**Accounts Section**

**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 …

Category of Expenditure:

 **…..**

**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**( A brief note in not more than five sentences about each activity/event)

**Any Other …………….**