**all india institute of speech and hearing**

**Accounts Section**

Monthly Report for the Month of …………

**Grants Received and Spent**

Type of grant (G)

Grant- in-Aid General

Grant- in-Aid Capital

Grant- in-Aid Salaries

Amount allocated for year …..

Amount released

Amount Spent as on …

**Income Generated during the Month**

Category

Amount

Remarks

**Salary Payment to Permanent Staff**

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

No. Pending, if any

Reasons for pendency

**Salary Payment to Contract Staff**

Category

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

Numbers Pending with details

Reasons for pendency

**Stipend/ Fellowships**

Stipend/ Fellowships

Amount disbursed

Date of disbursement

Remarks

**Medical Claims**

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

Numbers Pending with details

Reasons for pendency

**T.A. Advance**

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

Numbers Pending with details

Reasons for pendency

**T.A. Bills**

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

Numbers Pending with details

Reasons for pendency

**LTC Claims**

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

Numbers Pending with details

Reasons for pendency

**Children Education Allowance Payment**

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

Numbers Pending with details

Reasons for pendency

**GPF Advance**

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

Numbers Pending with details

Reasons for pendency

**Supplier Advance**

No. received

No. processed

Amount disbursed

Date of credit to the bank accounts

Avg. Processing time (in days)

Numbers Pending with details

Reasons for pendency

**Payment to the Vendors**

No. Received during the Month

No. Processed

Amount disbursed

Avg. processing time (in days)

No. Pending with details

Reasons for pendency

**Major Activities/ events carried out under the aegis of the Section**

Name of the Programme/ Event & Date:

A short description :

**Any Other …………….**

**Sd/**

**Chief Accounts Officer**