 01 day = 01 day
13/12/2025 = 01 day = 01 day
G.Total = 05 days

Special leave account
02/11/25 = 01 day = 01 day
G.Total = 01 day

Casual leave
(2) Sh. Naval Kohar = 5.12.25
Contract
01.12.2025

Medical leave
30/10/2025 = One day

Special leave for
date 25/11/25 = One day = 01 day

R-H Leave account
30/10/25 = 01 day = 01 day
01/11/25 to 02/11/25 = 02 days = 02 days
08/10/25 to 11/10/25 = 03 days = 03 days
G.Total = 06 days

Casual leave account
01/11/25 to 02/11/25 = 02 days = 02 days
08/10/25 to 11/10/25 = 03 days = 03 days
G.Total = 05 days

Special leave account
25/10/25 to 27/10/25 = 03 days = 03 days
G.Total = 03 days

Medical leave account
17/10/25 = 01 day = 01 day
01/12/25 to 01/12/25 = 01 day = 01 day
G.Total = 02 days

Fine Fund:

RECEIPTS		of the month of			
Date दिनांक	PARTICULARS विवरण	Ledger Folio खाता पुस्तक	Amount रकम		Total जीदा
			Rs.	P.	Rs. P.
06/05/2025	Opening Balance				35168
06/05/2025	Expenditure as per page No. 65				21455
	Total				10713
06/05/2025	Expenditure as per page No. 65				8190
	Grand Total				2523
Bursar G.C. Seraj at Lambathach Distt. Mandi (H.P.)		Principal Govt. College Seraj Lambathach Distt. Mandi (H.P.)			

PAYMENTS		of the month of			
Date दिनांक	PARTICULARS विवरण	Ledger Folio खाता पुस्तक	Amount रकम		Total जीदा
			Rs.	P.	Rs. P.
06/05/2025	Paid to M/S Rohan Enterprises for purchase Paper / Articles for distribution to the meritorious students Annual Function 2025 and payment made vide Monthly RTIs letter No. EDN/GC-SRJ/CA-11/2024 - General Circular Dt: 05-05-2025.				8190
06/05/2025	Paid to M/s Sanjay Enterprises for purchase Paper / Articles for distribution to the meritorious students Annual Function 2025 and payment made through RTIs letter No. EDN/GC-SRJ/CA-11/2024 - General Circular Dt: 05-05-2025.				24455
06/05/2025	Closing Balance				2523
	Grand Total				2523
Bursar G.C. Seraj at Lambathach Distt. Mandi (H.P.)		Principal Govt. College Seraj Lambathach Distt. Mandi (H.P.)			


Principal
Govt. College Seraj at Lambathach
Distt. Mandi (H.P.)