



# Govt. College Seraj at Lambathach

Distt. Mandi H.P. 175048

(Affiliated to Sardar Patel University, Mandi)

Email: [gcseraj-hp@nic.in](mailto:gcseraj-hp@nic.in)

Website: [www.gcseraj.ac.in](http://www.gcseraj.ac.in)

Reference Edu.GCSeraj-G-30/2024-  
2025

Dated: 11<sup>th</sup> November

## CRITERION 4- INSTITUTIONAL MANAGEMENT

### 4.3. Management of Institutional Funds

#### 4.3.3 Settlement of Bills/ Advances within a specified time frame

The institution follows a **systematic and transparent procedure** for the **timely settlement of bills and advances**. All financial transactions related to purchases, activities, events, and official duties are processed in accordance with **government financial rules and guidelines**. Bills and advances are verified at the institutional level and submitted to the concerned authorities within the prescribed time limits to avoid delays.

Regular monitoring and coordination among the office staff, committees, and the Drawing and Disbursing Officer ensure that **advances are adjusted promptly** and bills are cleared in a time-bound manner. This practice promotes **financial discipline, accountability, and smooth administrative functioning**, and helps in maintaining accurate financial records and audit compliance.



# GOVERNMENT COLLEGE SERAJ AT LAMBATHACH

Distt. Mandi, HP 175048

Email:- gcseraj-hp@nic.in

Date: 23/11/24

The Principal,  
Govt. College, Seraj at Lambathach  
Dist.- Mandi, H.P.

PROPOSAL:

sanction may kindly be accorded to purchase refreshment items to be distributed in the constitution day on dated 26th November, 2024.

Approx. Expenditure Rs 9500/- (In words) Nine Thousand Five Hundred only

Sir,  
Sanction may kindly be accorded for the Purchase/Repair of the following articles as per the requirements reflected in the proposal above.

1. चाय
2. समोसा
3. रसगुल्ला
- 4.
- 5.

Signature:-

[Signature]  
23/11/24  
Omkar S.V. Singh  
Asst. Professor Pol Science

Name of the  
Teacher/ official  
Seeking sanction

Recommendation by the committee. The proposal is up-right and thus strongly recommended:

1. Amir
2. [Signature]
3. \_\_\_\_\_

Recommended:

[Signature]  
BURSAR

Sanctioned:

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

### FOR OFFICE USE ONLY

Payment is hereby made in favour of Kaibara sweet shop amounting to Rs. 8500  
(Eight thousand five hundred only). Vide Cheque No. 85245  
Dated 06-12-2024 out of A/F as per details given above.

[Signature]  
Dealing Assist/Clerk

