



Govt, Degree College Drang at Narla

☎ 01908-260645

✉ gcdrangnarla@gmail.com



4.10: Proper Maintenance of Official Records

Proper maintenance of official records is essential for ensuring transparency, accountability, and effective management of resources. The institution maintains various records, including cash books, stock registers, fund registers, leave records, and fine funds, to support its operational and financial activities.

1. Types of Official Records

- **Cash Books:** Detailed records of all financial transactions, including income and expenditures, are maintained meticulously to track the college's financial health.
- **Stock Registers:** Inventory records for equipment, supplies, and assets are kept up-to-date, ensuring that the institution has a clear understanding of its available resources.
- **Fund Registers:** These records document various funds allocated for different purposes, such as development projects, student activities, and other financial initiatives.
- **Leave Records:** Accurate leave records for staff members are maintained, including details on earned leave, medical leave, and other types of leave taken, ensuring compliance with institutional policies.
- **Fine Fund Records:** Documentation of fines collected and utilized for various purposes is regularly updated to maintain financial integrity and transparency.

2. Systematic Record Keeping

GDC Drang at Narla employs a systematic approach to maintain these official records:

Regular Updates: All records are updated regularly, ensuring that information remains current and accurate.

Designated Personnel: Specific staff members are assigned the responsibility of maintaining these records, ensuring accountability and proper oversight.

3. Monitoring and Auditing

The college conducts regular audits of all official records to identify discrepancies and ensure compliance with financial regulations and policies.

To maintain the integrity of institutional assets, an annual internal audit is carried out for all library books, laboratory equipment, and store supplies.

Conclusion

Our institution prioritizes the proper maintenance of official records to ensure transparency, accountability, and effective resource management. By implementing systematic record-keeping practices and regular monitoring, the college fosters an environment of integrity and efficiency, supporting its overall mission and objectives.



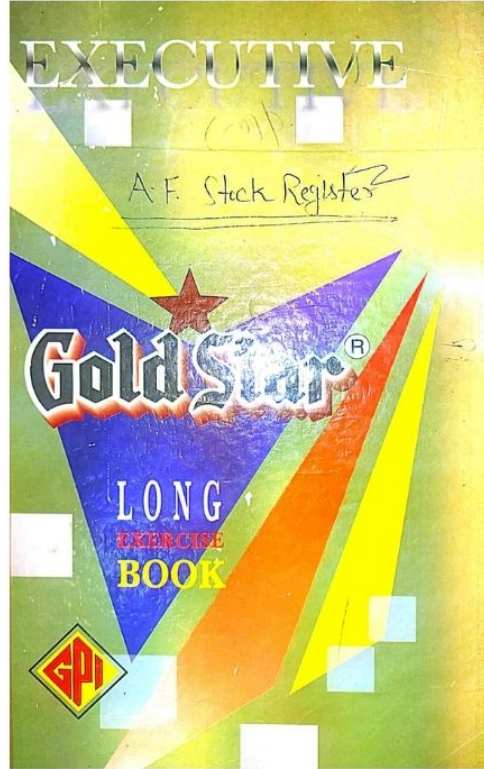
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Proper Maintenance of Official Records



Boys Fund Stock Register. Stationery Articles/Consumable Articles.

A.F.

Certified that this Stock Register contains 68 Pages.

B=I

Principal
GDC, Degree College
Drang at Narla
Distt. Mandla (M.P.)

Date	Sl. No.	Particulars	Qty	Rate	Amount	Remarks		
27/12/2022	283	1) 1/4th Printer deq. Hare Main Road Indor Distt. Mandla H.P. 175012.	1080			3) 1/2 Certified that shop No-140-5 Completed during Mid-Term exam. All Balance NIL 4) Expend to Mid-Term examination (Contd)		
		1) Probable Paper	09	2380	21420			
		2) Felt Stk	03	50	150			
		3) Thread	05	15	75			
		4) Carbon	16	05	80			
		5) Red Ball Pen	0228	80	1824			
		Total			29850			
24/03/23	284	Normal Pen Houdr Mandl No Ka abic, 1401, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000						
24/03/23	285	RAA Enter Hare, Secy 1868 Hospital Road, Mandla Distt M.P. 175001.	400	7/-	2800	Distributed among the students during Annual Page Distribution held on 22/03/23. Balance NIL (Balance NIL)		
		Grand Total = 2800						
24/03/23	286	RAA Enter Hare, Secy 1873 Hospital Road, Mandla Distt M.P. 175001.	700	7.50	5250	Distributed during Annual Page Distribution function held on 22/03/23 (Balance NIL)		
		Grand Total = 5250						
01/04/23	287	Jalpa General Store Bharu Distt, Mandla H.P. 175001.	10 01 01 01 01	112.00 100.00 10.00 80.00 180.00	1120.00 100.00 10.00 80.00 180.00	Distributed during Annual Page Distribution function held on 22/03/23		
		Grand Total = 1800						
01/04/23	287	Pradhan Associates, Mandla Sai ATM Road, Mandla H.P. 175001.	12 03 10 15 20 15 10	65.00 85.00 70.00 10.00 8.50 85.00 8.50	780.00 255.00 700.00 150.00 170.00 1275.00 85.00	Distributed during Annual Page Distribution function held on 22/03/23		
		Grand Total = 1800						



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Proper Maintenance of Official Records

Dated	Stock No	Supplier's	Bill No. & Date	Articles	Qty.	Rate	Amount	Remarks.	
31/10/23	293	Airbanda General Store Bhojpur, NH-21, Sunder-Nagar H.P.	7674 27/10/23	1) Brausing board 2) Carbonised Sheet 3) Soft Kistel 4) Pencil Colour Packet. 5) Scale 6) Scale Sheet 7) Eraser & Sharpener 8) Lead 9) Carbon sheet 10) Colours Pkt.	01 02 01 01 02 02 02 02 01 01	260 30 200 150 15 05 10 10 60 40	260/- 60/- 200/- 150/- 30/- 10/- 20/- 20/- 60/- 40/-	the following items used during the events and hence all the items are consumed during the activities. Balance = NIL	
							Grand Total =	850/-	
<p>Bursar GDC Drang at Narla Distt. Mandi (H.P.)</p> <p>Principal Govt. Degree College at Narla Distt. Mandi (H.P.)</p>									
20/11/2023	294	RAR Enterprises, Scoy, Hospital Road, Mandi Town (H.P.)	1991 09/11/23	I-Cards	20	50/-	1000/-	Distributed among the ex-ecutive members of	
							CCST 60/-	60/-	Balance +)
							SSST 60/-	60/-	
							Grand Total:	1120/-	
<p>Bursar, GDC Drang at Narla Distt. Mandi (H.P.)</p> <p>Principal Govt. Degree College at Narla Distt. Mandi (H.P.)</p>									
29/11/23	295	M/S Nikhil General Store Opposite SOM office Ladhar Teh. Ladhar, Distt. Mandi (H.P.)	1869 12/11/23	1) Cosmetics 2) Safety pin 3) Red Lipstick 4) Red Nail paint 5) Red Bindi 6) Soft Cream 7) clips 8) small pins 9) face powder 10) Eye Brow pencil 11) Lip liner 12) Mascara 13) Hair Rubber	12P 2P 02 01 02 02 04 02 01 01 02 01 2Pkt	50 20 50 40 10 10 20 10 175 30 20 65 20	600 20 100 40 20 20 80 20 175/- 30 40 65 20	So No. 1. Issued to Kalyan Chand Mandhotra So. No. 12 Consumed during HPU Youth Festival Group-III (Indian Folk Dance)	
							Grand Total:	1230/-	
<p>Bursar GDC Drang at Narla Distt. Mandi (H.P.)</p> <p>Principal Govt. Degree College Drang at Narla Distt. Mandi (H.P.)</p>									



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Date	Stock No.	Supplier	Bill No & Date	Articles	Qty.	Rate	Amount	Remarks
18/12/23.	296	Poiti General Store Hospital Road Padhar Teh. Padhar, Dist. Mandi H.P.	1853 12/11/23	Slacks cotton	01	250	1500	<p>Bursar GDC Drang at Narla Distt. Mandi (H.P.)</p> <p>Principal Govt. Degree Coll at Narla Distt. Mandi</p> <p>Issued to Dr. Kalyan ch Mandharia</p>
21/12/23	297	M/S Chaturbhuj Print. Near SBI Katiba an Padhar, Dist. Mandi H.P.	105 24/11/23	Answer sheets 12 pages. Serial no. 001 to 1000	1000	2.70/- CGST= 2430 SGST= 2430	27000/- 2430 2430	<p>Stock Entered in House Examination Stock Register at Page No. 90 to 91.</p> <p>Bursar GDC Drang at Narla Distt. Mandi (H.P.)</p> <p>Principal Govt. Degree Colleg at Narla Distt. Mandi</p>
21/12/23	298	Print Point & Copy	391	Cash Books	01	3001/-	3001/-	
						Grand Total =	31860/-	



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Proper Maintenance of Official Records

Stock Register

Index

- (1) Practical fund - Page No. 1 to 39
- (2) Sports fund - Page No. 33 to 64
- (3) Scout & Guide fund - Page No. 62 to 89
- (4) Fine fund - Page No. 91 to 101
- (5) Building fund :- Page No. 102 to 110

K. M. N. K.

01-11-19



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Sl. No.		Date	Particulars	Particulars	Rs.	Paise	Total	Remarks
					66.00			
					871.20			
28/09/2023	03	Office of the Project Officer Cum- Incharge, Research Institute in ISM (CRISM), Herbal Compound Herbarium J.N. D.I.H. Mandi H.P.	Wide letter No. 864 16/09/23	3) Anjun 20 4) Pratiksha 300 5) Shalini 15 6) Shalini 15 7) Shalini 10 8) Shalini 10 9) Shalini 10 10) Shalini 20	01 01 01 01 01 01 01	20/- 300/- 15/- 15/- 10/- 10/- 10/- 20/-	Principal Govt. Degree College Drang at Narla Distt. Mandi (H.P.)	
				11) Sided on mell 20 12) Kishan 30 13) Gauri 20 14) Baranika 10 15) Manojkumar 10 16) Kishan 30 17) Baranika 10 18) Shalini 20 19) Mega 20	01 01 01 01 01 01 01 01 01	20/- 30/- 20/- 10/- 10/- 30/- 10/- 20/- 20/-	Principal Govt. Degree College Drang at Narla Distt. Mandi (H.P.)	
					G. Total		871.20	
28/09/2023	04	The Mega Star 139/12 Ram Nagar, Mandi H.P.	CR-24689 20/09/23	Excel printer 12x19 (Two pages)	114.00	25	285/-	Issued to Dr. Bechali Mishra Principal Govt. Degree College Drang at Narla Distt. Mandi (H.P.)



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Proper Maintenance of Official Records

PTA Stock Register

Page No. _____
Date / / _____

Stock Register

P. T. A.

G.D.C. Drang at Narla

This is certified that this register contains 141 (One Forty One) pages in all.

Principal
Govt. Degree College
Drang at Narla
Dist. Mandi (H.P.)

Page No. _____
Date / / _____

Sr. No.	Particulars	Qty	Rate	Amount
61	644 28/9/23 M. Ramna Hardware & Lament Store Padhar. (1) C.P. Bib Cock	04	55/-	220/-
62	1873 25/9/23 Narsing Saha Construction w/o Padhar, Teh. Padhar, Dist. Mandi H.P. (1) Talkin 1lb. (2) S. white 100 ml (3) Brush (4) G. Yellow 20ml (5) Black 1/2 Ltr.	01 02 01 02 01	140 60 40 75 180	140 120 40 150 180
			Grand Total	630.00
63	6709 28/9/23 Jai Global Hardware Store Padhar (1) hand yellow (2) MT oil 50ml (3) Brush P (4) hand Hb 239	02 01 01 01	150 90 50 208	300 90 50 208
			Grand Total	498

Principal
Govt. Degree College
Drang at Narla
Dist. Mandi (H.P.)

Page No. 25
Date / / _____

Sr. No.	Particulars	Qty	Rate	Amount
132	02/12/23 M/S Mehta electrics Kal work Chughar Dhr. Road Padhar.	02	135/-	270/-
133	28/9/23 Applogics IT Solutions Pvt. Ltd.	-	2750	2750/-
105	04/11/23 M/S Parkshit Enterprises. v.p. Padhar, Dist. Mandi in O.M.U. TP. Line with Wifi point Rand Padhar for IT Lab.	-	299/-	299/-

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Dist. Mandi (H.P.)

