**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE**

**Accounts Section**

**------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

**Monthly Report: …., 2017**

1. **Grants Received and Spent**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of grant** | **Amount allocated for 2017-18** | **Amount released** | **Amount Spent**  **as on …** |
| Grant- in-Aid General |  |  |  |
| Grant- in-Aid Capital |  |  |  |
| Grant- in-Aid Salaries |  |  |  |
| **Total** |  |  |  |

1. **Income Generated during the Month**

|  |  |  |
| --- | --- | --- |
| **Category** | **Amount** | **Remarks** |
|  |  |  |
|  |  |  |

1. **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** |
|  |  |  |  |  |  |  |

1. **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** |
| Payment wherein attendance statement received on or before 5th of the Month |  |  |  |  |  |  |  |
| Payment wherein attendance statement received from 6th to 10th of the Month |  |  |  |  |  |  |  |

1. **Stipend/ Fellowships**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stipend/ Fellowships** | **Amount disbursed** | **Date of disbursement** | **Remarks** |
| Undergraduates Programmes |  |  |  |
| Postgraduates |  |  |  |
| Doctoral students |  |  |  |
| Details of pending cases, if any with reasons |  |  |  |

1. **Medical Claims**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.**  **received** | **No.**  **processed** | **Amount**  **disbursed** | **Date of credit to the bank accounts** | **Avg. processing time (in days)** | **No.**  **Pending with details** | **Reasons for pendency** |
|  |  |  |  |  |  |  |

1. **T.A. Advance**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.**  **received** | **No.**  **processed** | **Amount**  **disbursed** | **Date of credit to the bank accounts** | **Avg. processing time (in days)** | **No.**  **Pending with details** | **Reasons for pendency** |
|  |  |  |  |  |  |  |

1. **T.A. Bills**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.**  **received** | **No.**  **processed** | **Amount**  **disbursed** | **Date of credit to the bank accounts** | **Avg. processing time (in days)** | **No.**  **Pending with details** | **Reasons for pendency** |
|  |  |  |  |  |  |  |

1. **LTC Claims**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.**  **received** | **No.**  **processed** | **Amount**  **disbursed** | **Date(s) of credit to the bank accounts** | **Avg. processing time (in days)** | **No.**  **Pending with details** | **Reasons for pendency** |
|  |  |  |  |  |  |  |

1. **Children Education Allowance Payment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.**  **received** | **No.**  **processed** | **Amount**  **disbursed** | **Date(s) of credit to the bank accounts** | **Avg. processing time (in days)** | **No.**  **Pending with details** | **Reasons for pendency** |
|  |  |  |  |  |  |  |

1. **GPF Advance**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.**  **received** | **No.**  **processed** | **Amount**  **disbursed** | **Date(s) of credit to the bank accounts** | **Avg. processing time (in days)** | **No.**  **Pending with details** | **Reasons for pendency** |
|  |  |  |  |  |  |  |

1. **Supplier Advance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.**  **received** | **No.**  **processed** | **Amount**  **disbursed** | **Avg. processing time (in days)** | **No.**  **Pending with details** | **Reasons for pendency** |
|  |  |  |  |  |  |

1. **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** |
|  |  |  |  |  |  |

1. **Major Activities/ events carried out under the aegis of the Section** ( A brief note in not more than five sentences about each activity/event)

1. **Any Other**

----------------------------------------------------------------------------------------------------------------------------------------------------------

Report Prepared by: Checked and verified by (sd/-)

Chief Accounts Officer