



**Post Graduate Government College for Girls,
Sector 42, Chandigarh**

Affiliated to Panjab University, Chandigarh



NAAC Accredited 'A' Grade (CGPA – 3.21)

AISHE Code : C-29391

Internal Quality Assurance Cell (IQAC)



Prof. Lakhvir Singh
IQAC Coordinator

Prof. Nisha Aggarwal
Principal



Office

0172-2676005



FAX

0172-2676005



www.gcg42.ac.in



gcg42chd@yahoo.com

Post Graduate Government College for Girls

Sector 42-C, Chandigarh

Question: 6.4.1 Institution conducts internal and external financial audits regularly

Title of Documentary Proof : Proof of All Audited statements

Table of Contents:

| S.No. | Particulars | Page No. |
|--------------|--------------------------------------|-----------------|
| 1. | NSS Audited Statement | 1-12 |
| 2. | RUSA Audited Statement | 13 |
| 3. | Government Fund Audit | 14-16 |
| 4. | PLA | 17-21 |
| 5. | Duty Lists for Stock Checking | 22-32 |

SELF FINANCING

Utilization Certificate of Regular Activities and Special Camping
Programme Session 2016-2017

PG. Govt. College for Girls Sector - 42 Chandigarh

| Sr.No | Opening Balance as on 1st April 2016 | Grant Received In 2016 - 2017 | Total Grant Received for 2016 - 2017 | Expenditure incurred on Regular Activities 2016 - 2017 | Expenditure incurred on Special Camping Programme 2016 - 2017 | Balance as on 31-03-2017 |
|-------|--------------------------------------|-------------------------------|--------------------------------------|--|---|--------------------------|
| 1. | 6357/- | 1,83,643/- | 1,90,000/- | 98,250/- | 90000/- | 1750/- |



Programme Officer
Programme Officer (NSS)
P.G. Govt. College For Girls
Sector-42, Chandigarh



Principal
Principal
P.G. Govt. College For Girls
Sector-42, Chandigarh



CA/ Auditor

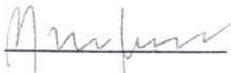


GENERAL FUND

Utilization Certificate of Regular Activities and Special Camping
Programme Session 2016-2017

PG. Govt. College for Girls Sector - 42 Chandigarh

| Sr.No | Opening Balance as on 1st April 2016 | Grant Received in 2016 - 2017 | Total Grant Received for 2016 - 2017 | Expenditure incurred on Regular Activities 2016 - 2017 | Expenditure incurred on Special Camping Programme 2016 - 2017 | Balance as on 31-03-2017 |
|-------|--------------------------------------|-------------------------------|--------------------------------------|--|---|--------------------------|
| 1. | 331 | 1,82,000/- | 1,82,331/- | 92,254/- | 90000/- | 77/- |


Programme Officer

Programme Officer (NSS)
P.G. Govt. College For Girls
Sector-42, Chandigarh


Principal

Principal
P.G. Govt. College For Girls
Sector-42, Chandigarh


CA/ Auditor

(Self financing)

**Utilization Certificate of Regular Activities and Special
Camping Programme Session 2017 – 2018**

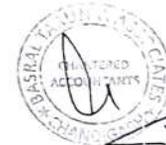
Self Financing Units

PG.Govt.College for Girls Sector – 42 Chandigarh

| Sr.No | Opening Balance as on 1 st April 2017 | Grant Received in 2017 – 2018 | Total Grant Received for 2017 – 2018 | Expenditure incurred on Regular Activities 2017 – 2018 | Expenditure incurred on Special Camping Programme 2017 – 2018 | Balance as on 31-03-2018 |
|-------|--|-------------------------------|--------------------------------------|--|---|--------------------------|
| 1. | 1,750/- | 1,83,649/- | 1,85,399/- | 94,669/- | 90,000/- | 724/- |


Programme Officer


Principal




CA/ Auditor

(GENERAL FUND)

**Utilization Certificate of Regular Activities and Special
Camping Programme Session 2017 – 2018**

PG.Govt.College for Girls Sector – 42 Chandigarh

| Sr.No | Opening Balance as on 1 st April 2017 | Grant Received in 2017 – 2018 | Total Grant Received for 2017 – 2018 | Expenditure incurred on Regular Activities 2017 – 2018 | Expenditure incurred on Special Camping Programme 2017 – 2018 | Balance as on 31-03-2018 |
|-------|--|---|--|--|--|--------------------------------|
| 1. | 77/- | 1,82,000/- | 1,82,077/- | 87,192/- | 90,000/- | 4,885/- (|



Programme Officer



Principal



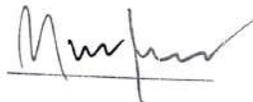
CA/ Auditor

Utilization Certificate of Regular Activities and Special Camping
Programme Session 2018-2019

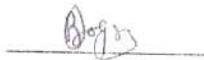
(Self Finanace Units)

PG. Govt. College for Girls Sector - 42 Chandigarh

| Sr.No | Opening Balance as on 1st April 2018 | Grant Received In 2018 - 2019 | Total Grant Received for 2018 - 2019 | Expenditure incurred on Regular Activities 2018 - 2019 | Expenditure incurred on Special Camping Programme 2018 - 2019 | Balance as on 31-03-2018 |
|-------|--------------------------------------|-------------------------------|--------------------------------------|--|---|--------------------------|
| 1. | 725/- | 1,94,115/- | 1,94,840/- | 1,04,530/- | 90,000/- | 310/- |



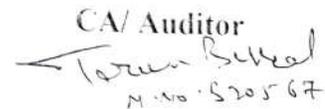
Programme Officer
PROGRAMME OFFICER
N S. S.
Govt. College For Girls
Sec. 42, Chandigarh



Principal
Principal
P.G. Govt. College for Girls
Sector-42, Chandigarh



15/05/2019

CA/ Auditor

M. No. 520567

UDIN: 19520517AAAAAP6187

Utilization Certificate of Regular Activities and Special Camping
Programme Session 2018-2019

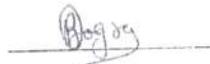
(General units)

PG. Govt. College for Girls Sector - 42 Chandigarh

| Sr.No | Opening Balance as on 1st April 2018 | Grant Received in 2018 - 2019 | Total Grant Received for 2018 - 2019 | Expenditure incurred on Regular Activities 2018 - 2019 | Expenditure incurred on Special Camping Programme 2018 - 2019 | Balance as on 31-03-2018 |
|-------|--------------------------------------|-------------------------------|--------------------------------------|--|---|--------------------------|
| 1. | 4885 | 1,90,000/- | 1,94,885/- | 1,04,757/- | 90,000/- | 128/- |



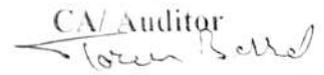
Programme Officer
PROGRAMME OFFICER
N. S. S.
Govt. College For Girls
Sec. 42, Chandigarh



Principal
Principal
P.G. Govt. College for Girls
Sector-42, Chandigarh



13/05/2019

CA/Auditor

M.No. 5 205 67

UDIN: 19520567AAAAA 0 7122

Utilization certificate of Regular Activities and Special camping

Programme session 2019-20

Self finance units

P.G. Govt. College for Girls, sector 42, Chandigarh

| <u>Sr No</u> | <u>Opening Balance at 1st April 2019</u> | <u>Grant Received in 2019-20</u> | <u>Total Grant Received for 2019-20</u> | <u>Expenditure incurred on Regular Activities 2019-20</u> | <u>Expenditure incurred on Special Camping Programme 2019-20</u> | <u>Balance on 31st March 2020</u> |
|--------------|---|----------------------------------|---|---|--|--|
| 1. | 330 | 190000 | 190310 | 99380 | 90000 | 930 |


Programme Officer


Principal


M-100
520567

CA/Auditor
Taran

UOI No. 20520567 AAAAAA 6158

Utilization certificate of Regular Activities and Special Camping Programme
Session 2019-20

General units

P.G. Govt. College for Girls, sector 42, Chandigarh

| <u>Sr No</u> | <u>Opening Balance at 1st April 2019</u> | <u>Grant Received in 2019-20</u> | <u>Excess amount refund</u> | <u>Total Grant Received for 2019-20</u> | <u>Expenditure incurred on Regular Activities 2019-20</u> | <u>Expenditure incurred on Special Camping Programme 2019-20</u> | <u>Balance on 31st March 2020</u> |
|--------------|---|----------------------------------|-----------------------------|---|---|--|--|
| 1. | 128 | 213500 | 42700 | 170928 | 80075 | 90000 | 853 |

Programme officer

Principal

M.No. 520567

 Green Rain

CA/ Auditor
 UDIN: 2050567 AAA-AAA 8 215



BASRAL TARUN & ASSOCIATES
Chartered Accountants
TARUN BASRAL
B.Com, FCA
99880-27888
70098-53791

14/05/2021

UTILISATION CERTIFICATE

This is to certify that a sum of Rs. 163,147/- (Rupees One Lac Sixty Three Thousand One Hundred and Forty Seven Only) was sanctioned as NSS General Grant for the F.Y. 2020-21 by O/o Director Higher Education, Chandigarh in favour of Post Graduate Govt. College for Girls, Sector 42, Chandigarh for carrying out the activities relating to regular working and special camping.

The detail of grants received and expenditure incurred by the college are as follows:

| PARTICULARS OF RECEIPTS | AMOUNT (In Rs.) |
|--|--------------------|
| GRANT BROUGHT FORWARD FROM PREVIOUS PERIOD (Opening Balance as on 01.04.2020) | 853.00 |
| Grant received during current year | 163,147.00 |
| TOTAL (A) | 1,64,000.00 |
| DETAILS OF EXPENDITURE OUT OF ABOVE | AMOUNT (In Rs.) |
| Expenditure on Regular Activities and Special Camp | 1,63,670.00 |
| TOTAL (B) | 1,63,670.00 |
| GRANT IN HAND AT THE END OF YEAR (A-B) (Closing Balance as on 31.03.2021) | 330.00 |

The above certificate has been compiled from the facts, information and records produced before us.

Place: CHANDIGARH

Chanel
PROGRAMME OFFICER
P.G. Govt. College for Girls
Sector-42, Chandigarh

Nisha Jassi
PRINCIPAL
Principal
P.G. Govt. College for Girls
Sector-42, Chandigarh

Tarun Basral
CHARTERED ACCOUNTANT
CA. TARUN BASRAL
(PROP.)



UDIN: 21520567AAAABM9044

M. NO. 520567



14/05/2021

UTILISATION CERTIFICATE

This is to certify that a sum of Rs. 1,89,070/- (Rupees One Lac Eighty Nine Thousand and Seventy Only) was sanctioned as NSS Self finance Grant for the F.Y. 2020-21 by O/o Director Higher Education, Chandigarh in favour of Post Graduate Govt. College for Girls, Sector 42, Chandigarh for carrying out the activities relating to regular working and special camping.

The detail of grants received and expenditure incurred by the college are as follows:

| PARTICULARS OF RECEIPTS | AMOUNT (In Rs.) |
|---|--------------------|
| GRANT BROUGHT FORWARD FROM PREVIOUS PERIOD (Opening Balance as on 01.04.2020) | 930.00 |
| Grant received during current year | 1,89,070.00 |
| TOTAL (A) | 1,90,000.00 |
| DETAILS OF EXPENDITURE OUT OF ABOVE | AMOUNT (In Rs.) |
| Expenditure on Regular Activities | 99,125.00 |
| TOTAL (B) | 99,125.00 |
| GRANT IN HAND AT THE END OF YEAR (A-B) (Closing Balance as on 31.03.2021) | 90,875.00 |

The above certificate has been compiled from the facts, information and records produced before us.

Place: CHANDIGARH

[Signature]
PROGRAMME OFFICER
Govt. College For Girls
Sec. 42, Chandigarh

Nisha Joss
PRINCIPAL
P.G. Govt. College for Girls
Sector-42, Chandigarh

Tarun Basral
CHARTERED ACCOUNTANT
CA. TARUN BASRAL
(PROP.)

UDIN: 21520567AAAABL6659

M. NO. 520567



BASRAL TARUN & ASSOCIATES
Chartered Accountants
TARUN BASRAL
B.Com, FCA, FAFD
99880-27888
70098-53791

UTILISATION CERTIFICATE

This is to certify that a sum of Rs. 99,125/- (Rupees Ninety Nine Thousand One Hundred and Twenty Five Only) was sanctioned as NSS Self finance Grant for the F.Y. 2021-22 by O/o Director Higher Education, Chandigarh in favour of Post Graduate Govt. College for Girls, Sector 42, Chandigarh for carrying out the activities relating to regular working and special camping.

The detail of grants received and expenditure incurred by the college are as follows:

| PARTICULARS OF RECEIPTS | AMOUNT (In Rs.) |
|---|--------------------|
| GRANT BROUGHT FORWARD FROM PREVIOUS PERIOD (Opening Balance as on 01.04.2021) | 90,875.00 |
| Grant received during current year | 99,125.00 |
| TOTAL (A) | 1,90,000.00 |
| DETAILS OF EXPENDITURE OUT OF ABOVE | AMOUNT (In Rs.) |
| Expenditure on Regular Activities and Special Camping | 1,89,907.00 |
| TOTAL (B) | 1,89,907.00 |
| GRANT IN HAND AT THE END OF YEAR (A-B) (Closing Balance as on 31.03.2022) | 93.00 |

The above certificate has been compiled from the facts, information and records produced before us.

Place: CHANDIGARH
PROGRAMME OFFICER *(Signature)*

(Signature)
PRINCIPAL

CHARTERED ACCOUNTANT

Principal
Post Graduate Govt. College for Girls
Sector-42, Chandigarh

CA. TARUN BASRAL
(PROP.)

UDIN: 22520567AHLAJZ6392

M. NO. 520567

DATE: 20/04/2022



(Signature)



BASRAL TARUN & ASSOCIATES
Chartered Accountants
TARUN BASRAL
B.Com, FCA, FAFD
99880-27888
70098-53791

UTILISATION CERTIFICATE

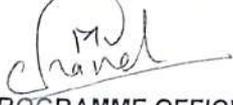
This is to certify that a sum of Rs. 1,84,070/- (Rupees One Lac Eighty Four Thousand and Seventy Only) was sanctioned as NSS General Grant for the F.Y. 2021-22 by O/o Director Higher Education, Chandigarh in favour of Post Graduate Govt. College for Girls, Sector 42, Chandigarh for carrying out the activities relating to regular working and special camping.

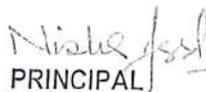
The detail of grants received and expenditure incurred by the college are as follows:

| PARTICULARS OF RECEIPTS | AMOUNT (In Rs.) |
|--|--------------------|
| GRANT BROUGHT FORWARD FROM PREVIOUS PERIOD (Opening Balance as on 01.04.2021) | 330.00 |
| Grant received during current year | 1,84,070.00 |
| TOTAL (A) | 1,84,400.00 |
| DETAILS OF EXPENDITURE OUT OF ABOVE | AMOUNT (In Rs.) |
| Expenditure on Regular Activities and Special Camp | 1,84,257.00 |
| TOTAL (B) | 1,84,257.00 |
| GRANT IN HAND AT THE END OF YEAR (A-B) (Closing Balance as on 31.03.2022) | 143.00 |

The above certificate has been compiled from the facts, information and records produced before us.

Place: CHANDIGARH


PROGRAMME OFFICER


PRINCIPAL

CHARTERED ACCOUNTANT

Principal
P.G. Govt. College for Girls
Sector 42, Chandigarh

CA. TARUN BASRAL

(PROP.)

UDIN:22520567AHKZXR5583

M. NO. 520567

DATE: 20/04/2022



Name of the College: **PG GOVT. COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**
 RUSA UTILIZATION CERTIFICATE OF INFRASTRUCTURE GRANT UP TO 30.04 2022

| RUSA GRANT | TOTAL GRANT | CONSTRUCTION | RENOVATION | EQUIPMENT | TOTAL EXPENDITURE | REFUND | BALANCE |
|----------------------|-------------|--------------|------------|-----------|-------------------|--------|---------|
| INFRASTRUCTURE GRANT | 20000000/- | 7000000/- | 7000000/- | 6000000/- | 20000000/- | 0 | 0 |

RUSA UTILIZATION CERTIFICATE OF PREPARATORY GRANT UP TO 30.04 2022

| RUSA GRANT | TOTAL GRANT | TOTAL EXPENDITURE | REFUND | BALANCE |
|-------------|-------------|-------------------|--------|---------|
| PREPARATORY | 1123678/- | 1123498/- | 0 | 180/- |
| G.TOTAL | | | | |

NOTE: Total interest earned up to 30.4.2022 infrastructure grant Rupees - 460479/-
 Preparatory grant Rs 1130/- = Bank Transaction Charges cut by BANK: 9489/-
 Name of Chartered Accountant: Nisha Singh

Signature of the Chartered Accountant: _____

Stamp of the Chartered Accountant:
 UDIN 22098689ATPERE1358

Nisha Arora
 Signature of the Principal



Anurag Singh
 Signature of RUSA Coordinator



भारतीय लेखा परीक्षा तथा लेखा विभाग
कार्यालय प्रधान निदेशक लेखा परीक्षा (केन्द्रीय), चण्डीगढ़

Indian Audit & Accounts Department
Office of The Principal Director of Audit (Central), Chandigarh

Accountant
Nishu Jassi
Principal
9/11/2020



क्रमांक: पी.डी.ए./के.व्यय/यू.टी./2020-21/ 139

दिनांक: 03.11.2020

2728
9/11/20

सेवा में,

The Principal,
Post Graduate Govt. College for Girls,
Sec-42, Chandigarh.

विषय:- Settlement of Outstanding Inspection Paras.

महोदया,

आपके कार्यालय के पत्र स. PGGGCG-42/20/Acctt./2627 दिनांक: 20.10.2020 के संदर्भ में चैरों वार टिप्पणी इस प्रकार है | आपके सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित है |

| Year | Para No. | Subject of Para | Remarks |
|---------|----------|--|---|
| 2007-08 | 2 ✓ | Non-deposit of Service Tax Rs. 7246/-. | Final action awaited, Para could not be considered for settlement. |
| 2011-14 | 1 | Irregular Payment of Pay and allowances Rs. 98.49 lakhs. | Documents in support of reply has not been furnished/ attached, para stands. |
| | 2 ✓ | Non claim of subsidy amount to Rs. 4.79 lakhs on Solar Water Heating System. | Comments of Higher authority may be obtained and furnished to Audit, para stands. |

| | | | |
|----|------|---|--|
| 4- | 1 | Non-deposit of Parking Fee receipts on Government Account Rs. 2.87 Lakhs. | Final compliance awaited, Para stands. |
| | 2 | Piecemeal Purchase Rs. 1.23 Lakh. | Irregular purchases may be regularized with the sanction of Competent authority, Para stands. |
| | 3 | Non-disposal of unserviceable Articles Rs. 6.80 Lakhs. | Supportive documents has not been attached, Para stands. |
| | 4(A) | Shortcomings in the maintenance of Cash Book. | Facts will be verified w.r.t. original record at the time of next Audit, Para stands. |

भवदीया

Handwritten signature

वरिष्ठ लेखा परीक्षा अधिकारी

| | | | |
|---------|------|---|---|
| 2014-17 | 1 | Non-deposit of Parking Fee receipts on Government Account Rs. 2.87 Lakhs. | Final compliance awaited, Para stands. |
| C.F. | 2 | Piecemeal Purchase Rs. 1.23 Lakh. | Irregular purchases may be regularized with the sanction of Competent authority. Para stands. |
| | 3 | Non-disposal of unserviceable Articles Rs. 6.80 Lakhs. | Supportive documents has not been attached, Para stands. |
| | 4(A) | Shortcomings in the maintenance of Cash Book. | Facts will be verified w.r.t. original record at the time of next Audit, Para stands. |

भवदीया

रमेश

वरिष्ठ लेखा परीक्षा अधिकारी

Office of the Principal Post-graduate Govt. College for Girls Secotr-42, Chandigarh

Endst No. PGGCG-42/Acctt./2020/ 278787

dated : 11.11.2020

A copy is forwarded to the following for information and further necessary action. A copy of outstanding audit para is also enclosed for final compliance.

1. P.O. Clerk (intended)
2. Swinder Singh, Associate Professor
3. C.T. (intended)

Nisha Jassi
Principal,
Post Graduate Govt. College for Girls,
Sector-42, Chandigarh

प्लॉट नं. 20-21, सेक्टर - 17 ई, चण्डीगढ़ - 160017

Plot No. 20-21, Sector-17E, Chandigarh - 160017

दूरभाष/ Tel.No. 0172 - 2782020

फैक्स/ FAX No: 0172 - 2782021 / 2783974

ई-मेल/ Email: pdacchandigarh@cag.gov.in

B) RECONCILIATION OF FUNDS CASH BOOK:

DETAIL OF CLOSING BALANCES AS ON 31st MARCH 2018:- The detail of the closing balance of the PLA Cash book and Treasury balance as on 31st March 2018 is as follows:-

| | |
|------------------------------|-------------|
| Balance as per PLA Cash book | 97178773.00 |
| Balance as per the Treasury | 96276881.00 |
| Difference | 901892.00 |

The Principal of the College vide Memo No. LAD/CCII/2019/3030 dated 03/01/2019 and various verbal reminders was requested to direct the staff to intimate reasons for the above said difference in closing balances of PLA Funds as per Cash Book and closing balances of PLA Funds as per Treasury but nothing was intimated to us till the completion of audit. The reasons for difference be ascertained and got cleared earliest under intimation to audit.

C) FINANCIAL POSITION: -The Financial position of various funds as on 31/03/2018 is as under:-

| S. NO. | NAME OF FUND | BALANCE AS ON 31.03.2018 |
|--------|--------------------------------------|--------------------------|
| 1 | Amalgamated Fund | 11773098.00 |
| 2 | Bio info | 432431.00 |
| 3 | Bio-tech | 1039990.00 |
| 4 | Commerce | 274203.00 |
| 5 | Curricular Activity | 1341720.00 |
| 6 | Dance | 93286.00 |
| 7 | Environment | 448759.00 |
| 8 | Fine Arts | -84159.00 |
| 9 | Examination | 2159562.00 |
| 10 | Environment Auditing | 382740.00 |
| 11 | Maths | 28335.00 |
| 12 | Parking | 206482.00 |
| 13 | Extension Lecture & Per Dev | 5131809.00 |
| 14 | Placement | 2084318.00 |
| 15 | Mass Communication | 178.00 |
| 16 | Microbiology | 627906.00 |
| 17 | Mass Com & Video Conferencing Add on | 146280.00 |
| 18 | Prospectus | 2473672.00 |
| 19 | Water & Electricity | 30286023.00 |

| | | |
|----|--------------------------------------|------------|
| 20 | B C A | 4212864.00 |
| 21 | B R F | 473275.00 |
| 22 | Honours | 440740.00 |
| 23 | C D F | 2442739.00 |
| 24 | Computer Science | 2494245.00 |
| 25 | Dilapidation | 966665.00 |
| 26 | Functional Hindi | 188428.00 |
| 27 | Travel & Tourism Add on | 261040.00 |
| 28 | Geography | 117583.00 |
| 29 | Hostel Consolidated Fund + HCF 24 | 1558056.00 |
| 30 | Health | 1268295.00 |
| 31 | Home Science | 149129.00 |
| 32 | Event Management Add on | 413950.00 |
| 33 | Hostel Security + Hostel Security 24 | 630761.00 |
| 34 | I Card | 846812.00 |
| 35 | Library Security | 4790042.00 |
| 36 | Magazines | 195563.00 |
| 37 | Mess Security + Mess Security 24 | 1514206.00 |
| 38 | Music I | 350473.00 |
| 39 | Music V | 435878.00 |
| 40 | N C C | 539862.00 |
| 41 | P P I | 439992.00 |
| 42 | Functional English | 180125.00 |
| 43 | Physical Education | 586161.00 |
| 44 | Botany | 416007.00 |
| 45 | Chemistry | 521297.00 |
| 46 | Physics | 479738.00 |
| 47 | Psychology | 76060.00 |
| 48 | Red Cross | 212156.00 |
| 49 | S A F | 590995.00 |
| 50 | Sports | 5120660.00 |
| 51 | Zoology | 633348.00 |
| 52 | Microbial Biotech | 1825691.00 |
| 53 | Vocational | 368820.00 |
| 54 | Tutorial | 862680.00 |
| 55 | F S W | 10779.00 |
| 56 | Cyber Crime | 13435.00 |
| 57 | Web Design & Multimedia | 206542.00 |
| 58 | Animation & Graphics | 253719.00 |
| 59 | Entrepreneurship | 274180.00 |
| 60 | Disaster Management | 136260.00 |

| | | |
|----|---------------------|--------------------|
| 61 | Alumni Fund | 716918.00 |
| 62 | Cosmetology Add on | 43840.00 |
| 63 | PGDCA Fund | 59980.00 |
| 64 | Add no Music (V, I) | 12160.00 |
| | Total | 97178773.00 |

4. NON-PRODUCTION OF RECORDS: - The following records have not been put to audit in spite of repeated reminders:-

- (i) **DEMAND & COLLECTION REGISTER:-** During the course of audit it has been noticed that Demand & Collection Registers from the year 2008-09 to 2013-14 were not maintained by the College. The Principal of the College vide memo no. LAD/CCII/2018/2077 dated 31/05/2018 and subsequent reminders vide memo nos. LAD/CCII/2018/3016 dated 23/07/2018, LAD/CCII/2018/3018 dated 28/08/2018 and LAD/CCII/2018/3020 dated 11/09/2018 was requested to direct the staff to produce Demand & Collection Register but till completion of audit no Demand & Collection Register was shown to us.
- (ii) **FEE RECEIPTS FOR THE YEAR 2013-14:-** The Principal of the College vide memo no. LAD/CCII/2018/3026 dated 18/12/2018 was requested to direct the staff to produce the fee receipts for the year 2013-14 for audit. Reminder in this regard vide memo no. LAD/CCII/2018/3036 dated 14/01/2019 was also issued but no reply received till the completion of audit.

5. SHORT REALIZATION / LESS DEPOSIT OF FEES / FUNDS: - During the test audit of the Demand and Collection Registers, an amount of Rs. 3304/- (Rupees Three thousand Three hundred and Four only) was found to be short realized / less deposit on account of various fees / funds. The Principal of the College vide memo no. LAD/CCII/2019/3038 dated 16/01/2019 (along with the detail of the under recovery) was requested to recover the amount under consideration and deposit the same in the concerned fund accounts. Other short realizations were recovered at the instance of audit. The requisite amount has not yet been deposited in the Treasury. Necessary steps should be taken to avoid such lapses in the future.

6. IRREGULAR EXPENDITURE: -The Expenditure incurred out of the various Funds calls for the following Audit Comments. The compliance of the same may be shown either by recoupment of the amount to the respective fund out of contingency grant or the fund fit for expenditure or by obtaining the ex-post facto sanction of DHE for regularisation of expenditure:-

| Sr. No. | Vr.No. / Month | Name of the Fund | Particulars | Amount | Audit Observations |
|---------|--------------------|----------------------------------|--|-----------------------|--|
| 1. | 8005 of 07/08 | Hostel Fund and Amalgamated Fund | Paid to Star Security Services for providing Manpower | 70400.00 | (i) No TDS deducted. (ii) Tender File not shown. |
| 2. | 219 of 03/09 | Nil | Paid to Star Security Services for providing Manpower out of various funds | 150966.00 | (i) No TDS deducted. (ii) Tender File not shown. |
| 3. | 245 of 03/09 | Library Security Fund | Refund of Library Security to students | 73500.00 | No forms shown. |
| 4. | 247 of 03/09 | Examination Fund | Paid for printing and stationery | 197340.00 | Original quotations not shown. |
| 5. | 249 of 03/09 | Functional Hindi Fund | Advance paid to Shri Mohinder Parsad | 5000.00 | (i) No entry in Advance Register shown. (ii) No adjustment voucher shown. |
| 6. | 711 of 11/09 | Electricity and Water Fund | Salary paid to Contractual staff | 748200.00 | Amount given as loan to Contingency but recoupment of the same not shown. |
| 7. | 1238A of 09/10 | HCF | Paid to Katra Radio & Electrical for purchase of Pedestal Fan | 4811.00 | Stock entry made in Consumable Register whereas it should have been made in Non Consumable Register. |
| 8. | 97 & 98 of 02/11 | Library Security Fund | Refund of Library Security to students | 10000.00 10000.00 | (i) No Library Security Refund Register maintained. (ii) Money Order receipts not shown. |
| 9. | 230 & 231 of 02/11 | Electricity & Water Fund | Payment of Electricity and Water Charges out of Electricity and Water Fund as loan | 16560.00 183262.00 | Payment should have been made out of Office Contingency Fund. Recoupment of the same not shown. |

| Sr. | Vr.No. / Month | Name of the Fund | Particulars | Amount | Audit Observations |
|-----|--------------------|--------------------------|--|-----------------------|--|
| 10. | 230 & 231 of 02/11 | Electricity & Water Fund | Payment of Electricity and Water Charges out of Electricity and Water Fund as loan | 16560.00 183262.00 | Payment should have been made out of Office Contingency Fund. Recoupment of the same not shown. |
| 11. | 836 of 10/11 | Amalgamated Fund | Purchase of 2 tyres for College bus | 17000.00 | (i) Disposal of old tyres not shown. (ii) How many Kms bus has run with old tyres not mentioned and necessity for replacement of tyres also not mentioned in the voucher. |
| 12. | 840 of 10/11 | Physical Education Fund | Purchase of Lawn Tennis Rackets | 14986.00 | Expenditure booked in Cash Book Rs.15000/- . Rs.14/- to be deducted from expenditure in last month. |
| 13. | 1153 of 12/15 | Red Cross Fund | Paid to J.S. Enterprises for construction of Pond for Botany Deptt. | 32000.00 | Not a fit charge. |
| 14. | 1156 of 12/15 | Amalgamated Fund | Paid for purchase of office books | 981.00 | Not a fit charge on the fund. |
| 15. | 2157 of 09/16 | Parking Fund | Paid to Bharadwaj Plastics for purchase of 4 parking boards and one old board | 14800.00 | Purchase bifurcated to avoid calling of quotations. |
| 16. | 2158 of 09/16 | Parking Fund | Paid to Bharadwaj Plastics for 3 parking board net grills | 12015.00 | Purchase bifurcated to avoid calling of quotations. |

7. IMPROPER MAINTENANCE STOCK REGISTERS:- During the course of audit it has been observed that some of the items were not entered in the stock registers which were entered at the instance of audit. Entries in the stock registers were also not verified by the Head/DIOs which were got verified at the instance of audit.

8. DISCREPANCY IN THE COLLECTION OF PLA AND CFA DUES FOR THE PERIOD 2008-09 TO 2013-14:- During the course of audit of fee receipts, it was observed

OFFICE OF THE PRINCIPAL, P. G.G.C.G. SECTOR 42, CHANDIGARH

OFFICE ORDER

No. P.G.G.C.G.-42/2018/999.

Dated: 7 April, 2018

DUTY LIST FOR ANNUAL STOCK CHECKING, 2017-18

The stock verification should commence from above mentioned date and the H.O.D.'s/incharges should prepare the lists of non-repairable items for write off. Stock verification committee will check the items as well as stock lists from stock registers. Two copies of annual stock verification lists along with write off list and stock registers must be **submitted to Prof. Indu Jindal by 28th April, 2018 positively duly signed by stock verification committee and incharges.** Write off lists will be prepared in tabular form clearly mentioning the cost as well as fund from where it has been purchased.

| | | |
|---|---|---|
| Overall Coordinator | : | Ms. Sushmita |
| Co-ordinator | : | Prof. Indu Jindal |
| 1. Bioinformatics (Dr. Dalip Kumar) | : | Dr. Harjeet Kaur |
| 2. Biotechnology (Dr. Dalip Kumar) | : | Dr. Urmila Rani Ms. Radha Chauhan |
| 3. Microbial Biotech (Dr. Dalip Kumar) | : | Ms. Puneet Jyoti Mr. Pardeep Kumar |
| 4. U. G. C. (Dr. Dalip Kumar) | : | Ms. Amandeep Kaur (Psycho) |
| 5. Botany (Ms. Anita Mehta) | : | Ms. Kamlesh Kumari Mr. Vikas Kumar (bioinfo) |
| 6. Env. Auditing (Dr. Sushma Gupta) | : | Ms. Amandeep Kaur (Psycho) |
| 7. Microbiology (Mrs. Anita Mehta) | : | Dr. Ruchi Sharma |
| 8. B. C. A. (Prof. Punam Aggarwal) | : | Mr. Sumit Dabi |
| 9. Chemistry (Mr. Narinder Anand) | : | Dr. Sunita Kumari Ms. Rachna Rana |

10. Computer Science
(Ms. Neeru Sehgal)

11. Physics
(Ms. Neeru Sehgal)

12. Commerce
(Prof. Kamlesh Bajaj)

13. Entrepreneurship
(Prof. Kamlesh Bajaj)

14. Dance
(Ms Jaswinder)

15. Economics
(Ms. Keerat Brar)

16. Personality Development
(Prof. Manjit Kaur)

17. Examination Branch
(Prof. Deepika Kansal)

18. English
(Ms. Harvinder Kaur)

19. Functional English
(Ms. Monica Singh)

20. Fine Arts
(Mr. Vinod Kumar)

21. Functional Hindi
(Dr. Sapna Malhotra)

22. Geography
(Mr. Surinder Kumar)

23. Travel and Tourism
(Mr. Nemi Chand)

24. Fashion Designing
Home Science
Cosmatology
(Ms. Pratibha Gupta)

25. History
(Dr. Harmeet Sethi)

Dr. Rajinder Swain

Ms. Sonia Chauhan
Ms. Gagandeep Kaur

Mr. Ram Niwas Yadav

Mr. Ram Niwas Yadav

Ms. Paramjeet Kaur

Ms. Jasdeep Kaur

Ms. Sweta Bali

Dr. Gurmail Singh

Ms. Jasdeep Kaur

Ms. Nirupinder Kaur

Mrs. Preet Kamal

Mrs. Monika Sehgal

Dr. Avtar Singh

Ms. Gagandeep Grewal

Ms. Tejinder Kaur

Ms. Jasreet Kaur

26. Mass Communication :
(Ms. Sonia Sikand)

Dr. Jagjit kaur

27. Mathematics :
(Ms. KantaTulseja)

Mrs. Jasreet Kaur

28. Music Vocal :
(Ms. Sadhana Chaudhary)

Ms. Geetanjali Arora

29. Music Instrumental :
(Ms. Sushmita)

Dr. Kiranjeet Kaur

30. N. C. C. :
(Ms. Amrit Kaur)

Dr. Jagjit kaur

31. N. S. S. :
(Dr. Seema Gupta)

Prof. Sudhir Hindwan

32. P. P. I. :
(Dr. Amandeep Kaur)

Dr. ManpreetKaur

33. Public Administration :
(Dr. Abha Sudershan)

Dr. Manpreet Kaur

34. Physical Education :
(Ms. Anju Chopra)

Mr. Silender Kumar
Mr. Mohit Verma

35. Political Science :
(Ms. Anu Bassi)

Ms. Gagandeep Grewal

36. Psychology :
(Dr. Rumeena Surjit Singh)

Dr. Mamta Malhotra

37. Placement Cell :
(Prof. Manjit Kaur)

Ms. Sweta Bali

38. Panjabi :
(Ms. Rupinder Kaur)

Mr. Mehar Chand

39. Sociology :
(Prof. Jyoti Seth)

Dr. Kanchan Singh

40. Women Cell :
(Prof. Jyoti Seth)

Dr. Kanchan Singh

41. Sanskrit :
(Prof. Lakhvir Singh)

Dr. Purnendu Ranjan

42. Event Management :
(Prof. Lakhvir Singh)

Dr. Purnendu Ranjan

43. Zoology
(Prof. Neelam Sharma)

44. Student's Elections
(Mr. Jagan Nath)

45. College Property
(Mr. Vikas)

46. Hostel 42
(Nurse Saraswati)

47 Hostel 24
(Ms. Sheela)

Mr. Suresh Kumar
Dr. Smita

Mr. Mehar Chand

Main Block

Dr. Ranjay Vardhan (Convener)

Mr. Satish Kumar

Dr. Parveen Gahlawat

Mr. Rajwinder Singh

Mr. Sanjay Kumar Jha

Mr. Ravinder Kumar

Mr. Sudesh Singh

IT Block

Mr. Sunakar Patra (Convener)

Mr. Akashdeep sandhu

Dr. Vikas Sharma

Dr. Sangam Verma

Ms. Neelima Talwar (Convener)

Ms. Surinder Kaur

Ms. Sheenam

Dr. Shifali

Ms. Nidhi rana

Ms. Neelima Talwar (Convener)

Ms. Pooja Sharma

Dr. Ranjana

Principal

P. G. G. C. G.

Sector 42, Chandigarh

OFFICE ORDER

No. P.G.G.C.G-42/2018/1998

Dated: 7 April, 2018

DUTY LIST FOR ANNUAL STOCK CHECKING OF LIBRARY, 2017-2018

The stock verification should commence from 23rd of April to 4th of May and the Library Incharge should prepare the lists of non-repairable items for write off. Two copies of annual stock verification lists along with write off list and stock registers must be **submitted to Prof. Indu Jindal** by 21st May, 2018 positively duly signed by stock verification committee and incharge.

Library incharge

: Mrs. Anita Mahajan
: Mr. Balwinder Singh

Staff on duty

- 1 Ms. Sarbjit Kaur (B C A) *Sarbjit*
- 2 Ms. Manvi Malwal (Botany)
- 3 Ms. Shaktee Pathak (English)
- 4 Dr. Sukhpreet kaur (English)
- 5 Ms. Vandana Lama (Economics)
- 6 Ms. Ramanpreet Kaur (Psychology) *Rama preet*
- 7 Ms. Veerpal Kaur (Punjabi)
- 8 Dr. Sushma Sharma (Music V) *Sushma*
- 9 Ms. Gurvinder Kaur (History)
- 10 Ms. Dajinder Kaur (Pub Ad)
- 11 Ms. Indu (PPI) *Indu*
- 12 Ms. Gundeep Kaur (Commerce)
- 13 Ms. Ramninder Kaur (Com. Sci) *Ramninder*
- 14 Ms. Davinder Kaur (Botany)
- 15 Ms. Harpreet Kaur (Hindi)
- 16 Ms. Amandeep Kaur (English) *Amandeep*
- 17 Ms. Ruchika Joshi (Pol. Sci.)
- 18 Ms. Parul Chaudhary (Pol Sci.)
- 19 Ms. Meeta Kaushik (Hindi)
- 20 Ms. Kalyani Singh (Home Sci.) *Kalyani*
- 21 Ms. Jyoti Ahuja (Sociology) *Jyoti*
- 22 Ms. Shagun Sharma (Pol Sci.)
- 23 Ms. Prabal Jyoti (Economics) *Prabal*
- 24 Ms. Sujata (Economics) *Sujata*

Principal
Principal
P. G. G. C. G.
Sector 42, Chandigarh
Principal *Jindal*

OFFICE OF THE PRINCIPAL, P. G. G. C. G. SECTOR 42, CHANDIGARH

OFFICE ORDER

No.

Dated: 16 April, 2019

DUTY LIST FOR ANNUAL STOCK CHECKING OF LIBRARY, 2018- 2019

The stock verification should commence from 22nd of April to 29th of April and the Library incharge should prepare the lists of non-repairable items for write off. Two copies of annual stock verification lists along with write off list and stock registers must be submitted to Prof. Indu Jindal by 30th April, 2019 positively duly signed by stock verification committee and incharge.

- Library incharge : Mr. Balwinder Singh
- Staff on duty
1. Ms. Amandeep Kaur (English)
 2. Ms. Anuradha Ranjan (Councillor) *Anuradha*
 3. Ms. Dajinder Kaur (Pub Ad)
 4. Ms. Davinder Kaur (Botany)
 5. Ms. Gagandeep Gyani (Chemistry)
 6. Ms. Gurvinder Kaur (History)
 7. Ms. Harpreet Kaur(Hindi) *Harpreet*
 8. Ms. Indu (PPI) *Indu*
 9. Ms. Jyoti Ahuja (Sociology)
 10. Ms. Manvi Malwal(Botany)
 11. Ms. Meeta Kaushik (Hindi) *Meeta*
 12. Ms. Nidhi Rana (English)
 13. Mr. Parveen Gahlawal(Phy Edu)
 14. Ms. Parul Chaudhary (Pol Sci.) *Parul*
 15. Ms. Prabal Jyoti (Economics)
 16. Ms. Ramanpreet Kaur (Psychology) *Ramanpreet*
 17. Ms. Ramninder Kaur (Com. Sci.)
 18. Ms. Ruchika Joshi (Pol. Sci.)
 19. Ms. Rashmi Kohli(Zoology)
 20. Ms. Shifali (Phy Edu) *Shifali*
 21. Mr. Sanjay Kumar Jha(Zoology)
 22. Ms. Sarbjit Kaur (B C A)
 23. Ms. Shagun Sharma (Pol Sci.) *Shagun*
 24. Ms. Shaktee Pathak (English)
 25. Ms. Sonika (BCA)
 26. Ms. Sujata (Economics)
 27. Dr. Sukhpreet kaur (English)
 28. Mr. Sumit Dabi(Biotech)
 29. Ms. Vandana Lama (Economics)
 30. Ms. Veerpal Kaur (Punjabi)

B. G. S.
Principal
P. G. G. C. G.
Sector 42, Chandigarh
J. S.

OFFICE OF THE PRINCIPAL, P. G.G.C.G. SECTOR 42, CHANDIGARH

OFFICE ORDER

No.

Dated: 20th April, 2021

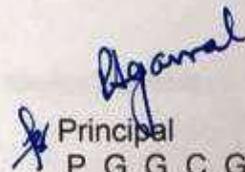
DUTY LIST FOR ANNUAL STOCK CHECKING OF LIBRARY, 2020- 2021

The stock verification should commence from 26 April, 2021 and the Library Incharge should prepare the lists of non- repairable items for write off. Two copies of annual stock verification lists along with write off list and stock registers must be **submitted to Dr. Seema Gupta** as early as possible duly signed by stock verification committee and incharge.

Library incharge : Ms. Preeti Sharda

Staff on duty

- | | |
|-----------------------------------|-------------------------------------|
| 1 Ms. Pooja Sharma (English) | 2. Ms. Gundeep Kaur |
| 3. Ms. Ramninder Kaur (Botany) | 4. Ms. Gurvinder Kaur (History) |
| 5. Ms. Indu (PPI) | 6. Ms. Ranjana |
| 7. Ms. Parul Chaudhary (Pol Sci.) | 8. Ms. Ramanpreet Kaur (Psychology) |
| 9. Ms. Ruchika Joshi (Pol. Sci.) | 10 Ms. Sarabjit Kaur |
| 11. Ms. Shagun Sharma (Pol Sci.) | 12. Ms. Sonika (BCA) |
| 13. Ms. Sujata (Economics) | 14. Dr. Sukhpreet kaur (English) |
| 15 Ms. Vandana Lama (Economics) | 16. Ms. Amandeep Kaur(English) |


Principal
P. G. G. C. G.
Sector 42, Chandigarh

OFFICE OF THE PRINCIPAL, P. G.G.C.G. SECTOR 42, CHANDIGARH

OFFICE ORDER

No.

Dated: 20th April, 2021

DUTY LIST FOR ANNUAL STOCK CHECKING, 2020-2021

The stock verification should commence from 26th April, 2021 and the H.O.D.'s/Incharges should prepare the lists of stock. Stock verification committee will check the items as well as stock lists from stock registers. Two copies of annual stock verification lists along with write off list and stock registers must be **submitted to Dr. Seema Gupta as early as possible duly signed by stock verification committee and incharges.**

| | | |
|--|---|--|
| Overall Coordinator | : | Prof. Punam Aggarwal |
| Co-ordinator | : | Dr. Seema Gupta |
| 1. Bioinformatics (Dr. Harjeet Kaur) | : | Dr. Ankita Goyal |
| 2. Biotechnology (Prof. Deepika Kansal) | : | Ms. Harpreet Kaur |
| 3. Botany (Dr Harjeet Kaur) | : | Dr. Gagandeep Gyani Mr. Vikas Kumar (bioinfo) |
| 4. B. C. A. (Dr. Shweta Bali) | : | Ms. Bindu Rani |
| 5. Chemistry (Prof. Deepika Kansal) | : | Dr. Davinder Kaur Ms. Rachna Rana |
| 6. Computer Science (Mr.Suresh Kumar) | : | Ms. Mamta Sharma (Geography) |
| 7. Commerce (Mrs. Monika Sehgal) | : | Ms. Amandeep Kaur |
| 8. Dance (Ms Sadhna Chaudhary) | : | Ms. Meeta Kaushik |

| | | |
|---|---|-------------------------|
| 9. Economics (Mrs. Nirupinder Kaur) | : | Ms. Sunita Kumari (Env) |
| 10. Examination Branch (Prof. Deepika Kansal) | : | Ms. Monica Gogna |
| 11. English (Ms. Sonia Sikand) | : | Ms. Megha Bakhshi |
| 12. Functional English & Women Cell (Ms. Jasreet) | : | Ms. Kalyani Singh |
| 13. Fine Arts (Mr. Vinod Kumar) | : | Ms. Amrit Kaur |
| 14. Functional Hindi (Prof Lakhvir Singh/Meeta) | : | Dr. Sushma Punj |
| 15. Geography (Mr. Surinder Kumar) | : | Ms. Jyoti Ahuja |
| 16. Home Science (Dr. Manpreet Kaur) | : | Ms. Geetanjali Arora |
| 17. History (Dr. Harmeet Sethi) | : | Ms. Nidhi Rana |
| 18. Mass Communication (Ms. Sonia Sikand) | : | Ms. Sunita Kumari (Env) |
| 19. Mathematics (Dr. Urmila Rani) | : | Ms. Sheenam |
| 20. Microbial Biotech (Prof. Deepika Kansal) | : | Dr. Rajendra Swain |
| 21. Music Vocal (Ms. Sadhana Chaudhary) | : | Dr. Shaktee Pathak |
| 22. Microbiology (Dr. Harjeet Kaur) | : | Dr. Rajendra Swain |
| 23. Music Instrumental (Mrs. Sadhna Chaudhary) | : | Dr. Rashmi Kohli |

| | | |
|---|---|--|
| 24. N. C. C. (Dr. Gurpreet Kaur) | : | Dr. Silender |
| 25. N. S. S. (Dr. Mehar Chand) | : | Ms. Surinder Kaur |
| 26. P. P. I. (Ms. Mamta Malhotra) | : | Dr. Kiranjit Kaur |
| 27. Public Administration (Mr. Jagan Nath) | : | Dr. Kiranjit Kaur |
| 28. Physical Education (Dr. Ram Niwas Yadav) | : | Dr. Sanjay Kumar Jha |
| 29. Political Science (Ms. Anu Bassi) | : | Dr. Naveena N |
| 30. Psychology (Dr. Rumeena Surjit Singh) | : | Ms. Preet Kamal |
| 31. Placement Cell (Prof. Lakhvir Singh) | : | Dr. Prabal jyoti |
| 32. Panjabi (Mrs. Jagjit Kaur) | : | Dr. Naveena N |
| 33. Physics (Mr. Suresh Kumar) | : | Ms. Puneet Jyoti Dr. Ruchi Sharma |
| 34. Sociology (Dr. Ranjay Vardhan) | : | Ms. Sunita Rani (English) |
| 35. Sanskrit (Prof. Lakhvir Singh) | : | Dr. Prabal Jyoti |
| 36. Zoology (Dr. Seema Gupta) | : | Ms. Radha Chaudhary Dr. Sunita Kumari (Biotech) |
| 37. Student's Elections (Mr. Jagan Nath) | : | Dr. Shifali |
| 38. NAAC (Prof. Poonam Aggarwal) | : | Mr. Sudhir Kumar Sharma Ms. Nidhi Goyal Ms. Anu Chawla |

39. College Property
(Mr. Mohit)

:

Main Block
Mr. Purnendu Ranjan (Convener)
Mr. Satish Kumar
Mr. Rajwinder Singh
Mr. Mohit Verma

IT Block

Mr. Gurjinder Singh (Convener)
Mr. Akashdeep sandhu
Dr. Vikas Sharma
Dr. Sangam Verma

40. Hostel 42, 24
(Ms.Preeti)

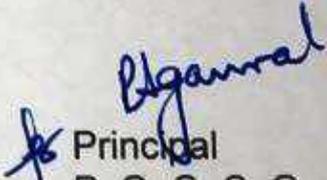
:

Ms. Mamta Malhotra(Convener)
Ms. Manvi Malwal
Dr. Smita
Dr. Dajinder Kaur
Mr. Sumit Dhabhi

41. RUSA
(Vikas)

:

Dr. Kanchan Singh
Dr. Nemi Chand


Principal
P. G. G. C. G.
Sector 42, Chandigarh