

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)



SUPPORTING DOCUMENTS

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff




Mrs. Maninder Kaur
Offg. Principal

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
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(a) Facilities of visitors room, canteen and seminar hall for
teaching and non- teaching staff



Guru Nanak Khalsa College for Women
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(b) EPF Receipts of the session

Indian Bank
PF e-Receipt
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EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832005005994
WAGE MONTH	Apr2020
ACCOUNT1 AMOUNT	201781
ACCOUNT2 AMOUNT	4942
ACCOUNT10 AMOUNT	47075
ACCOUNT21 AMOUNT	2931
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	256729
AMOUNT IN WORDS	Rupees Two Lakh Fifty Six Thousand Seven Hundred and Twenty Nine Only
CRN	019080620578508
BANK REFERENCE NUMBER	IB08062020578508
TRANSACTION INITIATED DATE & TIME	08/06/2020 12:33:23
TRANSACTION DATE & TIME	08/06/2020 12:33:23
TRANSACTION APPROVED DATE & TIME	08/06/2020 12:33:23
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

Indian Bank
e-Receipt
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EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832003000127
WAGE MONTH	Feb2020
ACCOUNT1 AMOUNT	210104
ACCOUNT2 AMOUNT	5503
ACCOUNT10 AMOUNT	52682
ACCOUNT21 AMOUNT	3251
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	271540
AMOUNT IN WORDS	Rupees Two Lakh Seventy One Thousand Five Hundred and Forty Only
CRN	019110320546565
BANK REFERENCE NUMBER	IB11032020546565
TRANSACTION INITIATED DATE & TIME	11/03/2020 09:06:20
TRANSACTION DATE & TIME	11/03/2020 09:06:20
TRANSACTION APPROVED DATE & TIME	11/03/2020 09:06:20
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

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EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832006008645
WAGE MONTH	May2020
ACCOUNT1 AMOUNT	40745
ACCOUNT2 AMOUNT	1283
ACCOUNT10 AMOUNT	20825
ACCOUNT21 AMOUNT	1281
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	64134
AMOUNT IN WORDS	Rupees Sixty Four Thousand One Hundred and Thirty Four Only
CRN	019070720590661
BANK REFERENCE NUMBER	IB07072020590661
TRANSACTION INITIATED DATE & TIME	07/07/2020 12:01:20
TRANSACTION DATE & TIME	07/07/2020 12:01:20
TRANSACTION APPROVED DATE & TIME	07/07/2020 12:01:20
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832004000330
WAGE MONTH	Mar2020
ACCOUNT1 AMOUNT	211593
ACCOUNT2 AMOUNT	5562
ACCOUNT10 AMOUNT	52869
ACCOUNT21 AMOUNT	3310
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	273334
AMOUNT IN WORDS	Rupees Two Lakh Seventy Three Thousand Three Hundred and Thirty Four Only
CRN	019100420557437
BANK REFERENCE NUMBER	IB10042020557437
TRANSACTION INITIATED DATE & TIME	10/04/2020 10:54:11
TRANSACTION DATE & TIME	10/04/2020 10:54:11
TRANSACTION APPROVED DATE & TIME	10/04/2020 10:54:11
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

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EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832011000462
WAGE MONTH	Aug2020
ACCOUNT1 AMOUNT	162510
ACCOUNT2 AMOUNT	2700
ACCOUNT10 AMOUNT	28250
ACCOUNT21 AMOUNT	2883
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	194343
AMOUNT IN WORDS	Rupees One Lakh Ninety Four Thousand Three Hundred and Forty Three Only
CRN	019071120650043
BANK REFERENCE NUMBER	IB07112020650043
TRANSACTION INITIATED DATE & TIME	07/11/2020 10:51:32
TRANSACTION DATE & TIME	07/11/2020 10:51:32
TRANSACTION APPROVED DATE & TIME	07/11/2020 10:51:32
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN


 Indian Bank
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EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832009001939
WAGE MONTH	Jun2020
ACCOUNT1 AMOUNT	161036
ACCOUNT2 AMOUNT	3902
ACCOUNT10 AMOUNT	26250
ACCOUNT21 AMOUNT	1650
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	192838
AMOUNT IN WORDS	Rupees One Lakh Ninety Two Thousand Eight Hundred and Thirty Eight Only
CRN	019080920619684
BANK REFERENCE NUMBER	IB08092020619684
TRANSACTION INITIATED DATE & TIME	08/09/2020 12:32:15
TRANSACTION DATE & TIME	08/09/2020 12:32:15
TRANSACTION APPROVED DATE & TIME	08/09/2020 12:32:15
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

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ਭਾਰਤੀ ਪੰਜਾਬੀ ਬੈਂਕ Indian Bank
ਏ. ਏ. ਏ. ਏ. ਏ. ਏ. ALLAHABAD
 PF e-Receipt
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EMPLOYEES' PROVIDENT FUND PAYMENT	
E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832010002656
WAGE MONTH	Jul2020
ACCOUNT1 AMOUNT	163800
ACCOUNT2 AMOUNT	1915
ACCOUNT10 AMOUNT	26936
ACCOUNT21 AMOUNT	1691
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	194342
AMOUNT IN WORDS	Rupees One Lakh Ninety Four Thousand Three Hundred and Forty Two Only
CRN	019191020644616
BANK REFERENCE NUMBER	IB19102020644616
TRANSACTION INITIATED DATE & TIME	19/10/2020 09:14:25
TRANSACTION DATE & TIME	19/10/2020 09:14:25
TRANSACTION APPROVED DATE & TIME	19/10/2020 09:14:25
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

ਭਾਰਤੀ ਪੰਜਾਬੀ ਬੈਂਕ Indian Bank
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 PF e-Receipt
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EMPLOYEES' PROVIDENT FUND PAYMENT	
E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832012001969
WAGE MONTH	Sep2020
ACCOUNT1 AMOUNT	157378
ACCOUNT2 AMOUNT	2500
ACCOUNT10 AMOUNT	25000
ACCOUNT21 AMOUNT	2874
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	187752
AMOUNT IN WORDS	Rupees One Lakh Eighty Seven Thousand Seven Hundred and Fifty Two Only
CRN	019091220665240
BANK REFERENCE NUMBER	IB09122020665240
TRANSACTION INITIATED DATE & TIME	09/12/2020 10:10:50
TRANSACTION DATE & TIME	09/12/2020 10:10:50
TRANSACTION APPROVED DATE & TIME	09/12/2020 10:10:50
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

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EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832102002432
WAGE MONTH	Nov2020
ACCOUNT1 AMOUNT	157378
ACCOUNT2 AMOUNT	3538
ACCOUNT10 AMOUNT	25000
ACCOUNT21 AMOUNT	1575
ACCOUNT22 AMOUNT	292
TOTAL AMOUNT	187783
AMOUNT IN WORDS	Rupees One Lakh Eighty Seven Thousand Seven Hundred Three Only
CRN	019080221694640
BANK REFERENCE NUMBER	IB08022021694640
TRANSACTION INITIATED DATE & TIME	08/02/2021 14:05:58
TRANSACTION DATE & TIME	08/02/2021 14:05:58
TRANSACTION APPROVED DATE & TIME	08/02/2021 14:05:58
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832101002883
WAGE MONTH	Dec2020
ACCOUNT1 AMOUNT	7557
ACCOUNT2 AMOUNT	500
ACCOUNT10 AMOUNT	4017
ACCOUNT21 AMOUNT	242
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	12316
AMOUNT IN WORDS	Rupees Twelve Thousand Three Hundred and Sixteen Only
CRN	019120121682435
BANK REFERENCE NUMBER	IB12012021682435
TRANSACTION INITIATED DATE & TIME	12/01/2021 09:41:28
TRANSACTION DATE & TIME	12/01/2021 09:41:28
TRANSACTION APPROVED DATE & TIME	12/01/2021 09:41:28
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

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Indian Bank
ALLAHABAD
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EMPLOYEES' PROVIDENT FUND PAYMENT E-RECEIPT	
OFFICE ID	383
EST CODE	LDLDH0008268000
CHALLAN TYPE	CONT
BANK CODE	019
TRRN	3832101002865
WAGE MONTH	Oct2020
ACCOUNT1 AMOUNT	157378
ACCOUNT2 AMOUNT	3000
ACCOUNT10 AMOUNT	25000
ACCOUNT21 AMOUNT	2375
ACCOUNT22 AMOUNT	0
TOTAL AMOUNT	187753
AMOUNT IN WORDS	Rupees One Lakh Eighty Seven Thousand Seven Hundred and Fifty Three Only
CRN	019120121682445
BANK REFERENCE NUMBER	IB12012021682445
TRANSACTION INITIATED DATE & TIME	12/01/2021 09:46:31
TRANSACTION DATE & TIME	12/01/2021 09:46:31
TRANSACTION APPROVED DATE & TIME	12/01/2021 09:46:31
DEBIT ACCOUNT	SB-6351012059
ACCOUNT BRANCH	MODEL TOWN

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(c) Gratuity payment receipt

GURU NANAK KHALSA COLLEGE FOR WOMEN, MODEL TOWN, LUDHIANA
Gratuity Payment Receipt

I have received a sum of Rs 10,00,000/- (Rs Ten Lacs only) from the General Secretary, G.N.Kh. College for Women, Model Town, Ludhiana towards my gratuity payment in full and final vide cheque no 401375 dated 1/4/2022 for 10,00,000- (Rs Ten Lacs only) as per the calculations given below:

Name of the Employee: **Ms Jaswinder Kaur** (Assistant Prof in Hindi)

Date of appointment 03.10.2001

Date of Retirement: 31.03.2022

No of Years : 21 years and 6 months.

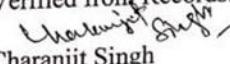
Note: Net Service to be considered Maximum Admissible 33 years maximum (as per the Gratuity payment rules 16 ½ times)


Basic pay+DA at the time of retirement 38620+57158 = 95778-

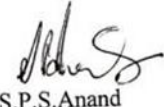
Formula for calculation- Admissible emoluments divided by 4x Service x 2

95778:4x2x21.5= 10, 29613/- (Maximum Limit Rs 10 Lacs only)


Verified from Records.

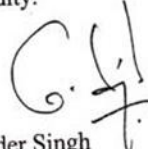

Charanjit Singh
Clerk


Rajni Rajpal
Clerk

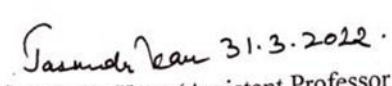

S.P.S. Anand
Office Supdt.

Sanctioned Rs 10,00,000/- as full and final payment of Gratuity.


Principal


Er. Gurvinder Singh
General Secretary,
G.N.Kh. College for Women,
Model Town, Ludhiana.

I have received cheque no 401375 dated 01.04.2022 for 10,00,000/- (Rs One Lac, seventy three thousand, five hundred and twenty four only) as Gratuity Payment on my retirement in full and final & Nothing is Due from the college. Further I certify that if any recovery is made by the DPI Colleges-Pb for any wrong pay fixation/over payment it will be made good by me.


Ms Jaswinder Kaur (Assistant Professor in Hindi)

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(d) Earned leave encashment

**GURU NANAK KHALSA COLLEGE FOR WOMEN, MODEL TOWN, LUDHIANA
RECEIPT FOR PAYMENT OF EARNED LEAVE.**

**Bill for payment of Retiral Benefits (Earned Leave Encashment) to
Ms Jaswinder Kaur, Assistant Professor in Hindi on her retirement
Dated 31/03/2022**

Total Earned leaves from 3/10/2001 to 31/03/2022
As per the Service Book 164 Earned Leaves to her credit
Emoluments for the purpose of Payment of Earned leave
Basic+AGP + DA=38620+57158=95778:31x164= 5,06,697/-
Income tax exemption maxium 3,50,000/-
Taxable Amount 1,56,697/-
TDS 20% Payment on 1/4/2022 31,000/- *042302/1-4-2022*
Net Payable 1,25,697/-
S.P.S.Anand *[Signature]* Ms Rajni Rajpal *[Signature]* Charanjit Singh *[Signature]*

Sanctioned payment of Rs 475697/-/-TDS to be deposited 31000/-
Grand Total = 506697/-

[Signature]
Principal

[Signature]
General Secretary

Received payment vide cheque no *042301* dated 1/04/2022 Rs 4,75,697/-
Note: Any Payment made to me in Excess/Less will be recoverable/Payable.

I certify that nothing is due to me on the day I am retiring i.e. 31/3/2022.
Further I certify that if any recovery is made by the DPI Colleges-Pb for any wrong pay
fixation/over payment it will be made good by me.

Jaswinder Kaur 31.3.2022
Ms Jaswinder Kaur, Assistant Prof in Hindi
Jaswinder Kaur 31.3.2022

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(e) Bills of advance payment of salary to non-teaching staff

LEDGER				
GNW LUDHIANA-STUDENT FUND				
YEAR : 2020-21				
ADVANCE A/C SUBASH SINGH				Page No
				: 137
Date	Particulars	Debit	Credit	Balance
#Apr. 1	TO OPENING BALANCE	14,000.00		14,000.00
#May. 1	BY CASH		1,000.00	13,000.00
#	by refund receipt no 4341			
#Jul. 1	BY CASH		1,000.00	12,000.00
#	by 4361			
#Aug. 10	BY CASH		1,000.00	11,000.00
#	by 4405			
#Aug. 27	BY CASH		1,000.00	10,000.00
#	by 4423			
#Oct. 1	BY CASH		1,000.00	9,000.00
#	by 4442			
#Nov. 13	BY CASH		1,000.00	8,000.00
#	by 4465			
#Dec. 17	BY CASH		1,000.00	7,000.00
#	by 4485			
#Jan. 8	BY CASH		1,000.00	6,000.00
#	by 4489			
#Feb. 4	BY CASH		1,000.00	5,000.00
#	by 4498			
#Mar. 10	BY CASH		1,000.00	4,000.00
#	by 4516			
#Mar. 31	BY CASH		1,000.00	3,000.00
#	by cash received			
** TOTALS **		14,000.00	11,000.00	3,000.00

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श्री मै
मुख्य अध्यापिका जी,
गुरु नानक न्यालमा बालक पत्र बूमन,
माडल टाऊन,
लुधियाना

514

श्री मती ली,

सबिनम निवेदन है कि मैं आपके कालन में सेवक के तौर पर काम कर रहा हूँ। मुझे किसी जरूरी काम के लिए 10,000/- (रुपय दस हजार सिर्फ) रुपये की जरूरत पड गई है। कृपया मुझे 10,000/- रुपये लोन दिया जाए। मैं इस बरीने तनखाड में से 1000/- रुपये कटवा दूंगा।

आपका आज्ञाकारी,
नर बहादुर
सेवक

Sanctioned loan
Rs 10,000/-
Bal bahadur
23/12/20
Cheque No 469379
24/12/20
Rs 10,000/-

O/S Principal
G.N.Kh. College for Women
Model Town, Ludhiana.
24/12/20

Guru Nanak Khalsa College for Women
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मैत्री,

श्री मती प्रधानाचार्य महोदय जी,
शुभेच्छानक स्वाल्हा कॉलेज फॉर वूमन,
ग्रांडल टाऊन लुधियाना।

मैडम जी,

खविन्य निवेदन यह कि मुझे मैरि क्वेश्चन
की स्कूल जीव देने के लिए पैसे की जरूरत
है। अतः मैडम जी आपसे निवेदन है कि मुझे
6000/ रुपये लोन देने की कृपा करें
में दर महीने 1000 रुपये अदा करवाता रहूंगा।

आपका आभार

Outstanding loan Remainder / currol.
- 62500/-
Recommended Cheque No
11/1/21 469384
11/1/21 11/1/21
567 ₹ 6000/-

11/1/2021

M. Singh
11.1.21
Offg. Principal
G.N.Kh. College for Women
Model Town, Ludhiana

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श्रीमती प्रधानाचार्य मैदायजी,
गुरु गानक खालसा कॉलेज फॉर वूमन,
लुधियाना,
पंजाब

स्वीकृत निवेदन पत्र की कल बुधवार को
मेरी बेटी की सगाई की रस्म (engagement)
करवानी है। अतः मैं आपसे अनुरोध की मुझे
5000 रुपये लोन की कृपा करें
जो हर महीने 1000 रुपये अदा करवाता रहेगा
आपकी महान कृपा होगी

आपका आज्ञाकारी
राजकुमार

700

23/02/2021

Recommended
23/02/2021

May
23/2/21

Indian Bank
469393 Rs. 5000/-
23/2/2021

वदाल पापे
राजकुमार

Guru Nanak Khalsa College for Women
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LEDGER
GNW LUDHIANA-STUDENT FUND
YEAR : 2020-21

Account of ADVANCE A/C RAJ KUMAR SWEEPER : 172 Page No

#	Date	Particulars	Debit	Credit	Balance
#	Feb. 23	TO CASH	5,000.00		5,000.00
#		to cheque			
#	Mar. 9	BY CASH		1,000.00	4,000.00
#		by 4514			
#		** TOTALS **	5,000.00	1,000.00	4,000.00

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LEDGER
GNW LUDHIANA-MANAGEMENT FUND
YEAR : 2020-21

ACCOUNT of AD A/C RAMESH SINGH : 160 Page No

Date	Particulars	Debit	Credit	Balance
#Apr. 1	TO OPENING BALANCE	14,500.00		14,500.00 D
#Apr. 7	BY CASH		1,500.00	13,000.00 D
#	by deduction			
#Jun. 8	BY CASH		1,500.00	11,500.00 D
#	by deduction			
#Jul. 7	BY CASH		1,500.00	10,000.00 D
#	by deduction			
#Aug. 7	BY CASH		1,500.00	8,500.00 D
#	by deduction			
#Sep. 7	BY CASH		1,500.00	7,000.00 D
#	by deduction			
#Oct. 7	BY CASH		1,500.00	5,500.00 D
#	by deduction			
#Nov. 7	BY CASH		1,500.00	4,000.00 D
#	by deduction			
#Dec. 7	BY CASH		1,500.00	2,500.00 D
#	by deduction			
#Jan. 7	BY CASH		1,500.00	1,000.00 D
#	by deduction			
#Feb. 8	BY CASH		1,500.00	500.00 C
#	by deduction			
#Feb. 8	BY CASH		1,500.00	2,000.00 C
#	by deduction			
#Feb. 9	TO CASH	2,000.00		0.00 D
#	to excess deduction refunded			
#	** TOTALS **	16,500.00	16,500.00	0.00 D

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(f) Concession given to wards of teaching faculty

LIST OF STUDENT (FOR FEE CONCESSION) (2020-21)

S.NO.	NAME OF STUDENT	CLASS	ROLL NO	Concession 2019-20	Concession 2020-21.	REMARKS
1.	Rose Kalra	BA-1 st Sem	125	0	3000	
2.	Mandeep Kaur	"	163	0	14160	
3.	Rashpreet Saluja	"	168	0	3500	
4.	Tania	"	174	0	4000	
5.	Anjali Gupta	"	243	0	3400	
6.	Meenu	"	245	0	3620	
7.	Damandeep Kaur	"	246	0	6000	Father Less
8.	Navreet Bath	"	264	0	8000	No Parents
9.	Komalpreet Kaur	BA 3 rd Sem	409	0	3000	
10.	Munmun	"	429	0	3000	Divorce Case
11.	Sapna	"	449	6000	5000	
12.	Deepika Sharma	"	471	0	4000	
13.	Khushi	"	483	5000	5000	
14.	Kajal Kumari	"	484	4000	5000	
15.	Yashika	"	487	0	2000	
16.	Komal	"	492	0	4000	
17.	Arshdeep Kaur	"	496	6000	6000	
18.	Simranjeet Kaur	"	507	5000	5000	
19.	Navrattan Kaur	"	508	0	4000	
20.	Priya Bhatt	"	519	0	4000	
21.	Simran Kaur	"	525	6000	6000	
22.	Deepika	"	526	0	5400	Father less
23.	Anshu Kumari	"	533	0	3000	
24.	Jaspreet Kaur	"	534	6000	5500	
25.	Sonali Kumari	BA 5 th Sem	718	6000	8000	
26.	Pallavi Arora	"	721	5000	5000	
27.	Karanpreet Kaur	"	731	0	6000	
28.	Preeti	"	737	6000	5000	
29.	Preeti	"	740	6000	5000	
30.	Komal Kumari	"	756	4000	4000	
31.	Gurleen Kaur	"	782	0	8848	Teacher's ward
32.	Deepansha	"	788	0	3000	
33.	Kritika Goyal	"	784	4500	3000	
34.	Deepali	"	793	0	3000	166428

Contd.....2

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

(g) TA/DA Bills

GURU NANAK KHALSA COLLEGE FOR WOMEN
Gujarkhan Campus, Model Town, LUDHIANA

Head of A/C TA/DA A/c. Date 29/05/2020.

Received with thanks of Rs. 920/2

(Rupees Nine hundred & twenty only.)

on account of Visit to DPI office for submission of
Supple. claim of Mrs. Shikha Kaler, Asstt. Prof. (YSC)
Mr. Shivam Kumar, C.A.
& other work.

Sanctioned Rs. 920/2

Principal
G. N. Kh. College for Women
Model Town, Ludhiana

1. Bus fare - $130 \times 2 \times 2 = 520/2$
2. DA (2) - $200 \times 2 = 400/2$
920/2

Receiver's Signature
With Address

*Charanjit Singh
Rathore*

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

Gujarkhan Campus, Model Town, LUDHIANA

Head of A/C TR/DAA/c

Received with thanks of Rs. 2,100/-

(Rupees Two thousand & One hundred Only.)

on account of Visit to PU Ltd & DPIC/SAS Nagar

to submit draft of Advancing the post of Principal on
Regular basis
& Get information about
grants cler

Sanctioned Rs. 2100/-

Principal
G. N. Khalsa College for Women
Model Town, Ludhiana

DA to
Mr. Charanjit Singh - 200
Mr. Suresh Kumar - 900
2,100/-

Chowdhary
Suresh

IndianOil
DABHU KAM KHUSHI KAM
OAKHAWAL ROAD JAWADDI
LUDHIANA
008.NO-9914210412

Bill No: 669767-ORGNL
Trns.ID: 00000000003941
Atnd.ID:
Veh.No: Not Entered
Date: 11/11/20
Time: 17:39:57
FP.ID: 7
Noz1 No: 3
Fuel: PETROL
Density: 7448kg/m³
Preset: NON PRESET
Rate: Rs. 82.74
Sale: Rs. 1701.13
Volume: 20.56Lts.
LUDHIANA

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

Date of Bill of Sale Tax on 10/11/2020

SITARA DHABA
(A UNIT OF MANHAT GROUP)
PPLI TO DELHI, N11 SAMANA BAHUKARNAL
Phone No. 9254308132, 9050807090
GSTIN: 06AWEP0427112J

Table Order
Table no. 90 Steward: 02
Order No. 214416 | Bill No. 208012
10/11/20 08:55 AM

Particular	Qty	Rate	Amnt
Mineral Water	1	30	30
Amt Sub Total			30
Net Total			30
Grand Total			30.00
Rounded Total			30
Paid Amount			0

(I) Inclusive Taxes
SGST 0.71
CGST 0.71

Cashier Name: Jasbir
SAVE WATER SAVE LIFE

SITARA DHABA
(A UNIT OF MANHAT GROUP)
PIPLI TO DELHI, N11 SAMANA BAHUKARNAL
Phone No. 9254308132, 9050809090
GSTIN: 06AWEP0427112J

Table Order
Table no. 40 Steward: 02
Order No. 214408 | Bill No. 208011
10/11/20 08:55 AM

Particular	Qty	Rate	Amnt
Tea	2	25	50
Amt Sub Total			50
Net Total			50
Tax Amt	%	Net	
CGST 50.00	2.50%	1.25	
SGST 50.00	2.50%	1.25	
Grand Total			52.50
Rounded Total			53
Paid Amount			0

Cashier Name: Jasbir
SAVE WATER SAVE LIFE

Handwritten notes and calculations:

Bill no. ① 1500

Bill no. ② 30

Bill no. ③ 53

1583/-

730

730

G. Ht

10/11/2020

Handwritten notes on the left side of the bill:

कारगील शाहीद रियासत
फिलिंग स्टेशन
75, मार्शल स्टोन, प्रो.टी. रोड, कच्छल (पानीपत) हरियाणा
दिनांक 10/11/20

मूल-पूरा लेनी देनी।

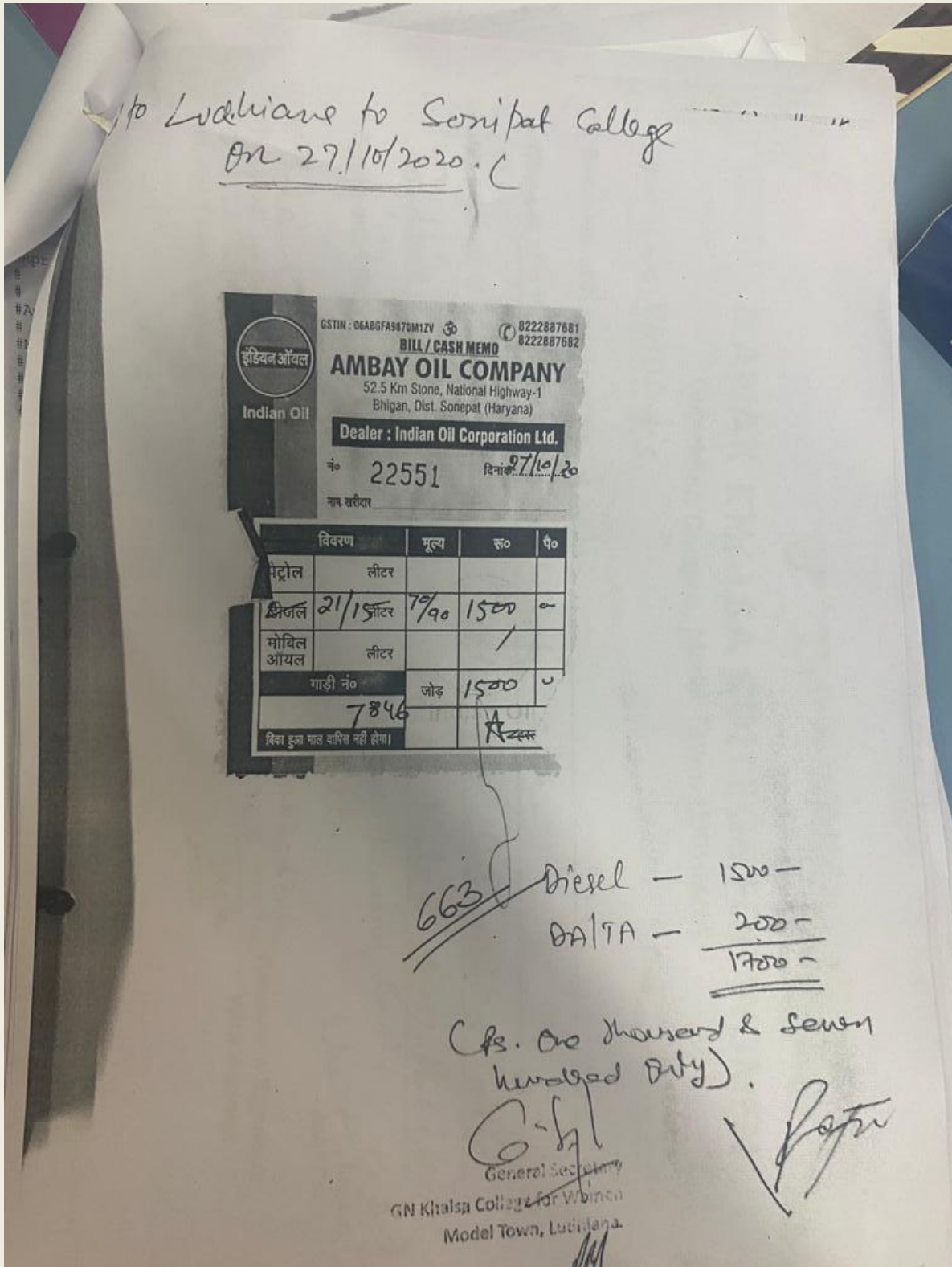
Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

LEDGER
GNW LUDHIANA-MANAGEMENT FUND
YEAR : 2020-21

Page No 1

Account of TA/DA A/c		21		Balance	
# Date	Particulars	Debit	Credit		#
# Apr. 6	TO CASH to TA/DA for delhi visit for meeting	2,000.00		2,000.00	Dr#
# Apr. 23	TO CASH to fuel exp for official work	100.00		2,100.00	Dr#
# May. 7	TO CASH to TA/Da Rajni	100.00		2,200.00	Dr#
# Jun. 2	TO CASH to TA/DA chd visit	550.00		2,750.00	Dr#
# Jun. 8	TO CASH to TAXI fare visit to Mohali for pre audit	2,200.00		4,950.00	Dr#
# Jun. 26	TO CASH to TA/Da bill visit to DPI's office for official work	1,400.00		6,350.00	Dr#
# Jul. 27	TO CASH to correction v no 2	200.00		6,550.00	Dr#
# Sep. 28	TO CASH to TA/DA	250.00		6,800.00	Dr#
# Oct. 7	TO CASH to TA/DA delhi visit	1,700.00		8,500.00	Dr#
# Oct. 14	TO CASH to fuel exp delhi visit	1,500.00		10,000.00	Dr#
# Oct. 15	TO CASH	1,800.00		11,800.00	Dr#
# Oct. 28	TO CASH to fuel and driver for delhi visit	1,700.00		13,500.00	Dr#
# Nov. 3	TO CASH to TA/DA visit to DPIS office	920.00		14,420.00	Dr#
# Nov. 11	TO CASH to TA/DA delhi visit	1,583.00		16,003.00	Dr#
# Nov. 12	TO CASH to TA/DA delhi and chd visits	3,800.00		19,803.00	Dr#
# Nov. 16	TO CASH to TA to akhilesh for visits to Net Plus office	200.00		20,003.00	Dr#
# Nov. 25	TO CASH to TA/DA visit of Mgt adviser to delhi	1,700.00		21,703.00	Dr#
# Dec. 22	TO CASH to TA/DA visit to delhi	1,700.00		23,403.00	Dr#
# Jan. 5	TO CASH to correction v no 747	50.00		23,453.00	Dr#
# Jan. 8	TO CASH to TA/DA delhi visit	1,840.00		25,293.00	Dr#
# Jan. 14	TO CASH to TA/DA paid	2,510.00		27,803.00	Dr#
# Jan. 21	TO CASH to TA/DA	650.00		28,453.00	Dr#

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)



Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

Visited to Sonapat
College on 14/10/2020.

GSTIN : 06ADGFA9670M1ZV 8222867681
8222867682

BILL / CASH MEMO

AMBAY OIL COMPANY
52.5 Km Stone, National Highway-1
Bhigan, Dist. Sonapat (Haryana)

Dealer : Indian Oil Corporation Ltd.

नं० 22270 दिनांक 14/10/20

विवरण	मूल्य	₹	₹
पेट्रोल	लीटर		
डीजल	21.50 लीटर	70.90	1500
मोबिल ऑयल	लीटर		1
गाड़ी नं०	जोड	1500	
7846			8222867682

बिना हुन पात बरिफ नही होगा।

623

Received - 2000 - 00
oil 1500 - 00
TA 800 - 00
lunch 100 - 00
1800 - 00

(Rs. One thousand & eight hundred only)

Rs 1800/-
[Signature]
General Secretary
GN Khalsa College for Women
Model Town, Ludhiana.

[Signature]

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

CITY MOTOK
GT ROAD
GURUDU
MOB. 9211111111
DU 2


ORIGINAL


13-OCT-2020 16:23:46
TXN NO: 0000575819
INVOICE NO: 337263
VEHICLE NO: NOT ENTER
PRESET: 500.00 INR

NOZZLE NO : 2
PRODUCT: DIESEL
DENSITY: 812.7 kg/m3
RATE : 70.70 INR/L
VOLUME: 7.07 L
AMOUNT: 500.00 INR

Thank You! Visit Again

G.S.K.


IndianOil

 *G.S.K.*

TRUCK SUPPLIER
GT ROAD
PANCHKULA
PH. 9646262601

ORIGINAL

SEP-2020 08:02
NO: N.A
NO: 1781-
REF

NOZZLE NO : 1
PRODUCT: DIESEL
DENSITY: 810 kg/m3
RATE : 73.61 INR/L
VOLUME: 13.59 L
AMOUNT: 1000.00 INR

Thank You! Visit Again

6/6

500
1000

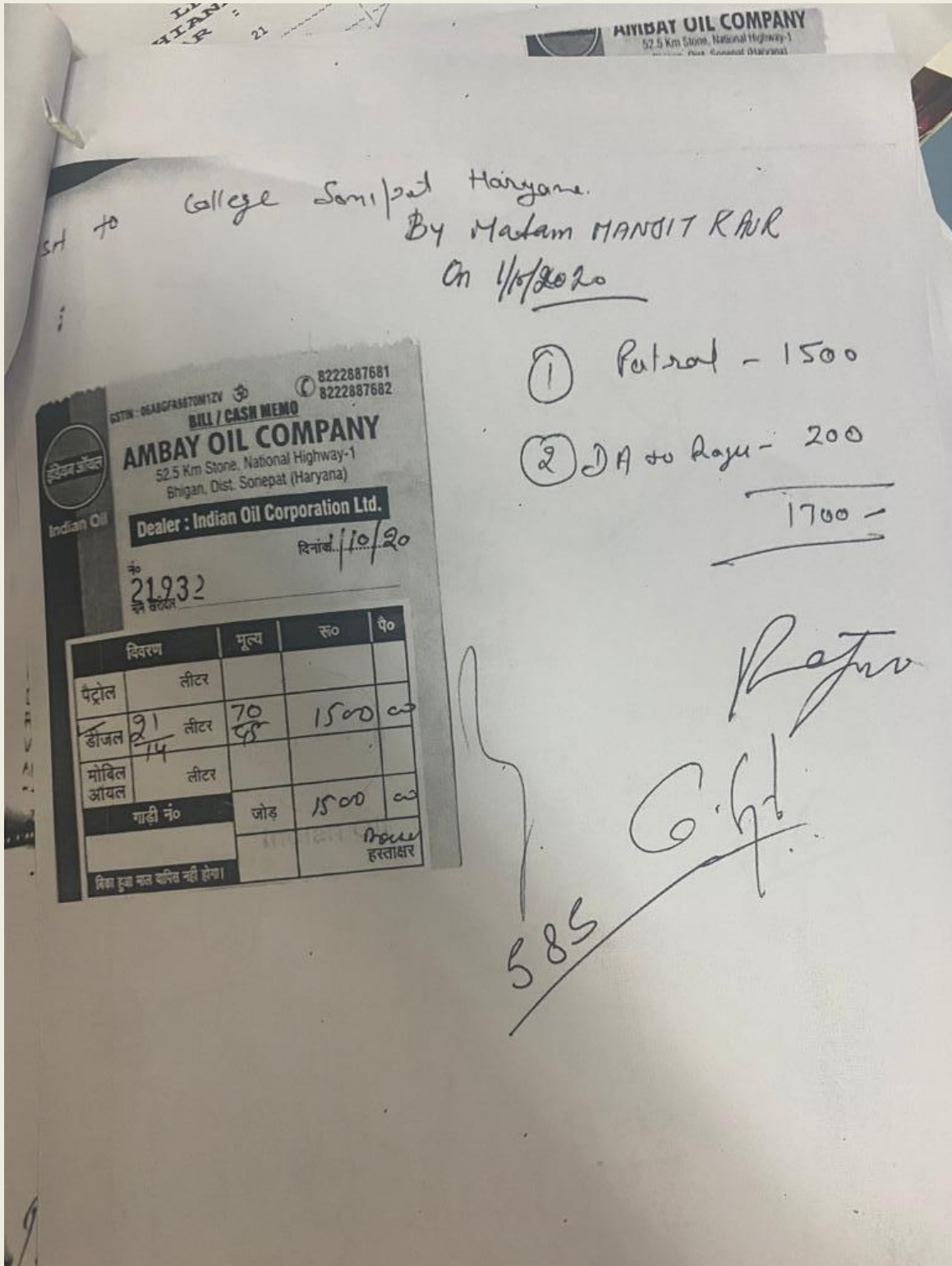
1500

BACHA) per

per liter Rs. 1500

Tak B

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)



Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

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GURU NANAK KHALSA COLLEGE FOR WOMEN
Gujarkhan Campus, Model Town, LUDHIANA

Head of A/C _____ *UPSC Test A/c* Date *24/9/2020*

Received with thanks of Rs. 250/-

(Rupees Two Hundred & Fifty Only.)

on account of UPSC Exam Meeting held on 23/9/2020
Mini Sec. office Ludhiana (conveyance Allowance)

Sanctioned Rs. 250/-

Mhau
24/9/2020
Receiver's Signature
With Address

Principal *Mhau*
G. N. Kh. College for Women
Model Town, Ludhiana

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

537

GURU NANAK KHALSA COLLEGE FOR WOMEN
Gujarkhan Campus, Model Town, LUDHIANA

Head of A/C _____ UPSC Test A/c Date 24/9/2020

Received with thanks of Rs. 250/-

(Rupees Two Hundred & Fifty Only.)

on account of UPSC Exam Meeting held on 23/09/2020
Mini Sec. office Ludhiana (Conveyance Allowance)

Sanctioned Rs. 250/-

M. Bawa 24/9/2020
Receiver's Signature
With Address

Principal
G. N. Kh. College for Women
Model Town, Ludhiana

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

148

GURU NANAK KHALSA COLLEGE FOR WOMEN
Gujarkhan Campus, Model Town, LUDHIANA

Head of A/C TD/DA A/c Date 25-6-2020

Received with thanks of Rs. 1400/- (1000 + 400 DA)

(Rupees One thousand 2 Four Hundred Only)

on account of Travelling by own vehicle from Home to Mahalipayat

① Rs. 5/- per KM for 200 KM VISIT to D.P.I College office.

Sanctioned Rs. 1400/- ② DA claim submitted 148% DA (Mr. Suresh Kumar, Sr. Mo. Aruldev Singh)

③ Case for regularization of service SURESH.

④ Case for Approval of Shyam on Revised Pay of 5910 + 900 = 7810-

Principal
G. N. Kh. College for Women
Model Town, Ludhiana

Suresh
Receiver's Signature
With Address

Guru Nanak Khalsa College for Women
 Gujarkhan Campus, Ludhiana
 Session (2020-2021)

BILL/CASH

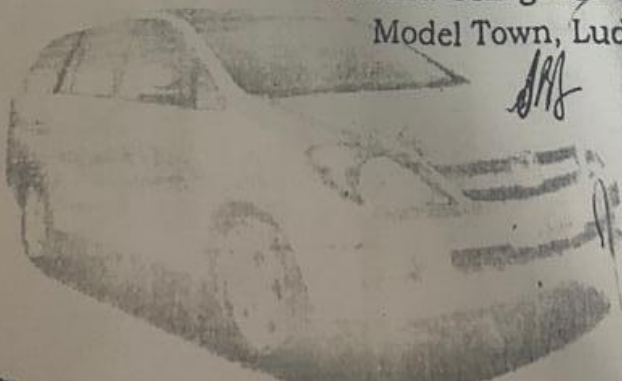
Ph.: ~~XXXXXXXXXX~~
 M.: ~~XXXXXXXXXX~~

NEW FRIENDS TOUR & TRAVEL

(TAXI SERVICE) 8556000043

38-E, B.R.S. Nagar, Near Family Department Store, 977964298
 Opp. Nesh Wine Studio, Ludhiana.

To M/s. G.N. Kh. College for women, Invoice No. **134**
Model Town, Ludhiana Dated. 11/6/2022

PARTICULARS	RATE	AMOUNT	
		Rs.	P.
Town			
G.N. Kh College M-T. Ldh to Sec. 8 Mohali (To & fro)	2200 -	2200	-
 Offg. Principal G.N.Kh. College for Women Model Town, Ludhiana. [Signature]			
TOTAL		2200	
Advance		-	
G. TOTAL		2200 -	

190

For NEW FRIENDS TOUR & TRAVEL
 [Signature] Signature

TERMS & CONDITIONS :
 1. All disputes will be Ludhiana Jurisdiction.

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

GURU NANAK KHALSA COLLEGE FOR WOMEN
Gujarkhan Campus, Model Town, LUDHIANA

Head of A/C TA/DA A/C 97 Date 1/6/2020

Received with thanks of Rs. 550/-

(Rupees Five hundred & fifty only)

on account of DA for visited to D.P.I office for
Submission of Annual Claims 2020-21.

Sanctioned Rs. 550/-

to D.V.R	100-
8/5 Annual	250-
Charanjit Sir	200-
	<u>550-</u>

Principal
G. N. Khalsa College for Women
Model Town, Ludhiana

Receiver's Signature
With Address

Page No 1

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

55

GURU NANAK KHALSA COLLEGE FOR WOMEN
Gujarkhan Campus, Model Town, LUDHIANA

Head of A/C TALDAAC Date 6/5/2020

Received with thanks of Rs. 100/-
(Rupees One hundred only/-)

on account of TALDAAC for visit to Principal's House

Sanctioned Rs. 100/-

Principal
G. N. Kh. College for Women
Model Town, Ludhiana

Receiver's Signature
With Address

[Handwritten signature]

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

GURU NANAK KHALSA COLLEGE FOR WOMEN
Gujarkhan Campus, Model Town, LUDHIANA

Head of A/C TBDA A/c 25 Date 23/4/20

Received with thanks of Rs. 100/-

(Rupees One hundred Only.)

on account of fuel Exp for visit to Principal Madams place for official work

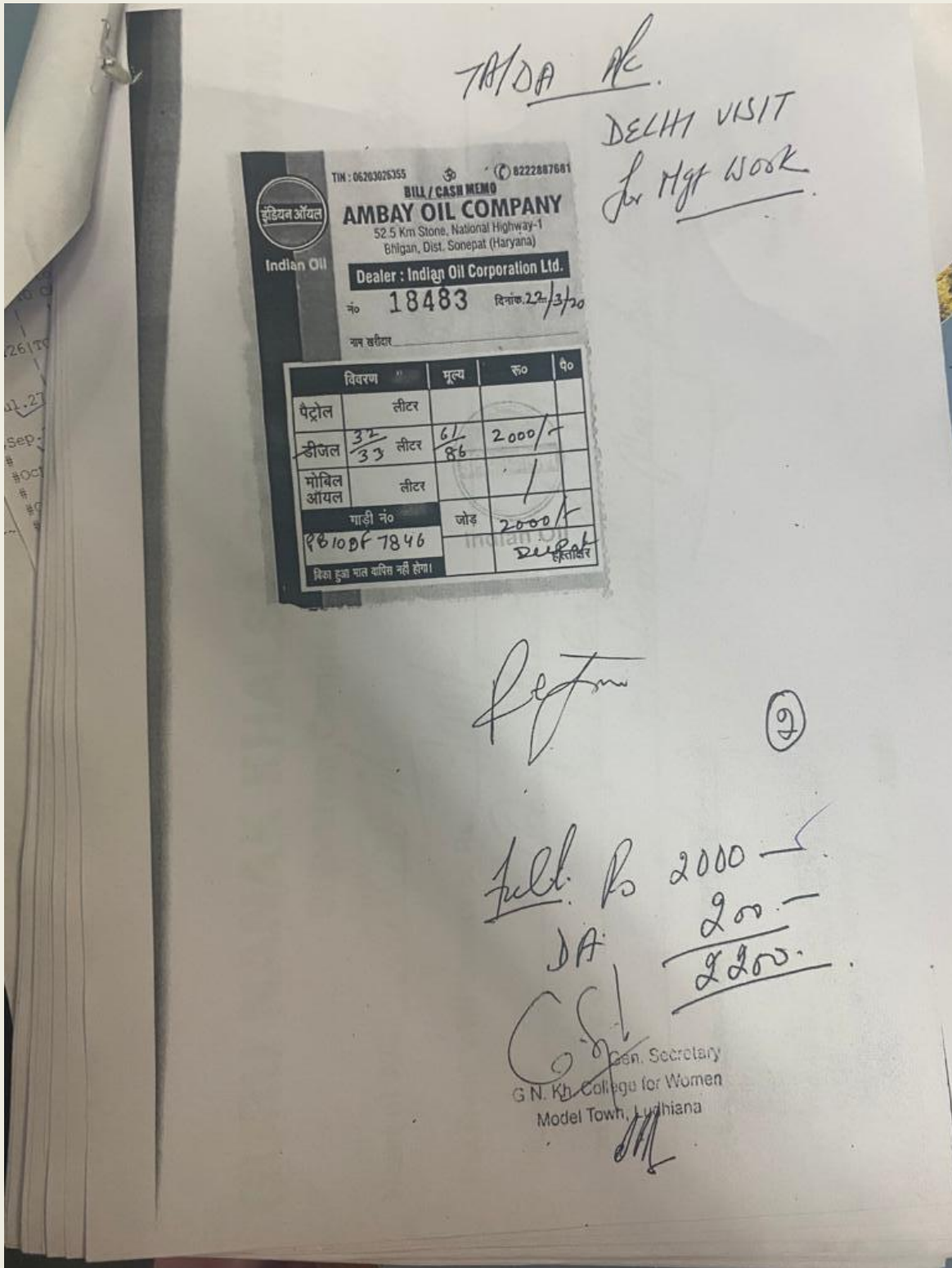
Sanctioned Rs. 100/-

Principal Manu
G. N. Kh. College for Women
Model Town, Ludhiana

Receiver's Signature
With Address

Rajni

Guru Nanak Khalsa College for Women
 Gujarkhan Campus, Ludhiana
 Session (2020-2021)

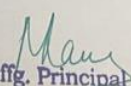


Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

LEDGER
GNW LUDHIANA-MANAGEMENT FUND
YEAR : 2020-21

Page No 2

of TA/DA A/c	21			Balance	
Particulars	Debit	Credit			
27 TO CASH				30,703.00	Dr#
to ta/DA exp	2,250.00				
Feb. 3 TO CASH				32,583.00	Dr#
to TA/DA mgt advisor	1,880.00				
Feb. 9 TO CASH				34,473.00	Dr#
to TA/DA delhi visit	1,890.00				
Feb. 12 TO CASH				34,873.00	Dr#
to TA/DA computer team	400.00				
Feb. 13 TO CASH				34,923.00	Dr#
to error correction	50.00				
Feb. 22 TO CASH				35,013.00	Dr#
to food exp mgt driver	90.00				
Feb. 25 TO CASH				37,213.00	Dr#
to TA/DA	2,200.00				
Mar. 2 TO CASH				38,913.00	Dr#
to TA/DA delhi visit	1,700.00				
Mar. 3 TO CASH				39,213.00	Dr#
to TA/DA official work	300.00				
Mar. 9 TO CASH				44,360.00	Dr#
to TA/DA payments	5,147.00				
Mar. 15 TO CASH				46,260.00	Dr#
to paid	1,900.00				
** TOTALS **	46,260.00	0.00		46,260.00	Dr#


Offg. Principal
G.N.Kh. College for Women

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

LEDGER
GNW LUDHIANA-MANAGEMENT FUND
YEAR : 2020-21

Page No 2

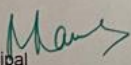
Date of TA/DA A/C		21			
Date	Particulars	Debit	Credit	Balance	
#Jan. 27	TO CASH			30,703.00	Dr#
#	to ta/DA exp	2,250.00			#
#Feb. 3	TO CASH		1,880.00	32,583.00	Dr#
#	to TA/DA mgt advisor				#
#Feb. 9	TO CASH		1,890.00	34,473.00	Dr#
#	to TA/DA delhi visit				#
#Feb. 12	TO CASH		400.00	34,873.00	Dr#
#	to TA/DA computer team				#
#Feb. 13	TO CASH		50.00	34,923.00	Dr#
#	to error correction				#
#Feb. 22	TO CASH		90.00	35,013.00	Dr#
#	to food exp mgt driver				#
#Feb. 25	TO CASH		2,200.00	37,213.00	Dr#
#	to TA/DA				#
#Mar. 2	TO CASH		1,700.00	38,913.00	Dr#
#	to TA/DA delhi visit				#
#Mar. 3	TO CASH		300.00	39,213.00	Dr#
#	to TA/DA official work				#
#Mar. 9	TO CASH		5,147.00	44,360.00	Dr#
#	to TA/DA payments				#
#Mar. 15	TO CASH		1,900.00	46,260.00	Dr#
#	to paid				#
#	** TOTALS **	46,260.00	0.00	46,260.00	Dr#

**Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)**

(h) Medical leaves availed by the teaching staff

LEAVE RECORD
January 2020 to December 2020

TEACHING STAFF			
S. N O.	NAME OF THE EMPLOYEE	DESIGNATION	Medical & Maternity
1	Mrs. Maninder Kaur from Oct. 11/10/19	Associate Professor & Offg. Principal	
2	Mrs. Manmeet Kaur	Associate Professor in BM & C	
3	Mrs. Kuldeep Kaur	Associate Professor in BM & C	
4	Dr. Neetu Prakash	Asstn Prof. in BM & C	
5	Dr. Parveen Arora	Asstn. Prof. in Pub Ad.	
6	Mrs. Punpreet Kaur	Asstn Prof. in BM & C	
7	Mrs. Nidhi	Asstn Prof. in BM & C	
8	Mrs. Manpreet Kaur	Asstn Prof. in BM & C	
9	Ms. Rajwinder Kaur	Asstn Prof. in BM & C	
10	Mrs. Madhu Bala	Asstn Prof. in Soc.	
11	Ms. Harpreet Kaur	Asstn Prof. in F. Arts	
12	Mrs. Kirti Loomba	Ass. Prof. in Journalism & Mass Media	
13	Mrs. Surjit Kaur	Lect-OMSP	
14	Dr. Anupam Vatsyayan	Asstt. Prof. in English	10/10/2020 to 19/11/2020= 41 ML 41x2= 82 ML
15	Mrs. Gagneet Pal Kaur	Asstt. Prof. in English	
16	Ms. Daisy Wadhwa	Asstt. Prof. in Comp. Sci	
17	Mrs. Satwant Kaur	Asstt. Prof. in Comp. Sci	
18	Dr. Jasmine Bains	Asstt. Prof. in Psychology	1/12/2020 to 30/11/2021 = 1year

Principal 

Offg. Principal
G.N.Kh. College for Women
Model Town, Ludhiana.

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

To

The Principal,
Guru Nanak Khalsa College for Women,
Model Town,
Ludhiana.

Respected Ma'am,

With due respect, I wish to bring it to your kind notice that my husband has tested positive for Covid-19 infection. Doctor has advised me home isolation for one week i.e. from April 21, 2021 to April 27, 2021. I will not be able to come to College.

Kindly consider it and do the needful.

I shall be highly thankful to you.

Thanking you,

Yours Faithfully,

~~Neelika Prakash~~ 21/4/2021

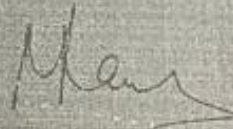
Dr. Neelika Prakash

Assistant Prof.

Guru Nanak Khalsa

College for Women, Model Town

Ludhiana



Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

To
The Principal
Guru Nanak Khalsa College for Women,
Model Town,
Ludhiana

Respected Ma'am,

With due respect, I wish to bring
it to your kind notice that due to Covid 19 Infection,
I was on leave from April 28, 2021 to
May 09, 2021 as advised by the Hospital.

Now, I am physically fit to rejoin
the College and taking my classes w.e.f May 10,
- 2021 (Monday).

Kindly Consider it and do the needful.

I shall be highly obliged to you.

Thanking You,
Yours Faithfully
Neetu Praloch 12/05/2021
Dr. Neetu Praloch
(Assistant Prof. Guru Nanak
Khalsa College for Women, Ludhiana)

Mam

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

General Secretary,
G.N.Kh.College for Women,
Model Town, Ludhiana

Dated 10/4/2021

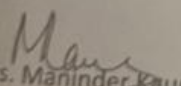
Subject : Corona Leave from 18th March,2021 to 9/4/2021

Sir,

As already informed by me I have been under isolation on account
of Corona infection and related complications from 18th March,2021
to 9th April, 2021.

I have been issued fitness certificate to join duty w.e.f 10/04/2021.

Yours Sincerely,


Mrs. Maninder Kaur
Offg Principal &
Associate Professor (B. Mgmt. & Comm.)

Sanctioned
G.S.
10/4/2021

Guru Nanak Khalsa College for Women
Gujarkhan Campus, Ludhiana
Session (2020-2021)

To

The Principal,
Guru Nanak Khalsa College for Women,
Gujarkhan Campus, M.T. Ldh.

Subject - Rejoining after Covid-19 Leave (work from home)

Respected Madam,

With due respect, I am Harpreet Kaur, assistant-
professor in Fine Arts. Today afternoon I am
rejoining my duties after Covid-19 leave
(work from home) from 30/3/2021 to 12/4/21 (Morning
So, please accept my letter and I may please
be allowed to join my duty. I had be advised
14 days quarantine leave.

With regards

Yours Faithfully,

Harpreet Kaur
Dept. of Fine Arts.

Harpreet Kaur -
12/4/21

Manu
12.4.2021