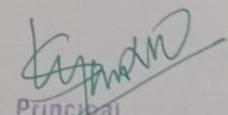


4.10 Proper maintenance of official records (cash book, /stock registers, Funds Register/ leave Records) Fine Funds etc.

a) Proper maintenance of Cash Book

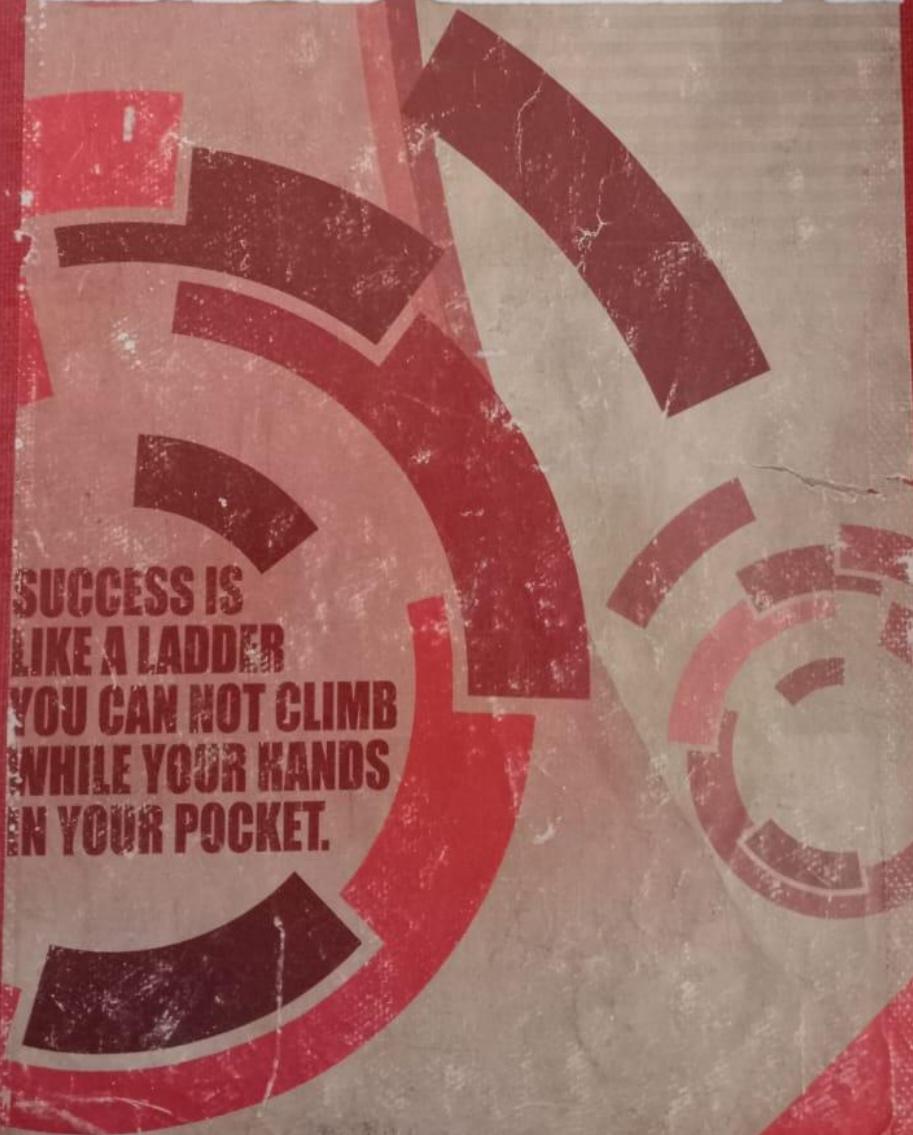
Details of funds

Sr. No.	Name of Fund	Account No.	Balance	Opening Balance as on 01-4-2024	Closing Balance as on 31-3-2025
01	Library Security Fund	12110106173	62888/-	62708/-	67612/-
02	Building Fund	12110106180	2895/-	5145/-	492/-
03	Sports Fund	12110106174	179693/-	179693/-	86791/-
04	Rover & Ranger	12110106175	15572/-	14817/-	10594/-
05	Magazine Fund	12110106176	61140/-	65923/-	60376/-
06	House Exam Fund	12110106177	6287/-	118/-	2329/-
07	University Fund	12110106179	45298/-	57275/-	59017/-
08	Amalgamated Fund	12110106172	19890/-	20513/-	4848/-
09	Culture Activity & Annual Function Fund	12110107083	19746/-	25055/-	17435/-
10	Computer & Internet Fund	12110107085	27319/-	21226/-	24851/-
11	NCC Fund	12110107084	1584/-	1508/-	1551/-
12	Medical Fund & Student Aid Fund	12110107082	11508/-	10022/-	10509/-
13	Red Cross Fund	12110107086	64021/-	51711/-	53672/-
14	I.D. Card & Book Replacement Fund	12110107081	49845/-	39103/-	45485/-
15	Campus Development Fund	12110107080	15906/-	10320/-	13675/-
16	Practical Fund	12110107269	107267/-	113896/-	95871/-
17	Fine Fund	12110106178	10280/-	11464/-	501/-
18	Road Safety Club Fund	12110109304	9642/-	32735/-	1372/-
19	Eco Club Fund	12110107496	107/-	2140/-	97
20	NSS	40323775167			
21	Misc. Fund	12110106160	9802/-	11721/-	6919/-
22	PTA	12110106159	44996/-	23599/-	25764/-


 Principal
 Govt. College Sh. Naina Devi Ji
 Distt. Bilaspur (H.P.)

b) Stock Registers

Building Stock Register (03)



**SUCCESS IS
LIKE A LADDER
YOU CAN NOT CLIMB
WHILE YOUR HANDS
IN YOUR POCKET.**

Ca
RE

Month
&
Date

STORE

Consumable Stock
Ledger

510

Register

Cash Book

AMOUNT	TOTAL
--------	-------

OUNT

ITEM)

(SCHOOL)

STOCKREGISTER

ANAND STATIONERY MART, JAL.

Principal
GDC Sh. Naina Devi Ji (B.L.P)

The Quality Store

Permanent Stock Register 01

(61)

PARMANET ARTICK

Stock Register



Stock List of Articles in the College Stock of Store Govt. College Shri Naina Devi Ji (H.P.) 2023-24
 Dated: -25/03/2024

Sr. No.	Name of Articles	Quantity	Stock Register Page No.	Stock Register No.	Serviceable	Un-serviceable
1	Iron Chair	2	1.A	1 (Permanent Stock)	2	
2	Desktop	3	1.A	1 (PS)	3	
3	Printer	3	1.A	1 (PS)	3	
4	Iron Board	1	1.A	1 (PS)	1	
5	UPS	03+01	1.A, 04	1 (PS)	03+01	
6	Supdt. Table	1	1.A	1 (PS)	1	
7	Office Chair Cushioned	3	1.A	1 (PS)	3	
8	Office Table	3	1.A	1 (PS)	3	
9	Visitor Chair	6	1	1 (PS)	6	
10	Stool	4	1.A	1 (PS)	4	
11	Office Almirah	5	1.A	1 (PS)	5	
12	Dustbin	6	1	1 (PS)	6	
13	Computer Table	3	1	1 (PS)	3	
14	Computer Chair Revol.	4	1	1 (PS)	4	
15	Executive Table +Chair	01+01		1 1 (PS)	01+01	
16	Sofa 5 Seater	1	1	1 (PS)	1	
17	Centre Table Glass	1	1	1 (PS)	1	
18	Centre Table	2	1	1 (PS)	2	
19	Easy Chair	15	1	1 (PS)	15	
20	Pigeon Almirah	2	1	1 (PS)	2	
21	Computer Wooden table	1	1	1 (PS)	1	
22	Desk Two Seater	100	1	1 (PS)	100	
23	Lecture Stand	5	1	1 (PS)	5	
24	Writing Board	5	1	1 (PS)	5	
25	Notice Board	1	1	1 (PS)	1	
26	Heater	03+02	02,03	1 (PS)	03+02	
27	Water Filter	1	2	1 (PS)	1	
28	Bajaj Ketal	1	2	1 (PS)	1	
29	Notice Board White	3	3	1 (PS)	3	
30	Chair Rev. medium	1	1.A	1 (PS)	1	
31	Honour Board	1	1	1 (PS)	1	
32	Revol. Chair High Back	2	2	1 (PS)	2	
33	College Logo	1	2	1 (PS)	1	

Principal
 GDC Sh. Naina Devi Ji (BLP)

27.

ANAND STATIONERY MART, JAL.

(SCHOOL STOCK REGISTER)

ITEM

Bill No	Serial No	Date of Receipt	Name of article with full description	No. of quantity of article	Rate	Amount Rs. P	From whom supplied <small>(Name and address of supplier)</small>	Article Removed from the Register				Signature of the Teacher-in-Charge	Remarks
								No. and Authority date of for voucher purchase	Date	Why removed	Authority for removal		
			Registers	3	100	300	Harooni Stationery Supplies	(44)					
82	8/10/24		cash book	4	290	1160	(24)	Principal		Articles mentioned in bill No. 82 are actually purchased and used in office and balance - Nil.			
			Tape	1	110	110	Chawali Nalini Dew	Nil					
			Marker	2	20	40		Nil					
			Pasting file	2	120	240		(82)					
			Envelop (A4)	15		100		(51)					

Principal
GDC S.S. Nalini Devi JI (MLP)

a) Leave records

GDC Sh. Naina Devi Ji Employee Annual Leave Record Register

Name of Employee : Dr. Rajender Kumar Designation: Principal

Aadhar No.

Year :- 2025(01-01-2025 to 31-12-2025)

PMIS No.

Year :- 2025(01-01-2025 to 31-12-2025)

PMIS No.

GDC Sh. Naina Devi Ji Employee Annual Leave Record Register

Name of Employee : - Ajay Kumar Designation: A.R. Commence Aadhar No.

Year 2025(01-01-2025 to 31-12-2025) PMIS No. 84499

GDC Sh. Naina Devi Ji Employee Annual Leave Record Register

Name of Employee :- Sakshi Mehta Designation: A.P. History Aadhar No. 123456789012345678

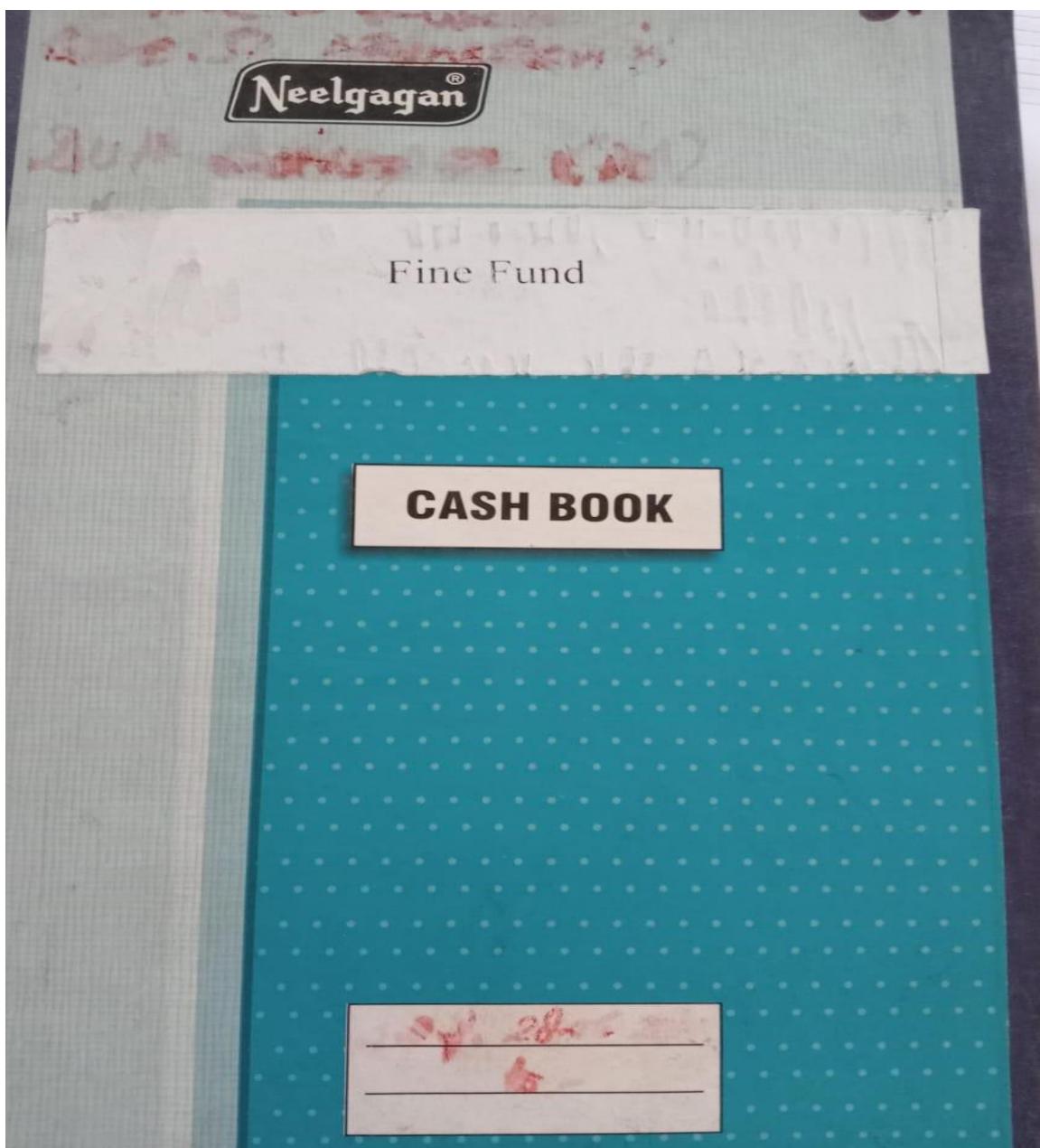
Year :- 2025(01-01-2025 to 31-12-2025) PMIS No. 99405

Aadhar No.

GDC Sh. Naina Devi Ji Employee Annual Leave Record Register

Name of Employee :- Vijay Singh Designation: Supdt G-II Aadhar No. 942472089047
Year :- 2025(01-01-2025 to 31-12-2025) PMIS No. 36712

Fine Funds



Cash Book दोकड़

for the month of

Receipts

Date तिथि	Particulars विवरण	Ledger काला फॉलो	Amount रुपये	Total रुपये
			₹	P.
	Opening balance		12978	
	Cash in hand		Nil	
	Total	—	—	12978
14.3.24	₹ 5854 - received from students	5854		
16.3.24	₹ 4420 - received from students	4420		
20.3.24	₹ 1811 - received from students	1811		
22.3.24	₹ 301 - received from students	301		
26.3.24	₹ 229 - received from students	229		
	Total	—	—	12615
	B. Total	—	—	25593
<u>A. Total</u>				
<u>Amount</u>				
1.0.1. Shri Naina Devi Ji Bilaspur (H.P.)				

Cash Book दोकड़

021

March-24

Payments

Date तिथि	Particulars विवरण	Ledger काला फॉलो	Amount रुपये	Total रुपये
			₹	P.
	Payment			
22.3.24	₹ 14134 - paid to M/S Shri Shankar	14134		
	Copy House against payment of Academic Prize for annual function			
	Total	—	—	14134-
	Closing balance	—	11459-	1
	Cash in hand		Nil	
	Total	—	—	11459
	<u>G. Total</u>	—	—	25593-
	<u>Principal</u>			
	GDC Sh. Naina Devi Ji (BLP)			