

**NAAC
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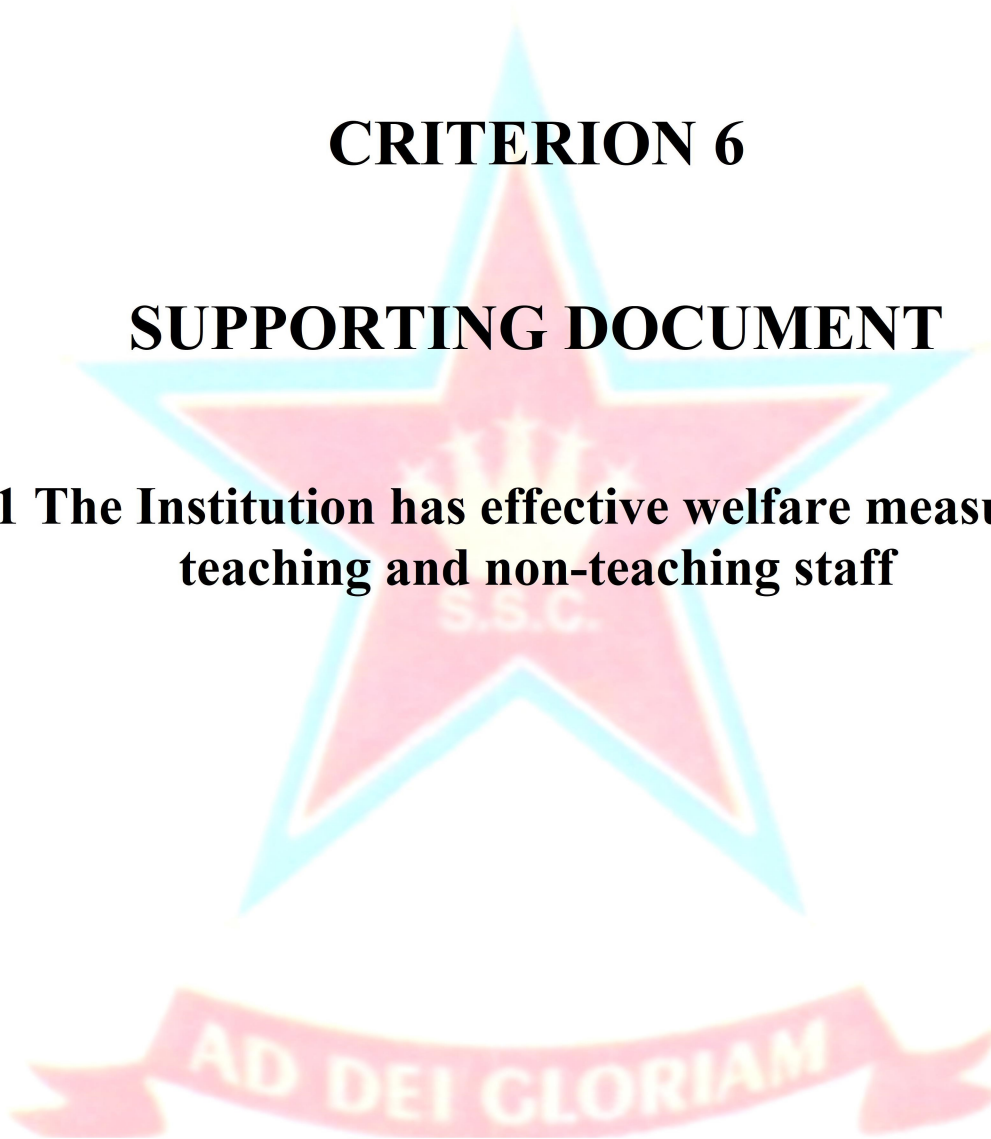


**St. Stephen's College
University of Delhi
Delhi 110007**
Phone: +91-11-27667200
E-mail: pstoprincipal@ststephens.edu
Website: www.ststephens.edu

CRITERION 6

SUPPORTING DOCUMENT

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

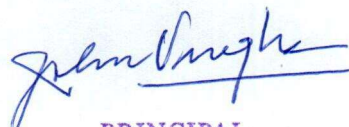


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Welfare Measures for Teaching and non-Teaching Staff


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DELHI-110007





S. No.	Content	Page No.
1.	Residence Facility for Teaching and non-Teaching Staff	03-09
2.	Pension and Salary	10-13
3.	Leave Travel Concession	14-43
4.	Children's Playground	44
5.	Free Parking Facility	45-46
6.	College Dispensary	47-48
7.	Cash free Hospitalization	49-61
8.	Children's Education Allowance for non-Teaching Staff	62-65
9.	College Employees' Co-operative Society	66-71
10.	Staff Welfare Fund	72-73
11.	Staff Room with Locker Facility	74
12.	College Mess with Separate Dining Area for Faculty	75
13.	Rest Rooms	76
14.	Computer Lab for Research Work	77
15.	Faculty Study Room in College Library	78
16.	Covid Support for Teaching and non-Teaching Staff	79-85
16.	24x7 House-keeping Facilities on Campus	86-88

[Handwritten Signature]



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Sr. No	House No.	Name of the Employee	Teachers Flats	Non-Teaching Flats	Modified	
1	College House	Prof. John Varghese, The Principal	1	0	0	
2	A-1	Dr. Malay Neerav	1	0	0	
3	A-2	Dr. A.D Mathur	1	0	0	
4	A-3	Ms. Nandita Narain	1	0	0	
5	A-4	Mr. Biju Balan	0	1	0	
6	A-5	Dispensary/Clinic	0	0	1	Converted into College Clinic
7	A-6	Mr. Sanjeev K. Grewal	1	0	0	
8	A-7	Vacate	1	0	0	
9	A-11	Dr. Chandra Bhushan Jha	1	0	0	
10	A-12	Dr. Pankaj Kumar Mishra	1	0	0	
11	A-13	Dr. Aditya Pratap Deo	1	0	0	
12	A-14	Dr. Prashanto Chaterjee	1	0	0	
13	A-15	Dr. Rajkumar Bhardwaj	1	0	0	
14	A-16	Mr Abishek	1	0	0	
15	A-17	Mr Tamimm	1	0	0	
16	A-18	Dr. Harish Kumar Yadav	1	0	0	
17	B-1	Vacate	1	0	0	
18	B-2	Dr. Chinkhanlun Guite	1	0	0	
19	B-3	Dr. Jacob Cherian	1	0	0	
20	B-4	Rev. Samuel John Shekhar	0	1	0	
21	B-5	Mr. Satpal	0	1	0	
22	B-6	Vacate	0	1	0	
23	B-7	Mr. Subha Kumar Dash	0	1	0	
24	C-1	College Archive/Admission Room	0	0	1	Converted into College Archive
25	C-2	Guest House	0	0	1	Converted into College Guest House
26	C-3	Mr. S.K Chakravorty	1	0	0	
27	C-4	Ms. Sangeeta Luthra Sharma	1	0	0	
28	D-1	Vacate	0	0	1	Converted into Class Room and Art Gallery
29	D-2	Vacate	0	0	1	
30	D-3	Vacate	0	0	1	
31	D-4	Vacate	0	0	1	
32	D-5	Vacate	0	0	1	
33	D-6	Mr. Bagh Singh	0	1	0	
34	D-7	Mr. Santosh Kumar	0	1	0	
35	D-8	Vacated	0	1	0	
36	D-9	Mr. Gopal Singh-II	0	1	0	
37	D-10	Mr. Asim Ali	0	1	0	
38	D-11	Mr. George	0	1	0	
39	D-12	Vacate	0	1	0	
40	D-13	Vacate	0	1	0	
41	D-14	Mr. Rohit	0	1	0	
42	D-15	Mr. Than Singh	0	1	0	
43	D-16	Mr. Yatendra Pal Singh	0	1	0	
44	D-17	Vacated	0	1	0	
45	D-18	Mr. Rajender Bahadur	0	1	0	
46	D-19	Ms. Parul Angelina Arthur	0	1	0	
47	D-20	Ms. Meenakshi Verma	0	1	0	
48	D-21	Mr. Jamil Ali	0	1	0	
49	D-22	Mr. Nafees Ahmed	0	1	0	

John Varghese
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50	D-23	Mr. Samil Ah	0	1	0
51	D-24	Mr. Shesh Narain	0	1	0
52	D-25	Mr. Keshav Dutt	0	1	0
53	D-26	Vacated	0	1	0
54	D-27	Mr. Harish Kumar Sethi	0	1	0
55	D-28	Mr. Harish Chandra Mishra	0	1	0
56	D-29	Mr. Mula Ram Nayak	0	1	0
57	D-30	Vacated	0	1	0
58	D-31	Mr. Vijay I	0	1	0
59	D-32	Mr Vijay II	0	1	0
60	D-33	Mr. Rajan	0	1	0
61	D-34	Vacated	0	1	0
62	D-35	Mr. Rajesh Kumar	0	1	0
63	D-36	Mr. Shyam Bahadur	0	1	0
64	D-37	Mr. Shakeel Ahmed	0	1	0
65	D-38	Mr. Roop Lal	0	1	0
66	D-39	Mr. Bhirgunath Singh	0	1	0
67	D-40	Late Mr. Nand Singh ' Wife	0	1	0
68	D-41	Mr. Prem Lal	0	1	0
69	D-42	Mr. Lal chand	0	1	0
70	D-43	Mr. Saleem Ali	0	1	0
71	D-44	Mr. Puran Ram Naik	0	1	0
72	D-45	Mr. Balwan Singh	0	1	0
73	P-1	Mr. Kirpal Singh	0	1	0
74	P-2	Mr. Yaseen	0	1	0
75	P-3	Ms. Marry Turner	0	1	0
76	LC-1	Dr. Mahesh Gopalan	1	0	0
77	LC-2	Mr. George Thomas	0	1	0
	Total		20	49	8

Grand Total **77**

List of flats for Teaching and non-Teaching Staff

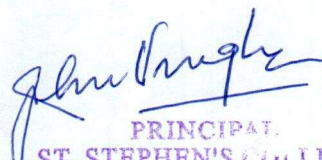

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ST. STEPHEN'S COLLEGE
DELHI-110007





College Residence Appointments - Permanent Category (2020-21)

Sl.No.	Name	Designation	Status of Appointment	Gender
1	Mr. Shyam Bahadur	Chowkidar	Permanent	Male
2	Mr. Vijay Kumar - II	Chowkidar	Permanent	Male
3	Mr. Nasir Ahmad	Chowkidar	Permanent	Male
4	Mr. Mula Ram Nayak	Chowkidar	Permanent	Male
5	Mr. Nafees Ahmad	Electrician	Permanent	Male
6	Mr. Titto	Mali	Permanent	Male
7	Mr. Bhirgunath Singh	Mali	Permanent	Male
8	Mr. Ved Prakash	Mali	Permanent	Male
9	Mr. Sunil Kumar	Electrician	Permanent	Male
10	Mr. Shish Pal	Mali	Permanent	Male
11	Mr. Rajesh C Lal	Cook	Permanent	Male
12	Mr. Mukesh	MTS Attendant	Permanent	Male
13	Mr. Ranu	Cook	Permanent	Male
14	Ms. Kamlesh	Safai Karamchari	Permanent	Female
15	Md. Saleem Ansari	Mali	Permanent	Male
16	Mr. Sushil Harrison	MTS Attendant	Permanent	Male
17	Mr. Anthony Wilson	JACT (CFL)	Permanent	Male
18	Mr. Kirpal	MTS Attendant	Permanent	Male
19	Mr. Rakesh Kumar Pal	Technical Assistant	Permanent	Male
20	Mr. Laxmikant Bhardwaj	MTS Attendant	Permanent	Male
21	Ms. Beena Devi	MTS Attendant	Permanent	Female
22	Ms. Savitri	Safai Karamchari	Permanent	Female
23	Ms. Gomati Devi	MTS Attendant	Permanent	Female
24	Ms. Ajay Kumar Thapa	Café helper	Permanent	Male


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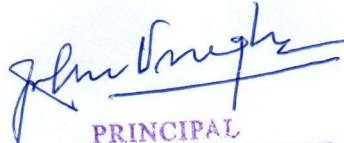




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4	Mr. Mula Ram Nayak	Chowkidar	Permanent	Male
5	Mr. Nafees Ahmad	Electrician	Permanent	Male
6	Mr. Titto	Mali	Permanent	Male
7	Mr. Bhirgunath Singh	Mali	Permanent	Male
8	Mr. Ved Prakash	Mali	Permanent	Male
9	Mr. Sunil Kumar	Electrician	Permanent	Male
10	Mr. Shish Pal	Mali	Permanent	Male
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18	Mr. Kirpal	MTS Attendant	Permanent	Male
19	Mr. Rakesh Kumar Pal	Technical Assistant	Permanent	Male
20	Mr. Laxmikant Bhardwaj	MTS Attendant	Permanent	Male
21	Ms. Beena Devi	MTS Attendant	Permanent	Female
22	Ms. Savitri	Safai Karamchari	Permanent	Female
23	Ms. Gomati Devi	MTS Attendant	Permanent	Female
24	Ms. Ajay Kumar Thapa	Café helper	Permanent	Male

List of Resident Appointments, non-Teaching Staff


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Residence for Teaching Staff

A handwritten signature in blue ink, appearing to read 'John Knight'.

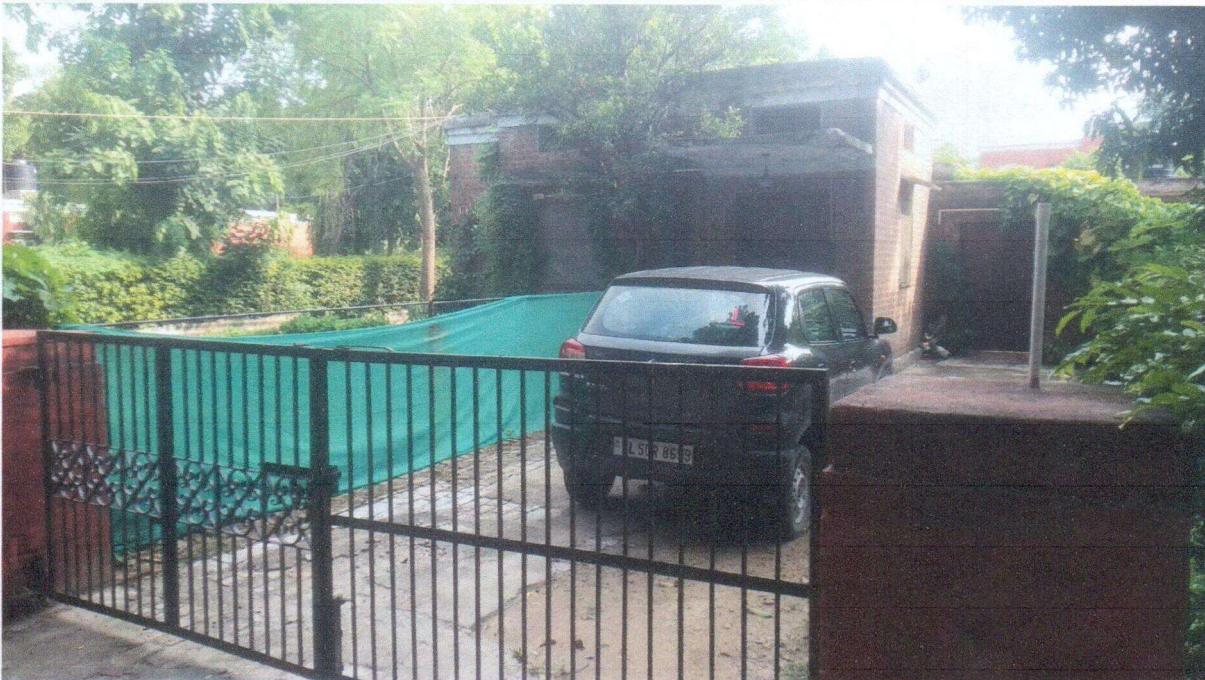
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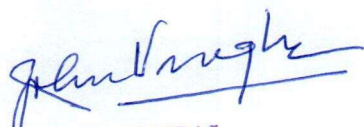


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Residence for non-Teaching Staff


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PENSION PERSONAL LEDGER

Page No. 1

NAME: **MS. ANARO** (W/O LATE SHAMMAL) DATE OF EXPIRED ON: 23/04/2003 ORIGINAL PENSION: -
 DESIGNATION: **SANITARY GUIDE** BANK DELAY: - PENSION AFTER COMM: -
 DEPARTMENT: **RESIDENCE** S/W/C NO. **24112010005924** FAMILY PENSION: **3,500.00**
 YEAR: **2020 - 2021** IFSC CODE: **SYNB0009113** UNIVERSITY REF. NO: **9,000.00 (7th Pay Comm.)**

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	
PENSION	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	108,000.00
DEARNESS RELIEF	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	18,360.00
DA ARREARS													
TOTAL >>>	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	126,360.00
LESS INCOME TAX													
TOTAL DEDUCTIONS													
NET PAYABLE AMT.	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	10,530.00	126,360.00

Page 1 of 1

ST. STEPHEN'S COLLEGE 9618618347/ 9618624409 MR SHYAM BAHADUR SALARY REGISTER-2020-2021

NAME	MR SHYAM BAHADUR	DATE OF INCREMENT	01/07	DATE OF BIRTH	07.07.1965	S/W A/C NO	2638624604	CODE NO	954	NO. RECOVERY OF T.A. (JULY 2020)	87		
DESIGNATION	SECURITY GUARD	DATE OF APPOINTMENT	07.12.1994	DATE OF RETIREMENT	31.07.2023	LOAN/LOAN FROM P.F.							
DEPARTMENT	RESIDENCE	PROBATION UP TO		TEMPORARY UP TO		FEST. ADVANCE							
GRADE	2000-20200	GRADE PAY	2,400	ADHOC UP TO		PAN NUMBER	ICBPN9166J						
YEAR	2020-2021	LEVEL	3	D-35									
MONTH	APRIL 20	MAY 20	JUNE 20	JULY 20	AUGUST 20	SEP 20	OCT 20	NOV 20	DEC 20	JAN 21	FEB 21	MARCH 21	TOTAL
PAY	34,000.00	34,000.00	34,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	4,17,000.00
GRADE PAY	34,000.00	34,000.00	34,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	4,17,000.00
D.A.	5,780.00	5,780.00	5,780.00	5,950.00	5,950.00	5,950.00	5,950.00	5,950.00	5,950.00	5,950.00	5,950.00	5,950.00	70,800.00
H.R.A.	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	46,332.00
TPF ALLOW.	90.00	90.00	90.00	90.00	12,480.00								12,840.00
W.A.													
TOTAL EARNINGS	44,082.00	44,082.00	44,082.00	45,252.00	57,482.00	45,162.00	45,162.00	45,162.00	45,162.00	40,950.00	45,162.00	45,162.00	5,47,882.00
P.F. SUBS.	10,990.00	10,990.00	10,990.00	10,990.00	10,990.00	10,990.00	10,990.00	10,990.00	10,990.00	10,990.00	10,990.00	10,990.00	1,30,980.00
P.F. LOAN													
INCOME TAX													
HOUSE RENT	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
ELECT. & WATER													
MESS													
CAFÉ													
E.T.C. SOC.	7,030.00	6,980.00	6,930.00	6,880.00	6,830.00	6,780.00	6,730.00	6,680.00	6,630.00	6,580.00	6,530.00	6,480.00	85,260.00
FESTIVAL ADVANCE													
CYCLE ADVANCE													
W.U.S.	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
S.C.R.	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Q.L.S.													
H.B.A.	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
DUCKU	1,328.00												1,328.00
TOTAL DEDUCTIONS	18,911.00	17,535.00	17,485.00	17,435.00	17,385.00	17,335.00	17,285.00	17,235.00	17,185.00	17,135.00	17,085.00	17,035.00	2,13,246.00
NET SALARY	25,171.00	26,547.00	26,597.00	27,817.00	40,097.00	27,827.00	27,877.00	27,927.00	27,977.00	23,815.00	28,077.00	28,127.00	3,33,616.00

John Vaughn
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ST. STEPHEN'S COLLEGE 9899061362 MR RAJESH C LAL SALARY REGISTER-2020-2021

MONTH	APRIL 20	MAY 20	JUNE 20	JULY 20	AUGUST 20	SEP 20	OCT 20	NOV 20	DEC 20	JAN 21	FEB 21	MARCH 21	TOTAL
GRADE PAY	20,500.00	20,500.00	20,500.00	21,100.00	21,100.00	21,100.00	21,100.00	21,100.00	21,100.00	21,100.00	21,100.00	21,100.00	2,51,400.00
D.A.	3,485.00	3,485.00	3,485.00	3,587.00	3,587.00	3,587.00	3,587.00	3,587.00	3,587.00	3,587.00	3,587.00	3,587.00	42,738.00
H.R.A.	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	64,800.00
TPT ALLOW.	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	18,960.00
W.A.				10,000.00									10,000.00
TOTAL EARNINGS	30,965.00	30,965.00	30,965.00	31,667.00	31,667.00	31,667.00	31,667.00	31,667.00	31,667.00	31,667.00	31,667.00	31,667.00	3,60,180.00
P.F. SUBS.	2,390.00	2,390.00	2,390.00	2,488.00	2,488.00	2,488.00	2,488.00	2,488.00	2,488.00	2,488.00	2,488.00	2,488.00	29,418.00
P.F. LOAN													
INCOME TAX													
HOUSE RENT													
ELECT. & WATER													
MESS													
CAFÉ													
E.T.C. SOC.													
FESTIVAL ADVANCE												500.00	500.00
CYCLE ADVANCE													
W.U.S. 17784	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
S.C.R.													
G.I.E.													
H.B.A.													
Recovery of salary													
TOTAL DEDUCTIONS	3,440.00	2,640.00	2,640.00	2,710.00	2,710.00	2,710.00	2,710.00	2,710.00	2,710.00	2,710.00	2,710.00	3,210.00	33,718.00
NET SALARY	27,516.00	28,316.00	28,316.00	28,948.00	28,948.00	28,948.00	28,948.00	28,948.00	28,948.00	28,948.00	28,948.00	28,448.00	3,26,462.00

ST STEPHEN'S COLLEGE

PENSION PERSONAL LEDGER

Page No. 10

NAME: MR. RAN BAHADUR THAPA D.O.B: 31.05.2005 GROSS PENSION: 5,116.00
 DESIGNATION: CHOWKIDAR D.D.B: 16.05.1945 PENSION AFTER COMM.: 3,758.00
 DEPARTMENT: RESIDENCE D.O.A: 24.08.1966 FAMILY PENSION: 11,791.00
 YEAR: 2020 - 2021 SR.A.C.NO: 24112010001130 UNIVERSITY REF. NO:
 IFSC CODE: SYN0009195

MONTH	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	TOTAL
PENSION	11,791.00	11,791.00	11,791.00	11,791.00	11,791.00	13,149.00	13,149.00	13,149.00	13,149.00	13,149.00	13,149.00	13,149.00	150,968.00
DEARNESS RELIEF	2,235.00	2,235.00	2,235.00	2,235.00	2,235.00	2,235.00	2,235.00	2,235.00	2,235.00	2,235.00	2,235.00	2,235.00	26,820.00
BA ARREARS													
ARREARS OF RESTORATION OF COMMUTED PORTION						3,395.00							3,395.00
TOTAL	14,026.00	14,026.00	14,026.00	14,026.00	14,026.00	18,779.00	15,384.00	15,384.00	15,384.00	15,384.00	15,384.00	15,384.00	181,213.00
LESS INCOME TAX													
TOTAL DEDUCTIONS													
NET PAYABLE AMT.	14,026.00	14,026.00	14,026.00	14,026.00	14,026.00	18,779.00	15,384.00	15,384.00	15,384.00	15,384.00	15,384.00	15,384.00	181,213.00

Mobil No. 8750418230
9891043491

Ran Bahadur Thapa
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Phone: +91-11-27667200
E-mail: pstoprincipal@ststephens.edu
Website: www.ststephens.edu

ST. STEPHEN'S COLLEGE 0818044961 MR SUBHA KUMAR DASH SALARY REGISTER-2020-2021

NAME	MR SUBHA KUMAR DASH	DATE OF INCREMENT	01.08.1971	DATE OF BIRTH	01.08.1971	SUBV.A/CNO.	2204252209	CODE NO.	218	NO.	1		
DESIGNATION	ACWA, OFFICE IN CHARGE	DATE OF APPOINTMENT	12.11.2018	DATE OF RETIREMENT	30.06.2021	LOAN FROM	TEMPORARY LPTO	FEST. ADVANCE					
DEPARTMENT	OFFICE IN CHARGE	GRADE PAY	6,400/-	ADHOC LPTO		PAN NUMBER	AEPD0003D						
GRADE	15182-20150	ESABE, PAY	6,400/-	ADHOC LPTO		PAN NUMBER	AEPD0003D						
YEAR	2020-2021	LEVEL	19										
MONTH	APRIL_20	MAY_20	JUNE_20	JULY_20	AUGUST_20	SEP_20	OCT_20	NOV_20	DEC_20	JAN_21	FEB_21	MARCH_21	TOTAL
PAY	71,100.00	71,100.00	71,100.00	71,100.00	71,200.00	71,200.00	71,200.00	71,200.00	71,200.00	71,200.00	71,200.00	71,200.00	8,71,100.00
GRADE PAY													
D.A.	17,087.00	17,087.00	17,087.00	17,087.00	17,087.00	17,087.00	17,087.00	17,087.00	17,087.00	17,087.00	17,087.00	17,087.00	1,48,267.00
H.R.A.	8,424.00	8,424.00	8,424.00	8,424.00	8,424.00	8,424.00	8,424.00	8,424.00	8,424.00	8,424.00	8,424.00	8,424.00	84,240.00
TFT. ALLOW.													
W.A.													
TOTAL EARNINGS	91,611.00	91,611.00	91,611.00	91,611.00	91,611.00	91,611.00	91,611.00	91,611.00	91,611.00	91,611.00	91,611.00	91,611.00	11,04,587.00
P.F. SUBS.	8,310.00	8,310.00	8,310.00	8,310.00	8,310.00	8,310.00	8,310.00	8,310.00	8,310.00	8,310.00	8,310.00	8,310.00	1,02,030.00
P.F. LOAN													
INCOME TAX	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	1,02,030.00
HOUSE RENT													
ELECT. & WATER	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
MESS													
CAFE													
E.T.C. SOC.	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	85,880.00
FESTIVAL ADVANCE													
CYCLE ADVANCE													
W.U.S. 16464	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	7,800.00
S.C.R.													
G.I.S.	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	9,900.00
H.R.A.													
DUCKU	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
DUCKU	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00
TOTAL DEDUCTIONS	27,506.00	27,506.00	27,506.00	27,506.00	27,506.00	27,506.00	27,506.00	27,506.00	27,506.00	27,506.00	27,506.00	27,506.00	3,07,123.00
NET SALARY	64,105.00	64,105.00	64,105.00	64,105.00	64,105.00	64,105.00	64,105.00	64,105.00	64,105.00	64,105.00	64,105.00	64,105.00	7,97,464.00

ST. STEPHEN'S COLLEGE 9871297596 MR BENZAMIN SALARY REGISTER-2020-2021

NAME	MR BENZAMIN	DATE OF INCREMENT	01.07.1987	DATE OF BIRTH	01.06.1987	SUBV.A/CNO.	220021835	CODE NO.	302	NO.	18		
DESIGNATION	TYPIST/BI	DATE OF APPOINTMENT	02.10.1989	DATE OF RETIREMENT	30.04.2027	LOAN FROM	TEMPORARY LPTO	FEST. ADVANCE					
DEPARTMENT	LIBRARY	GRADE PAY	2,600	ADHOC LPTO		PAN NUMBER	AAUPW5899D						
GRADE	5200-10700	LEVEL	6										
YEAR	2020-2021												
MONTH	APRIL_20	MAY_20	JUNE_20	JULY_20	AUGUST_20	SEP_20	OCT_20	NOV_20	DEC_20	JAN_21	FEB_21	MARCH_21	TOTAL
PAY	55,800.00	55,800.00	55,800.00	57,800.00	57,800.00	57,800.00	57,800.00	57,800.00	57,800.00	57,800.00	57,800.00	57,800.00	6,94,800.00
GRADE PAY													
D.A.	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	1,16,430.00
H.R.A.	13,987.50	13,987.50	13,987.50	13,987.50	13,987.50	13,987.50	13,987.50	13,987.50	13,987.50	13,987.50	13,987.50	13,987.50	1,64,378.00
TFT. ALLOW.	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	48,330.00
TOTAL EARNINGS	82,899.00	82,899.00	82,899.00	85,287.00	85,287.00	85,287.00	85,287.00	85,287.00	85,287.00	85,287.00	85,287.00	85,287.00	10,12,041.00
P.F. SUBS.	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	1,20,000.00
P.F. LOAN													
INCOME TAX	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
HOUSE RENT													
ELECT. & WATER													
MESS													
CAFE													
E.T.C. SOC.	3,320.00	3,320.00	3,320.00	3,320.00	3,320.00	3,320.00	3,320.00	3,320.00	3,320.00	3,320.00	3,320.00	3,320.00	40,000.00
FESTIVAL ADVANCE													
CYCLE ADVANCE													
W.U.S.	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
S.C.R.													
G.I.S.	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
H.R.A.													
DUCKU	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
DUCKU	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
DUCKU	2,175.00	2,175.00	2,175.00	2,175.00	2,175.00	2,175.00	2,175.00	2,175.00	2,175.00	2,175.00	2,175.00	2,175.00	26,100.00
TOTAL DEDUCTIONS	19,261.00	19,261.00	19,261.00	21,755.00	21,755.00	21,755.00	21,755.00	21,755.00	21,755.00	21,755.00	21,755.00	21,755.00	2,63,810.00
NET SALARY	63,638.00	63,638.00	63,638.00	63,532.00	63,532.00	63,532.00	63,532.00	63,532.00	63,532.00	63,532.00	63,532.00	63,532.00	7,48,231.00

John Douglas
PRINCIPAL
ST. STEPHEN'S COLLEGE





ST. STEPHEN'S COLLEGE 9953083850 D-7 MR SANTOSH KUMAR SALARY REGISTER-2020-2021
 NAME MR SANTOSH KUMAR DATE OF INCREMENT 09/07 DATE OF BIRTH 30.03.1963 S/W ACNO. 20104376487 CODE NO. 495 NO. 39
 DESIGNATION HELPER DATE OF APPOINTMENT 01.04.1998 DATE OF RETIREMENT 31.01.2023 LOAN FROM P.F.
 DEPARTMENT MESS OFFICE PROBATION UP TO GRADE PAY 2,800 ADHOC UPTO FEST. ADVANCE PAN NUMBER DJFJPS348J
 GRADE 8200-20201
 YEAR 2020-2021 LEVEL 3

MONTH	APRIL 20	MAY 20	JUNE 20	JULY 20	AUGUST 20	SEP 20	OCT 20	NOV 20	DEC 20	JAN 21	FEB 21	MARCH 21	TOTAL
PAY	37,200.00	37,200.00	37,200.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	4,56,100.00
GRADE PAY	47,892.00	47,892.00	47,892.00	48,392.00	48,392.00	48,392.00	48,392.00	48,392.00	48,392.00	48,392.00	48,392.00	48,392.00	5,82,384.00
D.A.	6,324.00	6,324.00	6,324.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	77,571.00
H.R.A.	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	50,544.00
TPT ALLOW.													12,840.00
W.A.	80.00	80.00	80.00	80.00	12,480.00								
TOTAL EARNINGS	47,826.00	47,826.00	47,826.00	49,113.00	49,113.00	49,023.00	49,023.00	49,023.00	49,023.00	49,023.00	49,023.00	49,023.00	5,97,255.00
P.F. SUBS.	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	2,40,000.00
P.F. LOAN													
INCOME TAX													
HOUSE RENT													1,200.00
ELECT. & WATER	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
MESS													
CAFÉ													
E.T.C. SOC.	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
FESTIVAL ADVANCE													
CYCLE ADVANCE													
W.U.S. 19416	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
S.C.R.	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
G.S.	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
H.B.A.	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
DUCKY	1,451.00												1,451.00
TOTAL DEDUCTIONS	22,856.00	22,856.00	22,856.00	22,856.00	22,755.00	22,655.00	22,555.00	22,455.00	22,355.00	22,255.00	22,155.00	22,055.00	3,60,611.00
NET SALARY	25,320.00	25,320.00	25,320.00	26,257.00	26,358.00	26,368.00	26,468.00	26,568.00	26,668.00	26,768.00	26,868.00	26,968.00	2,76,644.00

ST. STEPHEN'S COLLEGE 8750369210 D-9 MR GOPAL SINGH SALARY REGISTER-2020-2021
 NAME MR GOPAL SINGH DATE OF INCREMENT 01/07 DATE OF BIRTH 11.01.1965 S/W ACNO. 20112429528 CODE NO. 603 NO. 63
 DESIGNATION HELPER DATE OF APPOINTMENT 01.04.1998 DATE OF RETIREMENT 31.01.2023 LOAN FROM P.F.
 DEPARTMENT MESS OFFICE PROBATION UP TO GRADE PAY 2,400 ADHOC UPTO FEST. ADVANCE PAN NUMBER DAMPS4196J
 GRADE 8200-20201 LEVEL 4 W.e.f. 01.07.2016 IB MACP

MONTH	APRIL 20	MAY 20	JUNE 20	JULY 20	AUGUST 20	SEP 20	OCT 20	NOV 20	DEC 20	JAN 21	FEB 21	MARCH 21	TOTAL
PAY	37,200.00	37,200.00	37,200.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	4,56,100.00
MAOP ARREARS	37,200.00	37,200.00	37,200.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	5,82,480.00
D.A.	6,324.00	6,324.00	6,324.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	6,511.00	77,571.00
H.R.A.	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	4,212.00	50,544.00
TPT ALLOW.													12,840.00
W.A.	80.00	80.00	80.00	80.00	12,480.00								
TOTAL EARNINGS	47,826.00	47,826.00	47,826.00	49,113.00	49,113.00	49,023.00	49,023.00	49,023.00	49,023.00	49,023.00	49,023.00	49,023.00	5,97,255.00
P.F. SUBS.	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	2,40,000.00
P.F. LOAN													
INCOME TAX													
HOUSE RENT													1,200.00
ELECT. & WATER	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
MESS													
CAFÉ													
E.T.C. SOC.	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
FESTIVAL ADVANCE													
CYCLE ADVANCE													
W.U.S.	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
S.C.R.	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
G.S.	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
H.B.A.	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
DUCKY	1,451.00												1,451.00
TOTAL DEDUCTIONS	22,506.00	22,056.00	21,055.00	21,055.00	21,055.00	21,056.00	21,055.00	21,055.00	21,055.00	21,055.00	21,055.00	21,055.00	2,54,111.00
NET SALARY	25,320.00	25,771.00	26,771.00	28,058.00	28,058.00	27,968.00	27,968.00	27,968.00	27,968.00	27,968.00	27,968.00	27,968.00	2,76,644.00

Pension and Salary

G. Singh
 PRINCIPAL





**ST. STEPHEN'S COLLEGE
UNIVERSITY OF DELHI - 110007
HOME/LEAVE TRAVEL CONCESSION BILL**

(For the Block years to)

Note : This bill should be prepared in duplicate - one for payment and the other as office copy).

PART A

(To be filled in by the Staff member)

1. Name
2. Designation/Depl.....
3. Scale of Pay Basic Pay :Grade Pay.....
4. Nature and period of leave sanctioned/vacation :
Nature of leave/Vacation
From To
5. Place visited (HTC) or LTC.....
6. Particulars of members of family in respect of whom the HTC/Leave Travel
Concession is being claimed :

Sl No	Name (s)	Age	Relationship with the staff member

[Handwritten Signature]
**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





7. Details of journey (s) performed by the Staff member and the members of his/her family :

Departure Date & Time	Arrival Date & Time	Distance in km by shortest route	Mode of travel	Class of Accommodation used	Single fare	Total fares paid	Remark If any
Outward Journey							
Return Journey							

8. (i) Total amount of claim Rs.
(ii) Amount of advance, if any, drawn on Rs.
9. (i) Particulars of journey (s) if higher class of accommodation than the one to which the staff member is entitled was used (sanction No. and date to be given)

From	Place To	Mode of conveyance	Class to which entitled	Class by which actually traveled	Single fare	Total Fare paid

(ii) Difference of fare : Higher fare paid Rs.

: Entitled fare Rs.

[Signature]
**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI 110007**





10. Particulars of journey (s) performed by road between places connected by rail :-


Name of place from	To	Actual Mode of travel/fare paid per person Class to which entitled	Entitled Rail fare Per person
		Total amount of claim :	

Certified that :

- The information as given above is true to the best of my knowledge and belief.
- That my husband/wife is not employed in University/Government service or equivalent service/that my husband/wife is employed in University/Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years..... to
- That my husband/wife for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc) which provides Leave travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf from his/her employer.
- That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.
- That I have not submitted any other claim for HTC/Leave Travel Concession in respect of myself or my family members in respect of the block year..... to
- That I have already drawn TA for the HTC/LTC in respect of journey performed by me/my wife with children. This bill is in respect of the journey performed by my wife/myself with children none of whom traveled with the earlier party for this block of 2/4 years.
- That this is the only bill I am submitting for self and family in respect of the block year in question; there will be no other bill.
- The journey has been performed by me/my wife with children named in Col 5 above, to the declared home town viz
- That I have/have not drawn an advance in respect of this journey.
- I enclose the following journey tickets (In original)

Date:

Signature


**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





PART 'B'

Certified that

1. Necessary entries have been made in the LTC Register Page No. and Service Book of Dr/Shri/Smt/Kum
2. The home town (in case of HTC) as recorded in the Service Book has been verified.
3. The staff member had been given prior intimation for availing LTC/HTC before the journey was undertaken and the same is available in personal file.
4. Dr/Shri/Smt/Kum..... has rendered continuous service of one year or more on the date of commencing the outward journey.

Forwarded to Account Section

Signature of Dealing Assistant

Signature of SO (Administration)

Signature of A.O

PART 'C'

(TO BE FILLED IN BY THE ACCOUNTS SECTION)

1. The net entitlement on account of HTC/LTC works out to be
Rs.....
(Rupees.....as detailed below
 - (a) railway/air/bus/steamer fare Rs.
 - (b) Amount of advance drawn vide Vr No..... dated
Balance amount Recoverable/Payable

Note : Recoverable amount if any, should include penal interest, if chargeable. If not chargeable, the reason to be recorded in writing and approved by the Principal.

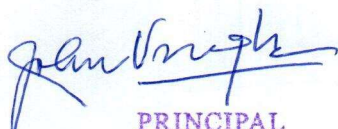
2. The expenditure is debitable to

Dealing/Asst

So A/c

Bursar

Principal



**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





St. Stephen's College
INTIMATION FOR LTC/HTC
AND APPLICATION FOR GRANT OF ADVANCE

1. Name Designation & Department
2. Date of Appointment Basic Pay Mob. No.
3. Nature of Leave/Vacation applying for/sanctioned
4. Declared Home Town
5. Proposed place of visit
6. Block year of the proposed LTC/HTC
7. Dates of outward / return journey for which LTC/ HTC is proposed to be availed
8. Whether spouse is employed, where LTC facility is available
9. Amount of entitled single rail fare, by shortest route/airfare (Note: For air fare please mention clearly the name of Airline)
10. Family members for whom LTC/HTC is proposed to be claimed :-

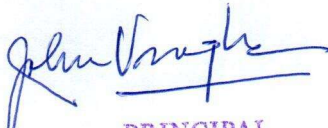
S.No.	Name	Age	Relationship
1.			
2.			
3.			
4.			

(Note: Bill with additional name if any, will not be entertained, unless travelling separately for which separate intimation should be submitted.)

11. Amount of advance applied for Rs.

(Note : Applicant is requested to ascertain the prevailing rule regarding adjustment etc of advance amount before applying for advance)

P.T.O


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007






**GENERAL FUND
ST STEPHEN'S COLLEGE
DELHI-110007**

**Leave Travel Concession (TS)
Ledger Account**

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
3-11-2020	Cr Staff Salary A/c (SBI) <i>Being LTC Bill for the Block Year 2018-21 reimbursed to Dr. Abhinav Gupta, Associate Prof. Physics Deptt.</i>	Payment	197	11,652.00	
	Cr Advance for LTC <i>Being LTC advance of Dr. Abhinav Gupta, Assoc.Prof, Physics Deptt, settled.</i>	Journal	68	1,02,000.00	
16-2-2021	Cr Advance for LTC <i>Being LTC Advance of Prof. John Varghese, Dr. Renish Abraham and Dr. Keren Gabriel settled.</i>	Journal	134	81,000.00	
	Cr Reserve Bank of India <i>Prof John Varghese (2018-2021) Being LTC Bill reimbursed to Prof. John Varghese, Dr. Renish Abraham and Dr. Karen Gabriel settled.</i>	Payment	322	9,190.00	
	Cr Reserve Bank of India <i>Dr. Jaspreet Kaur, Maths Deptt (2020-2023) Being LTC alongwith 10 days Leave Encashment paid to Dr. Jaspreet Kaur, Asstt Prof, Mathematics Deptt.</i>	Payment	324	1,00,000.00	
31-3-2021	Cr BILLS PAYABLE <i>Archana Chopra, Assoc. Prof Being LTC and Leave Encashment payable to Teaching Staff for the year 2020-21.</i>	Journal	181	6,42,555.00	
	Cr Advance for LTC <i>Being LTC Advance of Benston John settled.</i>	Journal	182	20,000.00	
	Cr BILLS PAYABLE <i>Being LTC payable to Dr Harish Kumar Yadav, Asstt Prof, Physics Deptt, for the year 2020-21.</i>	Journal	185	80,000.00	
	Cr BILLS PAYABLE <i>Being LTC and Leave Encashment paid to Dr. Kashif Ahmed, Asstt Prof, Mathematics Deptt, for the year 2020 under Special Cash package.</i>	Journal	266	52,632.00	
	Dr Closing Balance			10,99,039.00	10,99,039.00
				10,99,039.00	10,99,039.00


**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**






**GENERAL FUND
ST STEPHEN'S COLLEGE
DELHI-110007
Leave Travel Concession (NTS)
Ledger Account**

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
3-2-2021	Cr Advance for LTC <i>Being LTC Advance of Mr. Kamal and Satpal settled.</i>	Journal	114	21,000.00	
	Cr Reserve Bank of India <i>Mr. Satpal, Mali. (2018-21) Being amount paid to Vinod Masih, Satpal, Kamal and Sanjeev Kumar.</i>	Payment	306	21,000.00	
2-3-2021	Cr Reserve Bank of India <i>Moon Rohit Waqar (2018-2021) Being LTC along with Leave Encashment of 10 days under Special Cash Package paid to Moon R Waqar, Sarjeet Singh, Sunil Kumar and Rajeev Ranjan Kumar.</i>	Payment	353	45,892.00	
31-3-2021	Cr BILLS PAYABLE <i>Ms Meenakshi Sharma, Library Typist Being LTC and Leave Encashment for 10 days payable to Non-Teaching Staff for the year 2020-21.</i>	Journal	180	64,640.00	
	Dr Closing Balance			1,52,532.00	1,52,532.00
				1,52,532.00	1,52,532.00


**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**

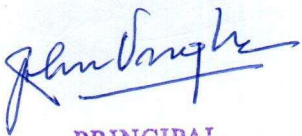




**GENERAL FUND
ST STEPHEN'S COLLEGE
DELHI-110007**
**Leave Travel Concession (LS)
Ledger Account**

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
16-12-2020	Cr Reserve Bank of India <i>Being LTC for the block year 2018 -2021 along with LE-LTC paid to Mr. Sojkumar Dominic, STA, under Special Cash Package for LTC.</i>	Payment	245	30,000.00	
3-2-2021	Cr Reserve Bank of India <i>Mr. Sanjeev Kumar, Lab Asstt (2018-21) Being amount paid to Vinod Masih, Satpal, Kamal and Sanjeev Kumar.</i>	Payment	306	36,000.00	
2-3-2021	Cr Reserve Bank of India <i>Sunil Kumar, Lab Asstt (2018-2021) Being LTC along with Leave Encashment of 10 days under Special Cash Package paid to Moon R Waqar, Sarjeet Singh, Sunil Kumar and Rajeve Ranjan Kumar.</i>	Payment	353	54,000.00	
31-3-2021	Cr BILLS PAYABLE <i>Nishant Manral, Lab Asstt, Physics Deptt Being LTC and Leave Encashment for 10 days payable to Non-Teaching Staff for the year 2020-21.</i>	Journal	180	30,000.00	
Dr	Closing Balance			1,50,000.00	
					1,50,000.00
				1,50,000.00	1,50,000.00


**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





GENERAL FUND
ST STEPHEN'S COLLEGE
DELHI-110007
Leave Travel Concession (HMS)
Ledger Account

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No	Debit	Page 1 Credit
31-3-2021	Cr BILLS PAYABLE <i>Mr. Biju Balan Mess clerk</i> <i>Being LTC and Leave Encashment for 10</i> <i>days payable to Non-Teaching Staff for the</i> <i>year 2020-21.</i>	Journal	180	24,000.00	
	Dr Closing Balance			24,000.00	24,000.00
				24,000.00	24,000.00

John Singh
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007

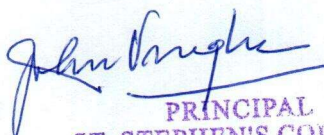




RESIDENCE FUND
ST STEPHEN'S COLLEGE
DELHI UNIVERSITY
Leave Travel Concession (Res)
Ledger Account

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
1-3-2021	Cr State Bank of India <i>Mr. Kripal Singh, MTS-Attendant Being LTC for the block year 2019-2022 and Leave Encashment for 10 days paid to Mr. Kripal Singh, MTS-Attendant, under special cash package.</i>	Payment	248	30,000.00	
31-3-2021	Cr State Bank of India <i>Mula Ram Nayak, Security Guard (Block Year 2018-21) Being Leave Encashment and Leave Travel Concession paid to Mula Ram Nayak, Security Guard, Block Year 2018-2021</i>	Payment	293	17,736.00	
	Cr LTC Advance <i>Being amount of LTC Advance recovered from Mula Ram Nayak, Security Guard Block Year 2018-21</i>	Journal	383	18,000.00	
	Cr State Bank of India <i>Nafees Ahmed, Electrician in Residence, Block Year 2018-21 Being Leave Encashment & LTC paid to Nafees Ahmed, Electrician in Residence, Block Year 2018-21</i>	Payment	294	24,000.00	
Dr	Closing Balance			89,736.00	89,736.00
				89,736.00	89,736.00


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007






RESIDENCE FUND
ST STEPHEN'S COLLEGE
DELHI UNIVERSITY
Leave Encashment (LTC-RESIDENCE)
Ledger Account

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
24-12-2020	Cr State Bank of India <i>Mr. Mula Ram Nayak, Security Guard Being LTC Advance and Leave Encashment of 10 days paid to Mr. Mula Ram Nayak, Security Guard, for the block year 2018-21.</i>	Payment	180	12,480.00	
3-2-2021	Cr State Bank of India <i>Mr. Ranu, Cook Mess Deptt. Being LTC Advance and Leave Encashment of 10 Days paid to Mr. Ranu, Cook in Mess Deptt. for the Block Year 2019-2020.</i>	Payment	220	8,229.00	
1-3-2021	Cr State Bank of India <i>Mr. Kripal Singh Being LTC for the block year 2019-2022 and Leave Encashment for 10 days paid to Mr. Kripal Singh, MTS-Attendant, under special cash package.</i>	Payment	248	7,449.00	
26-3-2021	Dr State Bank of India <i>MR. RANU Being Advance refund against the LTC and Leave Encashment from Mr. Ranu</i>	Receipt	42		8,229.00
31-3-2021	Cr State Bank of India <i>Mula Ram Nayak, Security Guard (Block Year 2018-21) Being Leave Encashment and Leave Travel Concession paid to Mula Ram Nayak, Security Guard, Block Year 2018-2021</i>	Payment	293	300.00	
	Cr State Bank of India <i>Nafees Ahmed, Electrician in Residence Block Year 2018-21 Being Leave Encashment & LTC paid to Nafees Ahmed, Electrician in Residence, Block Year 2018-21</i>	Payment	294	15,756.00	
	Dr Pay & Allowance (Residence Staff) Journal <i>Being amount transferred to Pay & Allowances A/c.</i>		456		35,985.00
				44,214.00	44,214.00


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007



**NAAC
Assessment
and
Accreditation 2021**



St. Stephen's College
University of Delhi
Delhi 110007
Phone: +91-11-27667200
E-mail: pstoprincipal@ststephens.edu
Website: www.ststephens.edu

ST. STEPHEN'S COLLEGE
DELHI-110007
INDIA



Phone : 91-11-27667200, 27667271
Fax : 91-11-27662324
Website : ststephens.edu

No.Accts/21/

March 01, 2021

The Manager,
State Bank of India,
St. Stephen's College,
Delhi-110007.

Dear Sir,

Please transfer Rs. 37,449.00 (Rupees Thirty Seven Thousand Four Hundred Forty Nine only) through NEFT from Residence Fund SB Account No.36511724278 to the respective accounts as mentioned below, under intimation to us.

Beneficiary's Name	Amount Payable	Bank A/c No.	IFSC Code	Bank Name	Bank Address	Remarks
Mr. Kripal Singh	37,449.00	32839960197	SBIN0018949	State Bank of India	St. Stephen's College, Delhi-110007	
Total Amount	37,449.00					

Yours sincerely,

Dr. John Varghese
Principal

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007

Dr. Renish G. Abraham
Bursar

BURSAR
ST. STEPHEN'S COLLEGE
DELHI-110007

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





2020/LTC-PKG/1



ST. STEPHEN'S COLLEGE
UNIVERSITY OF DELHI - 110007

HOME/LEAVE TRAVEL CONCESSION BILL

(For the Block years 2020 to 2022)

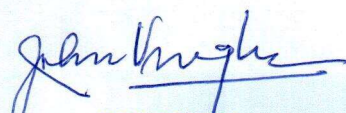
Note : This bill should be prepared in duplicate - one for payment and the other as office copy. (Appointed in 2018)

PART A

(To be filled in by the Staff member)

- Name Kirpal Singh
- Designation M.T.S. Attendant /Dept.....
- Scale of Pay Basic Pay : 191,000 Grade Pay: level 1
- Nature and period of leave sanctioned/vacation :
Nature of leave/Vacation
From To
- Place visited (HTC) or LTC Special cash Package .
- Particulars of members of family in respect of whom the HTC/Leave Travel Concession is being claimed :

Sl No	Name (s)	Age	Relationship with the staff member
	Kirpal Singh	45	Self
	Saroj Saroj	43	wife
	Anurag Gannu	18	Son
	Gannu Singh	60	father
	Urmila	62	mother


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





7. Details of journey (s) performed by the Staff member and the members of his/her family :

Departure Date & Time	Arrival Date & Time	Distance in km by shortest route	Mode of travel	Class of Accommodation used	Single fare	Total fares paid	Remark If any	
Outward Journey								
			Special Cash Package					
Return Journey								

8. (i) Total amount of claim Rs. Total Spent - 1,00,188/-

(ii) Amount of advance, if any, drawn on NO. Rs.

9. (i) Particulars of journey (s) if higher class of accommodation than the one to which the staff member is entitled was used (sanction No. and date to be given)

From	Place To	Mode of conveyance	Class to which entitled	Class by which actually traveled	Single fare	Total Fare paid

(ii) Difference of fare : Higher fare paid Rs.

: Entitled fare Rs.

Total Amount Spent
Rs 1,00,009/-

Refundable Amt
Rs 37449/-

John Hughes
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI





10. Particulars of journey (s) performed by road between places connected by rail :-

Name of place From	To	Actual Mode of travel/fare paid per person Class to which entitled	Entitled Rail fare Per person
		Special Car Package	total paid 1,00,188/-
Total amount of claim :			

Certified that :-

1. The information as given above is true to the best of my knowledge and belief.
2. That my husband/wife is not employed in University/Government service or equivalent service/that my husband/wife is employed in University/Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years..... to
3. That my husband/wife for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc) which provides Leave travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf from his/her employer.
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.
5. That I have not submitted any other claim for HTC/Leave Travel Concession in respect of myself or my family members in respect of the block year..... to
6. That I have already drawn TA for the HTC/LTC in respect of journey performed by me/my wife with children. This bill is in respect of the journey performed by my wife/myself with children none of whom traveled with the earlier party for this block of 2/4 years.
7. That this is the only bill I am submitting for self and family in respect of the block year in question; there will be no other bill.
8. The journey has been performed by me/my wife with children named in Col 5 above, to the declared home town viz.....
9. That I have/have not drawn an advance in respect of this journey.
10. I enclose the following journey tickets (In original)

Date: 19/2/2021

Kishor Singh
Signature

[Signature]
**PRINCIPAL
ST. STEPHEN'S COLLEGE**





PART 'B'

Certified that

1. Necessary entries have been made in the LTC Register Page No. 271 and Service Book of Dr/Shri/Smt/Kum. Karpal Singh
2. The home town (in case of HTC) as recorded in the Service Book has been verified.
3. The staff member had been given prior intimation for availing LTC/HTC before the journey was undertaken and the same is available in personal file.
4. Dr/Shri/Smt/Kum. Karpal Singh has rendered continuous service of one year or more on the date of commencing the outward journey.

Forwarded to Account Section

Signature of Dealing Assistant

Signature of SO (Administration)

Signature of A.O

PART 'C'

(TO BE FILLED IN BY THE ACCOUNTS SECTION)

1. The net entitlement on account of HTC/LTC works out to be
Rs. 30,000/-
(Rupees Thirty Thousand Only as detailed below)
 - (a) railway/air/bus/steamer fare Rs. 30,000/-
Sp. Cash Package
 - (b) Amount of advance drawn vide Vr No. _____ dated _____
Balance amount Recoverable/Payable

Note : Recoverable amount if any, should include penal interest, if chargeable. If not chargeable, the reason to be recorded in writing and approved by the Principal.

2. The expenditure is debitiable to LTC (Res)

Dealing/Asst

Bursar

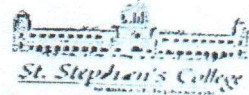
BURSAR
ST. STEPHEN'S COLLEGE
DELHI-110007

Principal

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR L.T.-C.

1. Name of the Employee : Kirpal Singh
2. Designation & Department : MTS Attendant
3. EL Encashment against LTC for the Block Year : 2020. Special Cash package.
4. Nature of LTC / Home Town. Tick) Started on : _____ Completed on : _____
5. (i) Basic Pay : Rs. 19100 (ii) Grade Pay : Rs. Level-I

I fully understand the rules & regulations for availing encashment of Earned Leave with LTC. If any discrepancy found in the information given above or any excess payment made to me, I will be liable for the same & refund the same to the College, as per rule.

Recommended & Forwarded by HOD

Kirpal Singh
Signature of the Employee

For office use only (ADMINISTRATION)

EL Balance at Credit : 76 Days. LTC block year : 2020.
This is his/her 1st 2nd 3rd 4th 5th 6th EL Encashment of LTC.
Checked & Entered in SR (Service Book) page no. 177 & Leave Record.

Dealing Assistant (LTC/Leave)
Submitted for Approval please

Section Officer (ADMN.)

Approved / Not Approved

Jatin Singh
PRINCIPAL

Forwarded to Accounts Section: For making necessary payment

For office use only (ACCOUNTS)

Calculation of Leave Encashment:

Basic Pay	+	Grade Pay	+	DA	/	Total days of Month	X	No. of EL (days)	=	Encashment Amount (Rs.)
Rs. 19100/=		NIL		Rs. 3247/=		30		10		Rs. 7449/=

Passed for Payment of Rupees Seven thousand four hundred forty nine only

Dealing Assistant

Section Officer (Accts)

Pay Rs. 7449/- (Rupees Seven thousand four hundred forty nine only)

Jatin Singh
BURSAR
BURSAR
ST. STEPHEN'S COLLEGE
DELHI-110007

Jatin Singh
PRINCIPAL
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007

Jatin Singh
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





ST. STEPHEN'S COLLEGE
UNIVERSITY OF DELHI - 110007
HOME/LEAVE TRAVEL CONCESSION BILL

(For the Block years 2018 to 21)

2020/LTC PCKG/
27.11.20

LTC Cash Vouch
Scheme

Note : This bill should be prepared in duplicate - one for payment and the other as office copy).

PART A

(To be filled in by the Staff member)

1. Name Sejkumar Dominic
2. Designation STA /Dept. Computer Science
3. Scale of Pay Basic Pay : 56,500 Grade Pay ---
4. Nature and period of leave sanctioned/vacation :
Nature of leave/Vacation ---
From --- To ---
5. Place visited (HTC) or LTC ---
6. Particulars of members of family in respect of whom the IITC/Leave Travel Concession is being claimed :

Sl No	Name (s)	Age	Relationship with the staff member
1	Sejkumar Dominic	52	Self
2	Anu Sejkumar	45	Wife
3	Sania Sejkumar	16	Daughter
4	Y P Dominic	81	Patrus
5	Chinnams Dominic	75	Motrus

[Signature]
9/12

[Signature]

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





7. Details of Journey (s) performed by the Staff member and the members of his/her family :

Departure Date & Time	Arrival Date & Time	Distance in km by shortest route	Mode of travel	Class of Accommodation used	Single fare	Total fares paid	Remark If any
Outward Journey							
Return Journey							

8. (i) Total amount of claim Rs.


(ii) Amount of advance, if any, drawn on Rs. Rs. 22500/-

9. (i) Particulars of journey (s) if higher class of accommodation than the one to which the staff member is entitled was used (sanction No. and date to be given) Rs. 49695/-

From	Place To	Mode of conveyance	Class to which entitled	Class by which actually traveled	Single fare	Total Fare paid

(ii) Difference of fare : Higher fare paid Rs.

: Entitled fare Rs.


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





10. Particulars of journey (s) performed by road between places connected by rail :-

Name of place From	To	Actual Mode of travel/fare paid per person Class to which entitled	Entitled Rail fare Per person
Total amount of claim :			

Certified that :-

- The information as given above is true to the best of my knowledge and belief.
- That my husband/wife is not employed in University/Government service or equivalent service/that my husband/wife is employed in University/Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years..... to
- That my husband/wife for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc) which provides Leave travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf from his/her employer.
- That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.
- That I have not submitted any other claim for HTC/Leave Travel Concession in respect of myself or my family members in respect of the block year..... to
- That I have already drawn TA for the HTC/LTC in respect of journey performed by me/my wife with children. This bill is in respect of the journey performed by my wife/myself with children none of whom traveled with the earlier party for this block of 24 years.
- That this is the only bill I am submitting for self and family in respect of the block year in question; there will be no other bill.
- The journey has been performed by me/my wife with children named in Col 5 above, to the declared home town viz.....
- That I have/have not drawn an advance in respect of this journey.
- I enclose the following journey tickets (In original)

Date: 23/4/20

[Handwritten Signature]
Signature

[Handwritten Signature]
**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





PART 'B'

- Certified that
- Necessary entries have been made in the LTC Register Page No. 134 and Service Book of Dr. Shri. Soj. Kumar Domanic
 - The home town (in case of HIC) as recorded in the Service Book has been verified.
 - The staff member had been given prior intimation for availing LTC/HIC before the journey was undertaken and the same is available in personal file.
 - Dr. Shri. Soj. Kumar Domanic has rendered continuous service of one year or more on the date of commencing the outward journey.

Forwarded to Account Section

(Signature)
Signature of Dealing Assistant

Signature of SO (Administration)

Signature of A.O

PART 'C'

(TO BE FILLED IN BY THE ACCOUNTS SECTION)

- The net entitlement on account of LTC/LTC works out to be
Rs. 49,695/-
(Rupees Forty Nine thousand Six Hundred Ninety five as detailed below)
 - railway/air/bus/steamer fare Rs. N/A
 - Amount of advance drawn vide Vr No. _____ dated _____
Balance amount Rs. 49,695/- Payable

Note: Recoverable amount if any, should include penal interest, if chargeable. If not chargeable, the reason to be recorded in writing and approved by the Principal.

- The expenditure is debitable to LTC (ANTS)

Dealing/Asst

(Signature)
14/10/20

Bursar
ST. STEPHEN'S COLLEGE
DELHI-110007

(Signature)
Principal
ST. STEPHEN'S COLLEGE
DELHI-110007

(Signature)
Principal
ST. STEPHEN'S COLLEGE
DELHI-110007





2022/LTC/003
27.12.21



ST. STEPHEN'S COLLEGE
UNIVERSITY OF DELHI - 110007

HOME/LEAVE TRAVEL CONCESSION BILL

(For the Block years 2018 to 2021)

Note : This bill should be prepared in duplicate - one for payment and the other as office copy).

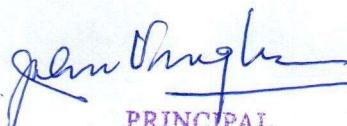
PART A

(To be filled in by the Staff member)

1. Name Parul A. Arthur
2. Designation Lib. Attendant Dept. Library
3. Scale of Pay Basic Pay : 7100 Grade Pay 1900
4. Nature and period of leave sanctioned/vacation :
Nature of leave/vacation (Vacation) LTC
From 27. Nov. 2021 To 02. Dec. 2021
5. Place visited (HTC) or LTC Andaman Nicobar
6. Particulars of members of family in respect of whom the HTC/Leave Travel Concession is being claimed :

27
9
12
21

Sl No	Name (s)	Age	Relationship with the staff member
1.	Ashish Arthur	35	Husband
2.	Stuti Arthur	12	Daughter
3.	Anaathana Arthur	04	Daughter
4.	Parul P. Arthur	39	Self


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





7. Details of journey (s) performed by the Staff member and the members of his/her family :

Departure Date & Time	Arrival Date & Time	Distance by km by shortest route	Mode of Travel	Class of Accommodation used	Single fare	Total fares paid	Remark If any
Outward Journey							
Return Journey							

8. (i) Total amount of claim Rs.
- (ii) Amount of advance, if any, drawn on 18/10/21 Rs. 175900.00/-
9. (i) Particulars of journey (s) if higher class of accommodation than the one to which the staff member is entitled was used (caution No. and date to be given)

From	Place To	Mode of conveyance	Class to which entitled	Class by which actually traveled	Single fare	Total Fare paid

Reimbursable Amt - Rs 1761
 RECEIVED CASH
 18/10/21

(ii) Difference of fare : Higher fare paid Rs.
 : Entitled fare Rs.
 Calculation is on a separate sheet enclosed.

[Signature]
 PRINCIPAL
 ST. STEPHEN'S COLLEGE
 DELHI-110007





10. Particulars of journey (s) performed by road between places connected by rail :-

Name of place From	To	Actual Mode of travel/fare paid per person Class to which entitled	Entitled Rail fare Per person
Total amount of claim :			

Certified that :-

1. The information as given above is true to the best of my knowledge and belief.
2. That my husband/wife is not employed in University/Government service or equivalent service that my husband/wife is employed in University/Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years... 2018 to 2021.
3. That my husband/wife for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc) which provides Leave travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf from his/her employer.
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.
5. That I have not submitted any other claim for HT/LTC/Leave Travel Concession in respect of myself or my family members in respect of the block year..... to
6. That I have already drawn TA for the HT/LTC in respect of journey performed by me/my wife with children. This bill is in respect of the journey performed by my wife/myself with children none of whom traveled with the earlier party for this block of 2/4 years.
7. That this is the only bill I am submitting for self and family in respect of the block year in question; there will be no other bill.
8. The journey has been performed by me/my wife with children named in Col 5 above, to the declared home town viz.....
9. That I have/have not drawn an advance in respect of this journey.
10. I enclose the following journey tickets (In original)

Date: 8/12/21

Signature

Principals

Principals
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





PART 'B'

- Certified that
1. Necessary entries have been made in the LTC Register Page No. 69 and Service Book of Dr. Shri/Smt/K. Jha. Parul Anglina
 2. The home town (in case of HTC) as recorded in the Service Book has been verified.
 3. The staff member had been given prior intimation for availing LTC/HTC before the journey was undertaken and the same is available in personal file.
 4. Dr. Shri/Smt/K. Jha. Parul Anglina has rendered continuous service of one year or more on the date of commencing the outward journey.

Forwarded to Account Section

(Signature)

Signature of Dealing Assistant

Signature of SO (Administration)

Signature of A.O

PART 'C'

(TO BE FILLED IN BY THE ACCOUNTS SECTION)

1. The net entitlement on account of LTC/HTC work out to be
Rs. ₹ 00 = 00
(Rupees One Hundred Rupees Only as detailed below)
 - (a) railway/toll/bus/camer fare Rs. 1,60,76 = 00
 - (b) Amount of advance drawn vide Vt No. 201 dated 11/01/2019 RA 115902
Balance amount Recoverable/Payable

Note : Recoverable amount if any, should include penal interest, if chargeable. If not chargeable, the reason to be recorded in writing and approved by the Principal.

2. The expenditure is debitable to LTC (MIS)

Dealing/Asst

(Signature)
SSA

Bursar

(Signature)
Principal

(Signature)
**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**



**NAAC
Assessment
and
Accreditation 2021**



**St. Stephen's College
University of Delhi
Delhi 110007**

Phone: +91-11-27667200

E-mail: pstoprincipal@ststephens.edu

Website: www.ststephens.edu

Entitlement

Delhi to Kolkata - By Rail - 3 AC - Rs 2440 X 4 = Rs 9760/-

Kolkata to Port Blair - By Air (LTC 80) - Rs 21538 X 4 = Rs 86152/-

Port Blair to Havelock (Swaraj Dweep) - By Government ferry - Seat - Rs 478 X 4 = Rs 1912/-

Havelock (Swaraj Dweep) to Port Blair - By Government ferry - Seat - Rs 478 X 4 = Rs 1912/-

Port Blair to Kolkata - By Air (LTC 80) - Rs 21538 X 4 = Rs 86152/-

Kolkata to Delhi - By Rail - 3 AC - Rs 2440 X 4 = Rs 9760/-

Total Entitled Fare - Rs 195484/-

Actual Fare Spent - Rs 176076/-

less Advance - Rs 175900/-

Reimbursable Amount - Rs 176/-

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DELHI-110007





ST. STEPHEN'S COLLEGE
UNIVERSITY OF DELHI - 110007
HOME/LEAVE TRAVEL CONCESSION BILL

(For the Block years 2019 to 2021)

Note : This bill should be prepared in duplicate - one for payment and the other as office copy).

PART A

(To be filled in by the Staff member)

1. Name Abhinav Gupta
2. Designation ASSOCIATE PROFESSOR /Dept PHYSICS
3. Scale of Pay _____ Basic Pay : _____ Grade Pay _____
4. Nature and period of leave sanctioned/vacation :
Nature of leave/vacation LTC
From 30/12/2019 To 3/01/2020
5. Place visited (HTC) or LTC G.A.
6. Particulars of members of family in respect of whom the HTC/Leave Travel Concession is being claimed :

Sl No	Name (s)	Age	Relationship with the staff member
1	PARRETI GUPTA	46	SPOUSE
2	TEJAS GUPTA	16	DAUGHTER

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DELHI-110007





7. Details of journey (s) performed by the Staff member and the members of his/her family :

Departure Date & Time	Arrival Date & Time	Distance in km by shortest route	Mode of travel	Class of Accommodation used	Single fare	Total fares paid	Remark If any
Outward Journey							
30/12/2019	30/12/2019	1515 km	AIR INDIA (LD)	ECONOMY	17,500/-	52,500/-	
Return Journey							
3/01/2020	3/01/2020	1515 km	AIR INDIA (LTC)	ECONOMY	17,500/-	52,500/-	

8. (i) Total amount of claim Rs. $105,000 + \text{SURCHARGE} + \text{TAXES} = 113,652/-$
(ii) Amount of advance, if any, drawn on Rs. $1,02,000/-$
9. (i) Particulars of journey (s) if higher class of accommodation than the one to which the staff member is entitled was used (sanction No. and date to be given)

From	Place To	Mode of conveyance	Class to which entitled	Class by which actually traveled	Single fare	Total Fare paid	Reimbursable Am.

(ii) Difference of fare : Higher fare paid Rs.
: Entitled fare Rs.

John Singh

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DELHI-110007**





10. Particulars of journey (s) performed by road between places connected by rail :-

Name of place From	To	Actual Mode of travel/fare paid per person Class to which entitled	Entitled Rail fare Per person
Total amount of claim :			

Certified that :-

- The information as given above is true to the best of my knowledge and belief.
- That my husband/wife is not employed in University/Government service or equivalent service/that my husband/wife is employed in University/Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years..... to
- That my husband/wife for whom LTC is claimed by me is employed in BAL BHARAN Public Sector, Vishakhapatnam (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc) which provides Leave travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf from his/her employer.
RA 1,13,65/-
RA 1,02,00/-
RA 11652/-
- That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.
- That I have not submitted any other claim for HTC/Leave Travel Concession in respect of myself or my family members in respect of the block year... 2018 ... to 2021
- That I have already drawn TA for the HTC/LTC in respect of journey performed by me/my wife with children. This bill is in respect of the journey performed by my wife/myself with children none of whom traveled with the earlier party for this block of 2/4 years.
- That this is the only bill I am submitting for self and family in respect of the block year in question; there will be no other bill.
- The journey has been performed by me/my wife with children named in Col 5 above, to the declared home town viz.....
- That I have/have not drawn an advance in respect of this journey.
- I enclose the following journey tickets (In original)

Date: 23/01/2020

[Signature]
Signature

[Signature]

PRINCIPAL
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DELHI-110007





PART 'B'

Certified that

1. Necessary entries have been made in the LTC Register Page No. 51 and Service Book of Dr./Smt./Kum. Abhinav Gupta
2. The home town (in case of LTC) as recorded in the Service Book has been verified.
3. The staff member had been given prior intimation for availing LTC/HTC before the journey was undertaken and the same is available in personal file.
4. Dr./Smt./Kum. Abhinav Gupta has rendered continuous service of one year or more on the date of commencing the outward journey

Forwarded to Account Section

Signature of Dealing Assistant

Signature of SO (Administration)

Signature of A.O

PART 'C'

(TO BE FILLED IN BY THE ACCOUNTS SECTION)

1. The net entitlement on account of HTC/LTC works out to be
Rs. 11652/-
(Rupees Eleven Thousand Six Hundred fifty two only) detailed below
 - (a) railway/air/bus/steamer fare Rs. 11652/-
 - (b) Amount of advance drawn vide Vr No. 284 dated 24/11/19 Rs. 109000/-
Balance amount Receivable/Payable

Note: Recoverable amount if any, should include penal interest, if chargeable. If not chargeable, the reason to be recorded in writing and approved by the Principal.

2. The expenditure is debitible to LTC (T/S)

Signature of Dealing Assistant

Signature of SO (Administration)

Signature of Bursar

Signature of Principal

Leave Travel Concessions

John Hughes

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DELHI-110007**




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**St. Stephen's College
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Children's Playground


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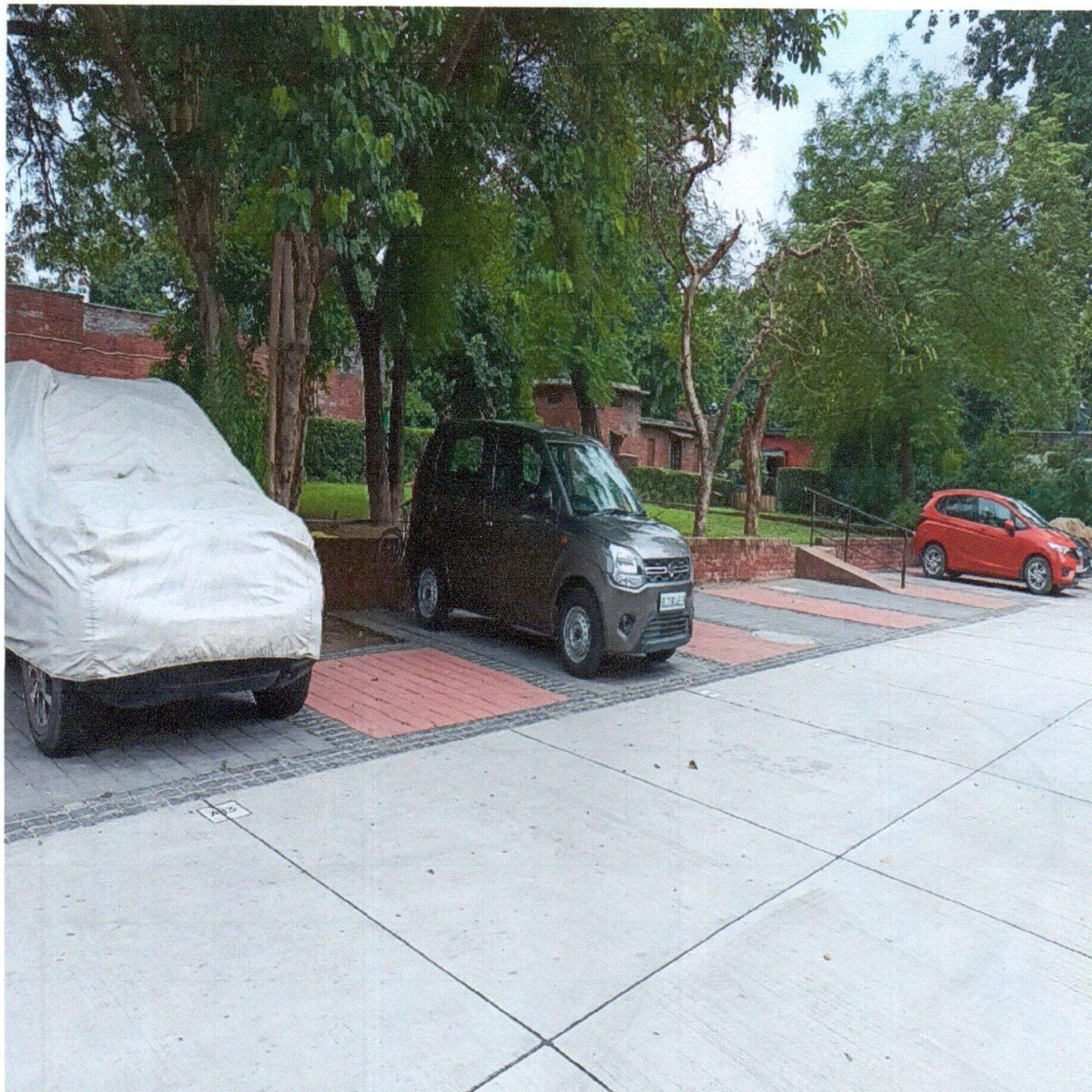
University of Delhi

Delhi 110007

Phone: +91-11-27667200

E-mail: pstoprincipal@ststephens.edu

Website: www.ststephens.edu



Free Parking Facility

John Douglas

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STUDENTS



STAFF



Ad hoc Teachers



Stickers for free car parking facility

John Hughes

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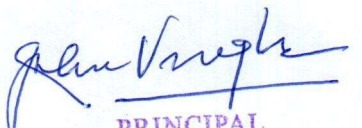
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College Dispensary


PRINCIPAL
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DELHI-110007





RESIDENCE FUND
ST STEPHEN'S COLLEGE
DELHI UNIVERSITY
Hospitalization Expenses (Res)
Ledger Account

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
19-8-2020	Cr State Bank of India <i>Being Medical bills reimbursed to Kirpal Singh MTS- Attendant</i>	Payment	67	2,570.00	
17-9-2020	Cr State Bank of India <i>Being medical bill reimbursed to Kirpal Singh through NEFT</i>	Payment	84	3,870.00	
21-9-2020	Cr State Bank of India <i>Reimbursement of medical paid to Jagdish Kondal (2 Bill) Being amount paid to Jagdish Kondal through NEFT</i>	Payment	87	27,100.00	
17-11-2020	Cr State Bank of India <i>Being medical bills reimbursed to Mr. Kripal Singh, MTS-Attendant.</i>	Payment	137	2,009.00	
20-11-2020	Cr State Bank of India <i>Mukesh Kumar Being medical bills reimbursed to the Staff /Pensioner.</i>	Payment	144	16,757.00	
7-12-2020	Cr State Bank of India <i>Reimbursement of medical bill paid to Shyam Bahadur (01 Bill) Being amount of Medical Bill paid to Shyam Bahadur, Sushil Harrison through NEFT.</i>	Payment	165	5,609.00	
22-12-2020	Cr State Bank of India <i>Being amount of medical bill paid to Mr. Kirpal Singh, MTS-Attendant</i>	Payment	178	690.00	
28-12-2020	Cr Professional Fee (7.5) <i>Being amount of transferred to Hospitalization Expenses (Res) against bill no. IPCR21/3231 dated 27/08/2020 Patient Name Mr. Bhrigunath Singh.</i>	Journal	223	1,94,493.00	
10-2-2021	Cr State Bank of India <i>Reimbursement of medical bill paid to Nafees Ahmed (02 Bill) Being payment of medical bill paid to Nafees Ahmed, Jagdish Kondal, Vijay Kumar II, Bhrigunath Singh through NEFT.</i>	Payment	227	35,817.00	
12-2-2021	Cr Professional Fee (7.5) <i>Being amount transferred to Hospitalization Exp (Res) for Panchsheel Hospital Pvt Ltd B.No. 20-21/74 Dated 16/11/2020 for Titoo, Mali</i>	Journal	296	51,811.00	
31-3-2021	Cr State Bank of India <i>Reimbursement of medical paid to Mr. Jagdish Kondal (01 Bill) Being amount paid to (Jagdish Kondal, Ved Prakash, Bishnu, Shyam Bahadur, Nafeed Ahmed, Naseer Ahmed) through NEFT.</i>	Payment	283	27,772.00	

Carried Over

3,68,498.00

John Vaughn
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI 110007



continued ...




RESIDENCE FUND

Hospitalization Expenses (Res) Ledger Account : 1-Apr-2020 to 31-Mar-2021

Page 2

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			3,68,498.00	
31-3-2021	Cr Professional Fee (7.5) <i>Being amount payable to Fortis Hospital against the bill no.1003211PCR002019/ Dated-27/01/2021 for Bhrigunath Singh (Mali)</i>	Journal	397	1,24,365.00	
	Cr Medical Expenses Payable <i>Reimbursement of Medical paid to Vijay Kumar Being Reimbursement of medical amount payable to Vijay Kumar (Security Guard)</i>	Journal	441	11,498.00	
	Cr Medical Expenses Payable <i>Bhrigunath Singh Being medical bill for the F.A 2020-21 reimbursable to Residence Staff</i>	Journal	448	14,694.00	
				5,19,055.00	
	Dr Closing Balance				5,19,055.00
				5,19,055.00	5,19,055.00


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DELHI-110007





St. Stephen's College
University of Delhi, Delhi-110007

S. No.: 2021/062
Date: 27/01/2021

REIMBURSEMENT OF MEDICAL BILL IPD OPD

Medical Expenses incurred in connection with medical attendance and or
treatment of College Employees and their families

1.	Name of the Employee	Naseer Ahmed
2.	Designation & Deptt.	Security Guard
3.	Basic Pay of the employee	
4.	Name of the Patient	Nargis
5.	Relationship	wife
6.	Actual Residential Address	at home
7.	Mobile No.	
8.	Place at which the patient fell ill	at home
9.	Name of the Laboratory (if other than the hospital)	
10.	Doctor's Name / Hospital	Tirtha Ram Shah Hosp.
11.	Period of Treatment	Treatment is going on
12.	Employee's Bank & Bank A/c No.	

S.No.	Descriptions	Amount of the Bill	Amount Passed
1.	O.P.D. Consultation	300.00	2795
2.	Medicines	8931.00	
3.	Laboratory Tests		
4.	Radiology (X-Rays)	588.00	
5.	E.C.G./E.E.G. Charges		2718
6.	ECHO Doppler / Stress Test		
7.	Ultra Sound (Upper / Lower / Whole)		
8.	Injection Inoculation		
9.	Accommodation		
10.	Medical Care		
11.	Spl. Consultations / Visits		
12.	M.R.I.		

[Signature]
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13.	Operation Charges		
14.	O.T. Charges		
15.	Anaesthesia Charges		
16.	Procedure & Treatment		
17.	Surgical Supplies		
18.	Oxygen Charges		
19.	CAT Scan		
20.	Physiotherapy		
21.	Special Tests		
22.			
23.			
24.			
25.			
26.			2718/-
27.	TOTAL	9891.00	9819.00 2225
28.	LESS ADVANCE TAKEN	Nil	
29.	NET AMOUNT CLAIMED	9819.00	
30.	List of enclosures :-		
1.			
2.			2 Five thousand Eight Hundred
3.			fifteen only
4.			
5.			नसीर अहमद
6.			

I hereby declare that statements in this application are true to the best of my knowledge and belief and that the person for whom medical expenses are incurred is wholly dependent upon me.

नसीर अहमद

(Signature of the Employee)

(Handwritten mark)

(Handwritten signature)
S.O. 19/3/21

A.O.

(Handwritten signature)
Bursar For

(Handwritten signature)
Principal

(Handwritten signature)
PRINCIPAL
ST. STEPHEN'S COLLEGE
110007





TIRATH RAM SHAH CHARITABLE HOSPITAL F-10
2-A, R.B.L. ISHER DAS SAWHNEY MARG, RAJPUR ROAD, DELHI-110054
PHONE : 23 94 84 84 (100 lines)
Fax No. : 91-11-23953952 • E-mail : trsch.info@gmail.com • Web : www.trsh.in

OPD CARD

Company Name : DELHI UNIVERSITY (CASH) Token No : [6]
 Bill No. : OPCA21/55418 Doctor : Dr. PANKAJ ANAND
 Reg. No : 814206 Room No. : 5
 Name : Mrs. Nargis Department : ORTHOPAEDICS
 Guardian : C/O# Days & Time : MON, TUE & FRI - 9 AM TO 11 AM
 Age / Sex : 45 Yrs/Female Pay Mode : Cash : 150.00
 Date : 11/01/2021 09:40 Validity of Card : valid up to 11/01/2021

Investigations :	Presenting Complaints	Provisional Diagnosis
		B/L OA Knee LRA
	Present History :	
	Past History : Adv.	
	Family History : - B/L Ex - SwD - pus + RF	
Systemic Examination	H/O any Allergy : - Adv Ex R SwD - pus.	
	Vitals : + Nausea 10D x at/dly.	
	BP : 90/60	
	Pulse : - Colcazen secret - 1 secret daily	
	Temp : - 100 ml of water	
	Wt/Ht (If required)	(B/L)
	Immunization	
	- + Vaccines - OD.	
	- D. Gain secret - once in 7 days	
Adv. :	- for SEMI PEP. (before lunch) 3 months	
Follow up/Next Visit	x 4 weeks	
• Diet / Nutrition		
• Preventive Steps		
• Prognosis Explained		

(Signature)

Follow-up on consultant's OPD day or in case of emergency attend hospital casualty. PHONE : 23 94 84 84 (100 lines)

NABL / NABH ACCREDITED

[Handwritten Signature]
PRINCIPAL





TIRATH RAM SHAH CHARITABLE HOSPITAL F-10
2-A, R.B.L. ISHER DAS SAWHNEY MARG, RAJPUR ROAD, DELHI-110054
PHONE : 23 94 84 84 (100 lines)
Fax No. : 91-11-23953952 • E-mail : trsch.info@gmail.com • Web : www.trsh.in

OPD CARD

Company Name : DELHI UNIVERSITY (CASH) Token No : [7]
 Bill No. : OPCA21/47275 Doctor : Dr. PANKAJ ANAND
 Reg. No : 814206 Room No. : 5
 Name : Mrs. Nargis Department : ORTHOPAEDICS
 Guardian : C/O# Days & Time : MON, TUE & FRI - 9 AM TO 11 AM
 Age/Sex : 45 Yrs/Female Pay Mode : Cash : 150.00
 Date : 07/12/2020 09:32 Validity of Card : valid up to 07/12/2020

Investigations :	Presenting Complaints	Provisional Diagnosis
		LBA - B/L. OA Knee.
	Present History :	
	Past History : - B/F Ex.	
	- SWD + W + G + T	
	Family History :	
	- Rheumatoid and Ex	
Systemic Examination	H/O any Allergy : - S/DHIC	
	Vitals : - Par Nucxia 90mg. 10D x 10 days.	
	BP : - vij Rejauj 1/M. alt/day x 5	
	Pulse :	
	Temp : - Colcazen. secret - daily	
	Wt/Ht (if required) : - 100 kg of water	
	Immunization : (1/2 hr before BF)	
	- Par Tocore - OD - once daily	
Adv. :	- gain secret - once c wa & 8	
• Follow up/Next Visit	- milk	
• Diet / Nutrition	X 4 weeks.	
• Preventive Steps		
• Prognosis Explained		

M/M/M

(Signature) *[Signature]*

Follow-up on consultant's OPD day or in case of emergency attend hospital casualty. PHONE : 23 94 84 84 (100 lines)

NABL / NABH ACCREDITED

3mes

[Signature]
PRINCIPAL





TIRATH RAM SHAH CHARITABLE HOSPITAL				Party Name : AFL MRS NARGIS							
M. R.B.L. ISHUR DAS SAWHNEY MARG NAJPUR ROAD DELHI-110054 Phone: 011-23918181				Party Address : Party GST No.							
GSTIN : 07AAATT4018P2Z4 D.L.No. : N0174Y11/R		GST INVOICE		Invoice No. : 0014119 Date: 07-12-2020 10:17							
SN.	PRODUCT NAME	PACK	HSN	BATCH	EXP.	QTY	MRP	RATE	SGST	CGST	AMOUNT
1	COLCAZEN SACHETS	1	2106	CZS-102003	3/22	10	100.00	100.00	9.00	9.00	1000.00
2	REJANZ-OD INJ	1	3004	A20G-111B	12/21	5	100.00	100.00	6.00	6.00	500.00
	P GAIN		3004	MP-365	12/21	2	27.00	27.00	6.00	6.00	54.00
	JOCARE OD TAB	1*10	3004	TDR-20024	2/22	10	21.89	21.89	6.00	6.00	218.90
	NUCOXIA 90 MG 15TAB	1*15	3004	002748	5/22	10	15.86	15.86	6.00	6.00	158.60
<p>GST 748.53*6+6%=44.91SGST+44.91CGST, 762.72*9+9%=68.64SGST+68.64CGST, ** GET WEL</p> <p>Terms & Conditions All disputes are subject to Delhi Jurisdiction. Prices of Medicines are inclusive of all taxes. Medicine once sold will not be taken back.</p>								<p>Sub Total 1679.15 Discount 10 % 193.15 SGST 113.55 CGST 113.55 Roundoff 0.35</p>			
<p>Remark : Rs. One Thousand Seven Hundred Thirty Eight Only</p>								<p>For TIRATH RAM SHAH CHARITABLE HOSPITAL Authorized Signatory</p>		<p>GRAND TOTAL 1738.00</p>	

838

John Vaughn
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





TIRATH RAM SHAH CHARITABLE HOSPITAL

2A, Isher Das Sawhney Marg, Rajpur Road, Delhi- 110054

Tel : 011-23948484(100 Lines), Fax : 23953952, Website :
www.trsch.in, Email : admin@trsch.com

GSTIN: 07AAATT4018P224
PAN NO.: AAAT14018P

Cash Receipt

Pt No :	OPCA21/47479	Bill Date :	08/12/2020 08:40
Q No :	SI4206	Gender/Age :	Female/45 Yr
Pt Name :	Mrs. Nargis	Lab No :	637706
Ref :	DELHI UNIVERSITY (CASH)	Contact No :	8802448551
Insur :	DELHI UNIVERSITY (CASH)	Presc. Doctor :	Dr. PANKAJ ANAND
Sp Speciality :	ORTHOPALDICS	Referred By :	Dr. PANKAJ ANAND
File Code :		Order No :	
Ken No :		Payer Address :	du
		Place of Supply :	DELHI

#	SACCode	Service Particulars	Charge	Unit	Total
	X-Ray	DORSO LUMBER SPINE AP & LATERAL 1616	288.00	1	288.00
	X-Ray	FRONT KNEE A.P. & LATERAL 1611	300.00	1	300.00
Total Amount					588.00
Net Amount					588.00
Amt Received					588.00

Cash: 588.00

Received from Mrs. Nargis an amount of Rupees Five Hundred Eighty Eight Only

(Signature)

* GST exemption vide S.No. 74 of C.T., notification no. 12/2017 dt. 28/06/2017.


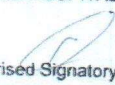
588-559/A

Printed at: 08/12/2020 08:39

Pankaj Anand
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





TIRATH RAM SHAH CHARITABLE HOSPITAL				Party Name : AFL MRS NARGIS							
M. R.B.L. BHURTI (AS SAWHNEY MARG KAMPUR ROAD, DELHI- 110054 Phone: 011-23948184				Party Address : Party GST No.							
GSTIN : 07AAATT4018P2Z4 D.L No. : N(0174V)11/R				Invoice No. : 0014448 Date: 10-12-2020 14:13							
GST INVOICE											
SN.	PRODUCT NAME	PACK	HSN	BATCH	EXP.	QTY	MRP	RATE	SGST	CGST	AMOUNT
1.	COLCAZEN SACHETS	1	21061000	CZS-102003	3/22	10	100.00	100.00	9.00	9.00	1000.00
2.	D GAIN		3004	MP-365	12/21	2	27.00	27.00	6.00	6.00	54.00
3.	JOCARE OD TAB	1*10	30045039	TDR-20024	2/22	10	21.89	21.89	6.00	6.00	218.90
											
GST 219.31*6+6%=13.15SGST+13.15CGST,762.72*9+9%=68.64SGST+68.64CGST, ** GET WEL Terms & Conditions All disputes are subject to Delhi Jurisdiction. Prices of Medicines are inclusive of all taxes. Medicine once sold will not be taken back.								For TIRATH RAM SHAH CHARITABLE HOSPITAL Remark : Rs. One Thousand One Hundred Forty Six Only		SUB TOTAL 1091.12 Discount 10 % 127.29 SGST 81.79 CGST 81.79 Roundoff 0.39	
								Authorised Signatory  GRAND TOTAL 1146.00			

[Handwritten Signature]
**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





TIRATH RAM SHAH CHARITABLE HOSPITAL 13 R.B.L. ISHUR DAS SAWHNEY MARG RAJPUK ROAD, DELHI-110054 Phone: 011-23948484		Party Name : AFL MRS NARGIS Party Address : DRDR Party GST No.								
GSTIN : 07AAATT4018P2Z4 D.L.No. : N(0174)/11/R		Invoice No. : 0015457 Date: 23-12-2020 11:29								
GST INVOICE										
SN.	PRODUCT NAME	PACK	HSN	BATCH	EXP.	QTY	MRP	RATE	SGST CGST	AMOUNT
1	COLCAZEN SACHETS ✓	1	21061000	CZS-102003	3/22	7	100.00	100.00	9.00 9.00	700.00
	Ø GAIN		3004	MP-365	12/21	1	27.00	27.00	6.00 6.00	27.00
	JOCARE OD TAB	1*10	30045039	TDR-20024	2/22	10	21.89	21.89	6.00 6.00	218.90
	NUCOXIA 90 MG 15TAB	1*15	30049069	1002748	5/22	10	15.86	15.86	6.00 6.00	158.60
GST 325.05*6+6%=19.5SGST+19.5CGST, 533.9*9+9%=48.05SGST+48.05CGST, ** GET WELL S										
Terms & Conditions All disputes are subject to Delhi Jurisdiction. Prices of Medicines are inclusive of all taxes. Medicine once sold will not be taken back.								SUB TOTAL 954.38 Discount 10 % 110.45 SGST 67.55 CGST 67.55 Roundoff 0.05		
Remark : For TIRATH RAM SHAH CHARITABLE HOSPITAL Rs. Nine Hundred Ninety Four Only								Authorised Signatory GRAND TOTAL 994.00		

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**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





TIRATH RAM SHAH CHARITABLE HOSPITAL
S/O. R. L. ISHAR DAS SAWHNEY MARG
NEHRU ROAD, DELHI-110051
Phone: 011-2894484

Party Name : **SXB NARGIS**
Party Address :
Party GST No.:

GSTIN : 07AAATT4018P2Z4
DL No : N0174Y11/R

GST INVOICE Invoice No. 0016795 Date: 11-01-2021
10.25

SN.	PRODUCT NAME	PACK	HSN	BATCH	EXP.	QTY	MRP	RATE	SGST	CGST	AMOUNT
1	COLCAZEN SACHETS <i>Vit not prescribed</i>	1	21061000	CZS-102003	3/22	10	100.00	100.00	9.00	9.00	1000.00
	ZINISAME-100	1*10	21061000	AF 20/145	4/22	30	73.00	73.00	9.00	9.00	2190.00
	D GAIN		3004	MP-365	12/21	2	27.00	27.00	6.00	6.00	54.00
	LOCARE OD TAB	1*10	30045039	TDR-20075	8/22	10	21.90	21.90	6.00	6.00	219.00
	MUCOXIA 90 MG 15TAB	1*15	30049069	1003367	9/22	10	15.13	15.13	6.00	6.00	151.30

382

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GST 340.97*6+6%=20.45SGST+20.45CGST,2433.06*9+9%=218.97SGST+218.97CGST, ** GET

Terms & Conditions
All disputes are subject to Delhi Jurisdiction.
Prices of Medicines are inclusive of all taxes.
Medicine once sold will not be taken back.

For TIRATH RAM SHAH CHARITABLE HOSPITAL

SUB TOTAL 3082.23
Discount 10 % 361.43
SGST 239.42
CGST 239.42
Roundoff 0.13

Remark :
Rs. Three Thousand Two Hundred Fifty Three Only

Authorized Signatory **GRAND TOTAL** 3253.00

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**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**



**NAAC
Assessment
and
Accreditation 2021**



**St. Stephen's College
University of Delhi
Delhi 110007**

Phone: +91-11-27667200

E-mail: pstoprincipal@ststephens.edu

Website: www.ststephens.edu

TIRATH RAM SHAH CHARITABLE HOSPITAL				Party Name : AFL MRS NARGIS							
2A, R.B.L. JSHER D'AS SAWHNEY MARG				Party Address : DRDR							
RAJPUR ROAD, DELHI- 110054				Party GST No.							
Phone : 011-23948484											
GSTIN : 07AAATT4018PZZ4				Invoice No. : 0017862 Date: 25-01-2021							
D.L.No. : N(0174)/11/R				12:53							
GST INVOICE											
SN.	PRODUCT NAME	PACK	HSN	BATCH	EXP.	QTY	MRP	RATE	SGST	CGST	AMOUNT
1.	COLCAZEN SACHETS	1	21061000	CZ5-102003	3/22	20	100.00	100.00	9.00	9.00	2000.00
GST 1525.42*9+9%=137.29SGST+137.29CGST, ** GET WELL SOON ** Terms & Conditions All disputes are subject to Delhi Jurisdiction. Prices of Medicines are inclusive of all taxes. Medicine once sold will not be taken back.								SUB TOTAL 1694.92 Discount 10 % 200.00 SGST 9 % 137.29 CGST 9 % 137.29			
Remark : Rs. One Thousand Eight Hundred Only								For TIRATH RAM SHAH CHARITABLE HOSPITAL Authorised Signatory		GRAND TOTAL 1800.00	

Cash free Hospitalization

John Varghese

**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





**RESIDENCE FUND
ST STEPHEN'S COLLEGE
DELHI UNIVERSITY**
Children Edu. Allowance (Res)
Ledger Account

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No.	Debit	Credit
30-9-2020	Cr State Bank of India <i>Arrears of tuition fees paid to Mr. Mula Ram from July 2017 to March 2018 @ Rs. 750/- per months Being amount paid to Mr. Mula Ram through NEFT</i>	Payment	104	6,750.00	
27-1-2021	Cr State Bank of India <i>Mukesh Kumar (Tanuj Phillip 2020-2021) Being Children Edu. Allowance paid to Mr. Mukesh Kumar-MTS Attendant</i>	Payment	209	27,000.00	
4-2-2021	Cr State Bank of India <i>Sunil Kumar (Samridhi Tiwari 2020-2021) Being amount of Children Edu. Allowance paid to Mr. Sunil Kumar-Security Guard</i>	Payment	222	27,000.00	
10-2-2021	Cr State Bank of India <i>Ajay Kumar Thapa Chhetri (Aastha Chhetri & Abhinav Chhetri 2020-2021) Being CEA paid to Ajay Kumar Thapa Chhetri through NEFT.</i>	Payment	226	54,000.00	
18-3-2021	Cr State Bank of India <i>Vijay Kumar (Hiya 2020-2021) Being amount of Children Edu. Allowance paid to Vijay Kumar-Security Guard in Residence</i>	Payment	268	27,000.00	
31-3-2021	Dr Pay & Allowance (Residence Staff) Journal <i>Being amount transferred to Pay & Allowances A/c.</i>		455		1,41,750.00
				1,41,750.00	1,41,750.00

**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**



**NAAC
Assessment
and
Accreditation 2021**



**St. Stephen's College
University of Delhi
Delhi 110007**
Phone: +91-11-27667200
E-mail: pstoprincipal@ststephens.edu
Website: www.ststephens.edu

**ST. STEPHEN'S COLLEGE
DELHI-110007
INDIA**



Phone : 91-11-27667200,27667271
Fax : 91-11-27662324
Website : ststephens.edu

No.Accts/SSC/2020-21/NEFT/

March 18, 2021

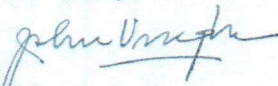
The Manager,
State Bank of India,
St Stephen's College,
Delhi - 110 007

Dear Sir,

Please transfer Rs. 27,000/- (Rupees twenty seven thousand only) through NEFT from Residence Fund Saving Bank Account No: 36511724278, as per the detail mentioned below, under intimation to us.

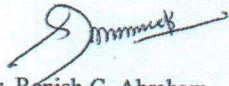
S.NO	NAME OF SUPPLIERS	BANK NAME	IFSC CODE NO.	SB / CURRENT ACCOUNT NO.	AMOUNT PAID (Rs.)
1	MR. VIJAY KUMAR	STATE BANK OF INDIA, SSC	SBIN0018949	20404376396	27,000.00
TOTAL >>>					27,000.00

Yours sincerely,



Dr. John Varghese
Principal

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007




Dr. Renish G. Abraham
Bursar

BURSAR
ST. STEPHEN'S COLLEGE
DELHI-110007


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





St. Stephen's College
University Enclave, Delhi - 110007
Phone: 27667565, 27667200 Fax: 2766232

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE
Year - 20 20 - 20 21

1 Certified that the child/children mentioned below in respect of whom reimbursement of Children Education Allowance claimed is wholly dependent upon me:-

S.No.	Name of the Child & Date of Birth	School in which studying	Class in which studying	Total Education Allowance paid	Total Amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)	(6)
1	MIYA 17-10-2014	Queen Mary School, Ti's Hazari	I - C	Rs.	
#Tuition fee - for the whole year 2020-2021 / I/II/III/IV - Term/					Rs. 56424.00
Purchase of Books (one set/per child /per A/Y)					Rs.
Purchase of Note Books (one set/per child /per A/Y)					Rs.
Purchase of Uniforms (two set/per child /per A/Y)					Rs.
Purchase of School Shoes (one set/per child /per A/Y)					Rs.
Total to be filled in column (4) above					Rs. 56424.00
2				Rs.	
#Tuition fee - for the whole year 20 - 20 / I/II/III/IV - Term/					Rs.
Purchase of Books (one set/per child /per A/Y)					Rs.
Purchase of Note Books (one set/per child /per A/Y)					Rs.
Purchase of Uniforms (two set/per child /per A/Y)					Rs.
Purchase of School Shoes (one set/per child /per A/Y)					Rs.
Total to be filled in column (4) above					Rs.
Grand Total				Rs.	Rs. 56424.00

2 Certified that the Education Allowance indicated against the Child/Children has actually been paid by me (Receipts enclosed)

(Note:- Copy of School fee card & Bank challans/paid up receipts/purchase receipts in original are to be enclosed)

3 Certified that:-

- i) my spouse is not a Central Government Servant; ✓
- ii) my spouse is a Central Govt. Servant and that she/he has not claimed / will not claim Children's Educational Allowance in respect of our child/children.

4 Certified that during the period covered by the claim the child attended the School regularly and did not absent himself/herself from the School without proper leave for a period exceeding one month.

5 In the event of any change in the particulars given above which affect my eligibility for Children's Education Allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note: #Tuition fee means Tuition fee, Admission fee, Lab. Fee, Special fee charged for agriculture, electronics, music or any other subject, fee charged for Practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, Library fee, Games/Sports fee and fee for extra curricular activities.

Encl: School Certificate

So (M)

Vijay Kumar

(Signature of the Govt. servant)

Name

Designation

Department

VIJAY KUMAR
Security Guard
Canteen Office

Place & Date: Delhi, 17/3/2021

John Duggal
PRINCIPAL
ST. STEPHEN'S COLLEGE





QUEEN MARY'S SCHOOL

(A minority institution run by the Delhi Diocesan Trust Association, Diocese of Delhi, Church of North India & Recognised by The Education, Govt of NCT of Delhi vide School ID No 1207221)

Tis Hazari, Delhi-110054
Phone: 23963300
: 23951773

Ref. No: - QMS/P/21

† The Rt. Revd. Warris K. Masih
(Chairman)

Dated: - 05/03/21

TO WHOM IT MAY CONCERN

This is to certify that Ms. HIYA (Admn No. 13126) D/o Mr VIJAYKUMAR & Mrs. Maya is a bonafide student of this school class-I-C.

Her tuition fees Rs.(4702X12)=56424/- (Rupees FIFTY SIX THOUSAND FOUR HUNDRED TWENTY FOUR only) have been paid for the period from April-2020 to MARCH-2021.

It is also certified that Primary section (classes I to V) of this school has been granted recognition as unaided by the Directorate of education, Govt. of NCT of Delhi, vide letter No. 691 dt. 03/09/2014.

Vijay Kumar
16/3/21

W. K. Masih
12.3.21
Principal
QUEEN MARY'S SCHOOL
Tis Hazari, Delhi-110054

E-mail: qmstishazari@gmail.com website: www.queenmarystishazari.com

(An ISO 9001:2015 Certified)

Children's Education Allowance

John D. Singh

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





ST. STEPHEN'S COLLEGE EMPLOYEES COOPERATIVE
THRIFT & CREDIT SOCIETY LTD., (Proposed)

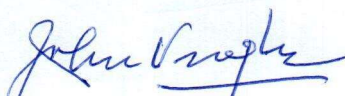
St. Stephen's College
Delhi University, Delhi- 7.

Minute of the first meeting of the proposed St. Stephen's College
Employees Cooperative Thrift & Credit Society held on 16th August, 1972
at the premises of the college under the presidency of Shri Jaiwant
Perashad and the following members were present:-

1. Shri. Jaiwant perashad
2. " Balbir Singh
3. " M.E. Anthony
4. " E.V. Baid
5. " R.K. Jain
6. " Dansi Lal
7. " Kundan Singh
8. " Hari Dass
9. " K. Kuttappan
10. " C.T. Abraham
11. " Abdul Rahim
12. " Behari Lal
13. " Mandan Singh
14. " Kailash Gupta
15. " Jeet Singh
16. " Lakhi Ram
17. " B.R. Yadav
18. " K.V. Sebastian
19. " Daulat Singh
20. " Prabehn Singh

The following resolutions were unanimously passed:-

1. That in order to promote the economic interest of members Co-operative Thrift & Credit Society Ltd., is organised the employees of St. Stephen's College, Delhi.
2. That the proposed name of the society shall be St. Stephen's College Employees Cooperative Thrift & Credit Society Ltd., with its registered office at St. Stephen's College, Delhi-7.
3. That the area of operation of Society shall be restricted to permanent employees of St. Stephen's College, Delhi.
4. That the model Bye-Laws of Cooperative Thrift and Credit Society Ltd., (for salary earners only) are adopted ~~in~~ with the following additions and alterations.
 - 3a. That every member on admission shall pay rupees two (Rs.2) as admission fee which shall not be refunded in any case.
 - 3b. That the Capital shall be composed of an undetermined number of shares of the value of rupees ten (Rs.10) each to be paid in a single instalment.
 - 3c. That the liability of members for any deficit in the asset of the society on liquidation shall be limited to eight times value of their subscribed shares.


PRINCIPAL



NAAC
Assessment
and
Accreditation 2021



St. Stephen's College
University of Delhi
Delhi 110007
Phone: +91-11-27667200
E-mail: pstoprincipal@ststephens.edu
Website: www.ststephens.edu

Regd. No. 359

**St. Stephen's College Employees Co-op. Thrift
& Credit Society Ltd.**

MAURICE NAGAR, DELHI - 110007

Ref No... 369(U).1973/2019

Dated. 27.09.19.

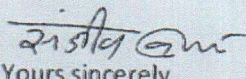
The Principal
St. Stephen's College
Delhi - 110007

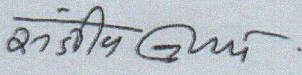
Sub : Annual General Body meeting of society.

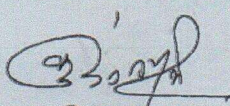
Dear sir,

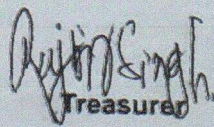
We wish to bring to your kind notice that the society is going to held its General Body meeting on 23rd October, 2019 at 4:00 pm in Science Department. On this day, the Dividend and Gift will be given to society members. So, we request to you kindly give us your approval for the same.

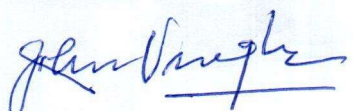
Thanking You!


Yours sincerely


President


Secretary


Treasurer







St. Stephen's College

Employees Co-operative Thrift & Credit Society Ltd. (regd. no 369)

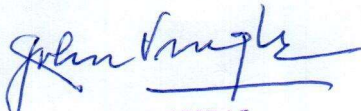
The Principal
St. Stephen's College
Delhi 110007

Dear Sir,

Please deduct the following amount of the under mentioned staff from the salary for the month of April-2020 on account of society deduction.

Sr. No.	Name	CD	Loan	Interest	Total
1	Mr. Hem Raj			207	7200
2	Mr. Kishori Lal			208	500
3	Mr. Hemraj Joshi			210	500
4	Mr. Khim Singh			211	500
5	Mr. Mahendra Singh			209	6150
6	Mr. Subah K. Das			215	6960
7	Mr. Benzamin			302	3620
8	Mr. Vinod Masih			304	10800
9	Mr. Than Singh			306	500
10	Mr. Anil Tiwari			307	7130
11	Ms. Meenakshi Verma			308	500
12	Ms. Parul Anglina			309	7920
13	Ms. Jyotsana Rawat			311	500
14	Mr. Vijay Kumar I			421	6450
15	Mr. Rajkumar			423	8310
16	Mr. Ramcharan			424	3640
17	Mr. Balwan Singh			425	5680
18	Mr. Puran R. Naik			582	7930
19	Mr. Samil Ali			559	11070

95860


PRINCIPAL





B/F 95860

Sr. No.	Name	CD	Loan	Interest	Total
20	Mr. Vir Singh				
21	Mr. Harish Chandra Mishra			434	7130
22	Mr. Santosh Kumar		3	435	500
23	Mr. Shesh Narain			436	5420
24	Mr. Harish Kumar			437	8120
25	Mr. Rajender Singh			438	4680
26	Mr. Sher Singh			439	500
27	Mr. Rajender Bhadur			440	12100
28	Mr. Jamil Ali			441	8760
29	Mr. Satpal			442	5870
30	Mr. Lal Chand			509	500
31	Mr. Salim Ali			510	5260
32	Mr. Sarjeet Singh			576	12900
33	Mr. Rajbir Singh			705	500
34	Mr. Ajay Lazar			706	7330
35	Mr. Desh Raj				
36	Mr. Cicil R James				
37	Mr. Kundan Lal			709	11100
38	Mr. Rajan			710	10760
39	Mr. Sanjeev Kumar			712	4470
40	Mr. Radhey Shyam			713	500
41	Mr. Jeevan S Negi			714	3220
42	Mr. Arun Kumar			717	500
43	Mr. Sunil Kumar (physics)			715	500
44	Mr. Soj Kumar Dominic			718	4120
45	Mr. Arvind Kumar Bansal			719	6610
46	Mr. Keshav Dutt			801	500

217710

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PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





BIF 217710

(3)

Sr. No.	Name	CD	Loan	Interest	Total
47	Mr. Gopal Singh II			803	500
48	Mr. Lal Babu			806	6500
49	Mr. Sunder Pal			809	7500
50	Mr. Shiv Bhikh Pal			820	7870
51	Mr. Raju			822	8200
52	Mr. Prem Pal			810	6820
53	Mr. Shib Singh			811	500
54	Mr. Hari Ram			812	3900
55	Mr. Pawan Kumar			813	9960
56	Mr. Ansar			815	7790
57	Mr. Naveen Kumar			816	9800
58	Mr. Pascal Kujur			818	500
59	Mr. Dilshad			819	7450
60	Mr. Shyam Bahadur			954	7030
61	Ms. Saheb Kaur				
62	Mr. Vijay Kumar II			956	4390
63	Mr. Naseer Ahmed			957	5110
64	Mr. Mula R Nayak			958	5980
65	Mr. Nafis Ahmed			959	6950
66	Mr. Titoo			963	8150
67	Mr. Bhirgunath Singh			964	7600
68	Mr. Shish Pal			967	8380
69	Mr. Ved Prakash			965	7510
70	Mr. Sunil Kumar Tiwari			966	500
71	Mr. Ajay Thapa			968	500
	TOTAL				357100

(Three Lakh Fifty Seven thousand one hundred only)

Page - Total
1 - 95860
2 - 191850
- - 139390

[Signature]
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





10

			C.D.	Loan	Interest	TOTAL
72	ANKIT VERMA	974	500	10,000	1800	12300
73	VIJAY PAL	975	500	2000	2380	4880
74	KAMLESH	948	500	-	-	500
75	BINA DEVI	950	500	-	-	500
76	MUKESH KUMAR	945	500	-	-	500
77	KRIPAL SINGH	915	500	2000	2480	4980
78	GOMATI DEVI	952	500	=	=	500
79	SUSHIL HARRISON	946	500	=	=	500
80	RANU	947	500	=	=	500
81	RAJESH C. LAL	901	500	=	=	500
82	RAKESH K. PAL	944	500	=	=	500
83			5500	14000	6660	26160
84						

Page No	-	Total
1	-	77660
2	-	145290
3	-	169790
4	-	226160
		<u>418300</u>



**PRIVATE FUND
ST STEPHEN'S COLLEGE
DELHI UNIVERSITY
DELHI-110007**

**Staff Welfare Account
Ledger Account**

1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
1-4-2020	Dr Opening Balance				21,72,229.00
16-5-2020	Cr State Bank of India A/c No. 36511724154 MD.IFTIKHAR AHMED Being amount paid to Outsourced Staff regarding special assistance during Covid -19 Lock-Down period	Payment	6	3,23,000.00	
	Cr State Bank of India A/c No. 36511724154 MS. SAMIM BANO Being amount paid to Daily Wagers regarding special assistance during Covid -19 Lock-Down period	Payment	7	90,000.00	
29-6-2020	Cr State Bank of India A/c No. 36511724154 ST. STEPHEN'S HOSPITAL Being Honorarium paid for the month of June-2020 and Advance paid to David Pappachand	Payment	33	34,607.00	
	Cr State Bank of India A/c No. 36511724154 Payment for Daily Wages & Outsourced Employees - Shine & Standard who have not been performing duty due to COVID-19.	Payment	34	1,00,000.00	
23-7-2020	Cr State Bank of India A/c No. 36511724154 Veer Singh Being payment of One Day Salary for Ex -Staff which was transferred from Staff Salary Account to PM/CM Relief Fund.	Payment	55	7,652.00	
27-7-2020	Cr State Bank of India A/c No. 36511724154 Sushil Harrison, For spectacles Being amount paid to Mr. Sushil Harrison for spectacles.	Payment	57	500.00	
31-7-2020	Dr State Bank of India A/c No. 36511724154 Being Salary deduction of Teaching Staff for Daily wages & Out Sourced employees, Shine & Standard who have not been performing duty due to Covid-19	Receipt-Bank	127		1,05,159.00
4-8-2020	Cr State Bank of India A/c No. 36511724154 Bala, Khurshid, Shamim Bano, Bhagrathi, Sarina Bibi, Ramesh Kumar Payment for Daily Wages & Outsourced Employees-Shine & Standard who have not been performing duty due to COVID-19.	Payment	63	30,000.00	
29-8-2020	Dr State Bank of India A/c No. 36511724154 Salary deduction from Teaching Staff Being advance recovered from David, P and Salary deduction from Teaching Staff for Daily wages & Out sourced employees, Shine & Standard who have not been performing duty due to Covid-19	Receipt-Bank	153		24,870.00

Carried Over

5,85,759.00

23,02,258.00

John Singh
PRINCIPAL
ST. STEPHEN'S COLLEGE



continued ...



PRIVATE FUND

Staff Welfare Account Ledger Account 1-Apr-2020 to 31-Mar-2021

Date	Particulars	Vch Type	Vch No	Debit	Page 2 Credit
	Brought Forward			5,85,759.00	23,02,258.00
11-3-2021	Cr State Bank of India A/c No. 36511724154 Bajrang Prasad Pandey Being amount paid to Bajrang Prasad Pandey for Medical Help.	Payment	164	2,500.00	
12-3-2021	Cr State Bank of India A/c No. 36511724154 Rajkumar (For Farewell Gift) MR. RAJKUMAR (For gift for retirement i.e. 31.12.2020)	Payment	180	10,000.00	
16-3-2021	Cr State Bank of India A/c No. 36511724154 Firoz Khan Being amount to be paid Mr. Firoz Khan for financial aid (Fracture on right wrist)	Payment	185	3,000.00	
31-3-2021	Dr Interest on Investment Being amount of interest allocated @6.14% on the investment (opening) for the year 2020-21.	Journal	204		1,22,800.00
	Dr Fee Account Being amount of fee transferred to their respective account for the year 2020-21.	Journal	240		1,35,100.00
	Cr Fee Account Being amount of fee refunded for the year 2020-21.	Journal	242	3,600.00	
	Cr Closing Balance			6,04,859.00	25,60,158.00
				19,55,299.00	
				25,60,158.00	25,60,158.00

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Staff Welfare Fund



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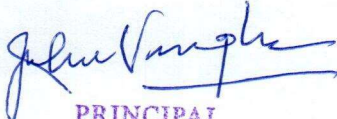
Phone: +91-11-27667200

E-mail: pstoprincipal@ststephens.edu

Website: www.ststephens.edu



Staff Room with Locker Facility


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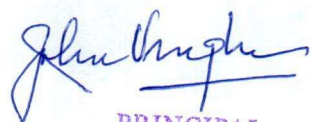
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College Mess with Separate Dining Area for Faculty


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Rest Rooms

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Computer Lab for Research Work

**PRINCIPAL
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Faculty Study Room in College Library

John D. Singh
PRINCIPAL
ST. STEPHEN'S COLLEGE



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Covid Support for Teaching and non-Teaching Staff



[Handwritten Signature]
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DELHI-110007





03 April 2020

COVID-19

NOTICE

In view of the increasing risk posed by COVID-19 it has been decided that the following measures will be implemented strictly and with immediate effect.

Maximum effort is being taken to reduce people, especially staff, coming to college from outside. The risk to everyone on campus is considerably increased with even one person from outside entering the campus. Therefore, all campus residents are requested to remain on campus and not go outside unless there is an emergency. Please note that

1. Provisions, vegetables and milk can be procured by placing an order with the Mess Steward.
2. Entry and exit will be through the Car Parking gate only with entries made into the Exit Register. University gate will now be locked until further notice.

All residents, including family members, are bound by these restrictions. Those found breaking these measures will be dealt with in a serious manner. Penalties may include withdrawal of residence facility and other strictures.

Principal

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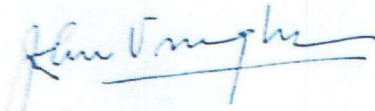
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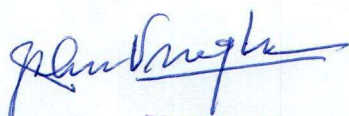
Website: www.ststephens.edu

19 August 2020

NOTICE

All staff in the Administrative, Accounts and Exam Office will work from home w. e. f. 20 August 2020 to 22 August 2020 on account of the prevailing Covid-19 situation on campus. They will report for duty on Monday, 24 August 2020.


Principal


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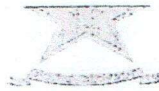


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06 April 2021

Attention to All Concerned

The College with the help of the SDM's office will be conducting a covid testing camp tomorrow, April 07, 2021 at 11 am in the College café. All members of the College community who are interested in testing themselves are welcome to get themselves tested. The camp will be open till 1:30 pm.

**Prof. John Varghese
Principal**

PRINCIPAL
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140
ANNIVERSARY

Phone: +91-11-27667200 Email: ssc@ststephens.edu

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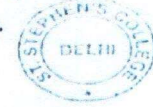


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सूचना

सभी कर्मचारियों को सूचित किया जाता है कि हमारा कॉलेज कोरोना के टीके उपलब्ध कराने की योजना बना रहा है। यदि आप /आपके परिवार का कोई सदस्य टीका लगवाने के इच्छुक हैं तो कृपया "स्टेट ऑफिस" से फॉर्म लें और इसे जल्द से जल्द भरकर जमा करें।

प्रधानाचार्य



PRINCIPAL
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सेंट स्टीफन कॉलेज कोरोना टीकाकरण फॉर्म

1. कर्मचारी का नाम _____
2. विभाग _____
3. कॉलेज आई. डी. नंबर _____
4. आयु _____
5. लिंग पुरुष महिला
6. पता _____
7. परिवार के जितने सदस्यों को टीका लगवाना है, उनका विवरण दें (यदि आपको स्वयं भी टीका लगवाना है, तो अपना विवरण भी दें अन्यथा नहीं)

नाम	आयु	लिंग	कोई बीमारी हो तो बताए
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. क्या आप टीके के लिए भुगतान करने को तैयार हैं हां नहीं
9. दूरभाष नं./ मोबाइल नं. _____
10. हस्ताक्षर _____


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DELHI-110007





DEPLOYMENT AS ON 17-Oct-2017 (Tuesday)				
S No	Name	Arrival	Place of Duty	
	MALI			
1	Mr Harish Chandra Mishra	Absent	Sports	
2	Mr Harish Kumar	8am	Principal House	
3	Mr Rajender Singh	8am	SCR Lawn	
4	Mr Titoo	8am	Rudra South Lawn	
5	Mr Saleem Ali	Absent	Science Block	
6	Mr Jamil Ali	8am	Sports	
7	Mr Shesh Narain	8am	Nursery	
8	Mr Rajender Bahadur	8am	Hedge Cutting	
9	Mr Sher Singh	8am	Sports	
10	Mr Veer Singh	8am	Rudra North Lawn	
11	Mr Surjit Singh	9am	Hedge Cutting	
12	Mr Santosh Kumar	8am	Chappel Lawn	
13	Mr Subhik	8am	RST Block Front and Back Lawn	
14	Mr Ved Prakash	8am	Old Physics Department	
15	Mr Bhrigunath	8am	Library and Mess Lawn	
16	Mr Hari Ram	8am	Science Block	
17	Mr Lal Chand	8am	Hedge Cutting	
18	Mr Pawan	8am	Andrews Lawn	
19	Mr Shishpal	8am	Andrews Lawn	
ATTENDANCE OF PERMANENT EMPLOYEES				
S.No	Name	Arrival	Trade	Place of duty
1	Md Hemraj	9.15am	Care Taker	Estate Office
2	Md Nafis Ahmed	8.40am	Electrician	To attend complain
3	Mr Sunil Kumar	8.45am	Electrician	To attend complain
PERMANENT SAFAI KARAMCHARI				
1	Mr Ram Charan	7am	All Nut North	
2	Mr Balwan	7am	Mukherjee East	
3	Ms Sahib Kaur	7am	Main Building & Science Block	
4	Mr Samil Ali	8.30am	Library	
PERMANENT SECURITY GUARDS				
1	Mr Bishnu	Rest	Security Guard	University Gate
2	Mr Mulla Ram	Rest	Security Guard	Main Office
3	Mr Shiv Sankar	Rest	Security Guard	University Gate
4	Mr Puran Ram Nayak	Rest	Security Guard	Science Gate
5	Mr Vijay Kumar-I	10am	Security Guard	JCR
6	Mr Vijay Kumar-II	2pm	Security Guard	Rudra South
7	Mr Raju	6am	Security Guard	Science Gate
8	Mr Raj Kumar	6am	Security Guard	All Nutt Gate
9	Mr Shyam Bahadur	10pm	Security Guard	College House
10	Mr Nasir Ahmed	10pm	Security Guard	Round
11	Mr Rajender Bhati		Security Guard	College House
12	Mr Pascal Kujur	6am	Security Guard	College House
f	Consolidated salary			
1	Mr Hirender Singh	8am	Record Clerk	Estate office
2	Mr Laxmi Kant	2pm	Security Guard	College House
3	Mr Sanjay Singh	8.15am	Networking Assistant	Light Room
4	Mr Rozer Massey	8.20am	Technical Assistant	Estate office
5	Mr Kumar Pal	8.15am	Plumber	To attend Complain
6	Mr Sushil Harrison	Absent till 9.45 am	Office Attendant	Sports Office
DEPLOYMENT OF DAILY WAGES : RESIDENCE				
S No	Name	Arrival	Designation	Place of duty
1	Mr Mukesh	7am	Pion	Class Room
2	Mr Jaan Mohd	10pm	Security Guard	All Nutt Gate
3	Mr Saïd	2pm	Security Guard	Rudra Gate

[Handwritten Signature]

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DELHI-110007**





4	Mr Ram Sewak	8.40am	Carpenter	To attend complain
5	Mr Rajeev	7am	Safaikaramchari	Main Building
6	Mr Kishan Pal	7am	Safaikaramchari	Old Science Block
7	Ms Bala	7am	Safaikaramchari	Rudra South
8	Ms Savitri	-	Safaikaramchari	Road, Blocks etc
9	Ms Kamlesh	7am	Safaikaramchari	All Nutt South
10	Ms Gombi	7.30am	Gyp	All Nutt South
11	Ms Khurshid	7.30am	Gyp	Rudra South
12	Ms Samim Bano	7.30am	Gyp	Rudra North
13	Ms Bina	9am	Gyp	LCR
14	Ms Bhagrathi	Reliever	Gyp	All Nutt South
15	Mr Dev Dutt	7.30am	Helper	Library
17	Ms Pratima	Reliever	Gyp	Rudra North
Casual Labour				
		Duty Timing	Trade	Place of duty
1	Md Hussain	8am	Masson	Rudra South
2	Md Saleem	8am	Labour	Rudra South
3	Md Chobe	8am	Labour	Principal House
THROUGH SHINE & STD - DAILY WAGES				
1	Mr Ashish Gupta	-	Supervisor	
2	Mr Kishan Lal	8am	Pion	Estate Office
3	Mr Hanuman	8am	Labour	Area cleaning
4	Md Ishaque	8am	Labour	Area cleaning
5	Mr Jainuddin	8am	Labour	Area cleaning
6	Mr Santosh	8am	Labour	Area cleaning
7	Mr Surender	On Leave	Labour	Area cleaning
8	Mr Hira Lal	7am	Gyp	Science Block
9	Mr Shakil Ahmed	7am	Block Gyp	All Nutt North
10	Mr Gopal Singh	7am	Block Gyp	Mukherjee West
11	Mr George	7am	Block Gyp	Mukerjee East
SAFAI KARAMCHARI THROUGH SHINE & STD				
1	Mr Monu	Rest	Safai Karamchari	Main Building
2	Mr Rakesh	7am	Safai Karamchari	Library
3	Mr Rahul	On Leave	Safai Karamchari	Principal house & karamchari compound
4	Ms Sarina	7am	Safai Karamchari	Rudra North
5	Mr Sanjay	6.50am	Safai Karamchari	Mukherjee West
6	Mr Mukesh	8am	Safai Karamchari	New Science Block
7	Mr Vinod	-	Safai Karamchari	GYM
8	Mr Rajesh	7am	Safai Karamchari	Language Department
9	Mr Vinay	7am	Safai Karamchari	Blocks
DEPLOYMENT IN SCIENCE BLOCK THROUGH SHINE & STD				
1	Narinder Singh	8.45am	Lab Attendant	Chemistry Department
2	Rakesh Kumar	Absent till 9.45am	Lab Attendant	Physics Department
3	Radha Bhist	9am	Lab Attendant	Physics Department
4	Firoz	9am	Attendant	IRC
5	Sita Prakash	9am	Lab Attendant	Physics Department
6	Ashim Ali	7.30am	Lab Attendant	Library
7	Kamal Singh Bhati	9.20am	Lab Attendant	Library
8	Abhineet	8.45am	Lab Attendant	Chemistry Department

[Signature]
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Duty Charts of Gardeners / Housekeeping staff

on 04/06/2021

COVID -19 Periods

Sr. No	Name	In Time	Out Time	Location
1	Mr. Pawan	8am	5pm	Cleaned Andrews lawn area
2	Mr. Shesh Narayan	8am	5pm	College nursery.
3	Mr. Harish Chandra Mishra	8am	5pm	Cleaned rudra north lawn area.
4	Mr. Jamil	8am	5pm	Cleaned Andrews lawns area.
5	Mr. Rajendra Bahadur	8am	5pm	Hedge cutting outside B-3 staff flat.
6	Mr. Harish kumar	8am	5pm	Cleaned science block lawn area.
7	Mr. Shiv bikh pal	8am	5pm	Cleaning and grass cutting of chapel lawn.
8	Mr. Rajender singh	8am	5pm	Cleaning and grass cutting of SCR lawn.
9	Mr. Lal chand	8am	5pm	Hedge cutting outside B-3 staff flat.
10	Mr. Mohd Choubey	8am	5pm	Cleaning and grass cutting at college house.
11	Mr. Mohd. Saleem	8am	5pm	Done arrangements to built a drain line in gym.
12	Mr. Nafees ahmed	8.30am	5pm	Repaired light in staff room corridor, Fixed intercom in Room B, Repaired short circuit in computer science lab.
13	Mr. Kumarpal	9am	6pm	Open blocked pipe line in D-27 staff quarter, Cleaned filters of main office water cooler, Installed tap in A-16 staff flat, Repaired tap in kitchen of C-4 staff flat, Repaired ball cock of flush tank at E-block upstairs washroom.
14	Mr. Kishan lal	8am	5pm	Helping with electrician.
15	Mr. Santosh kumar	8am	5pm	Driven brush cutter machine at all nutt south inner lawn and gym.
16	Mr. Jainuddin	8am	5pm	Helping with masson.
17	Mr. Kanhaiya	8am	5pm	Cleaned all nutt south inner lawn.
18	Mr. Ramesh	8am	5pm	Done painting work on ventilators mesh in main building corridor.
House Keeping				
1.	Mr. Vinay	7am	4pm	Cleaned Main office, Mess, Library, Principal office, PA office, account office, admin office, Deans office, Library, NCC office and seminar room.
2.	Mr. Vijay	7am	4pm	Dusting and cleaning of college house. Cleaned café, main building corridor area, wall.
3.	Mr. Sanjay	7am	4pm	Cleaned mukarji west block and all nutt gate road area.
4.	Mr. Rahul	7am	4pm	Cleaned college gymnasium.
5.	Mr. Rajesh	7am	4pm	Cleaned all nutt gate road area. Cleaned café, main building corridor area, wall etc.
6.	Mr. Monu	7am	4pm	Cleaned all nutt north block.
7.	Mr. Rakesh	7am	4pm	Cleaned mukarji east block.
Daily Wagers				
1.	Mr. Ram sewak	9am	5pm	Cleaned 06 ventialtor, Installed door stopper in main office corridor, Fixed fire extinguisher at N-

24x7 House-keeping Facilities on Campus

John Drough
PRINCIPAL

