

PRIYADARSHINI INSTITUTE OF ARCHITECTURE & DESIGN STUDIES

Priyadarshini Campus, Digdoh hills, Off Hingna road, Near, CRPF Campus Nagpur-440 019,
Ph.No. 9607812399. Email : piads.ngp@gmail.com



6.2 Strategy Development and Deployment (10)

Sr No	Criteria No	Documents
1	6.2.2	Organizational Structure of Institute
2		Information of Organizational Structure of Institute

6.2.2 Organizational structure of the Institution

1. Governing Body

The institute is run under the aegis of LTJSS. The various functions of Governing Body are as follows

- The Governing Body shall be the principal executive authority to formulate policies and procedures for administrative and academic affairs of the college.
- The Governing Body shall be responsible for making adequate provisions of academic service units like centralized library, laboratories, laboratory equipment's, and other academic related amenities required for teaching learning ambiance as well as for advanced research.
- The Governing Body shall be responsible for management of assets and financial affairs of colleges under LTJSS.
- The Governing Body shall issue time to time various guidelines and standing orders for the various processes of the college.

2. Local Managing Committee / College Development Committee

The functions and responsibilities of Local Managing Committee includes:

- Functions of LMC includes organizing, recruiting, directing, controlling all the academic affairs of the institute.
- LMC controls the academic affairs of the institute within the rules and regulations as stipulated from time to time by regulating agencies like UGC/DTE/RTMNU. /COA
- Other than core academic affairs LMC shall direct and control various other supporting activities like Research and Development, Industry Institute Interaction, Training and Placement, Entrepreneurship Development, Alumni interaction, etc.
- LMC takes periodical review of academic progress, infrastructural requirement of the institute, student and staff welfare measures, issues related to increase/ reduction in intake, inclusion of new courses based on industrial and societal needs.
- LMC shall ensure the strict adherence to the model code of conduct of the institute, academic and overall welfare of the students.
- LMC shall promote national/international conferences/ contribution in reputed journals and shall take all related measures to promote R & D activity.
- LMC shall direct, control and coordinate overall core and supporting academic affairs of the institute in the interest of the faculty as well as external stake holders.

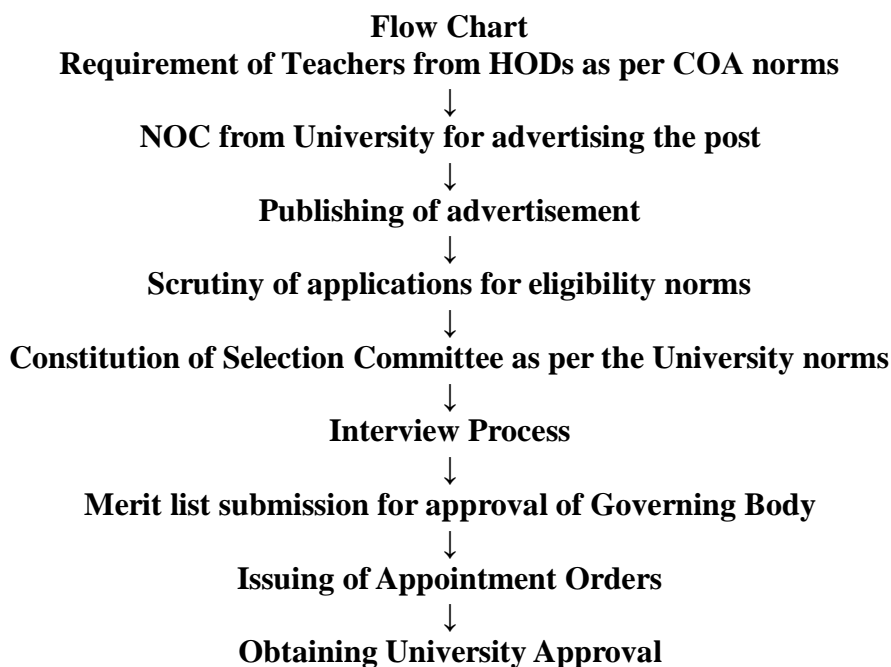
3. Service Rules, Procedures, Promotional Policies

- The institute has well defined rules, policies and procedures issued centrally by the Santha in the form of Standing orders. These orders are available with the institute and are also circulated to all departments time to time for information of staff & students.

- These standing orders are concerned with the general administration of the college, Recruitment procedure and service conditions of the staff, Leave rules of the staff, Policies of Promotion and increment, grievance redressal mechanism etc.,.
- All the newly recruited staff are made aware of these standing orders in the departmental meeting. Admission rules, Anti ragging mechanism are made available, code of conduct for students are also published in prospectus and are made available in website also.
- Prospectus are made available for all the students at the time of their admission into college. The printed bounded Prospectus comprises of academic regulations, general rules and regulations of the college with regard to discipline and awareness about Anti ragging act etc.

4. Recruitment Policy:

- Recruitment is done in a transparent manner purely on the basis of merit, after receiving NOC from RTM, Nagpur University and notifying the vacancies by publishing advertisement in the leading news papers.
- Appointment of the faculty is done after the interview and recommendation by the Selection committee formed by RTM Nagpur University. The Selection committee is headed by the Vice chancellor or his nominee and comprises two subject experts, the LTJSS Management, Principal & HOD of concern Department.



In case of immediate requirement, recruitment is done by the selection committee at college level consisting of the representative LTJSS management, Dean Academics, LTJSS, Principal, Head of the concerned department and the subject experts.

5. Grievance Redressal Mechanism

- Principal constitutes committee for Grievance redressal. On the basis of recommendations and findings of the committee takes appropriate action.
- The Principal is Chairman of the committee and a senior member from the faculty is appointed as a Coordinator of the committee.
- Grievance redressal committee looks in the matter after receipt of written complaint.
- The Grievance redressal committee is intended to undertake the processes of attending to the grievances put forward by the students and staff. It focuses on settling the issues in a cordial atmosphere.
- The committee is expected to initiate proper or appropriate inquiry or investigative process within 24 hours from the receipt of the complaint in written form duly signed by complainant(s).
- The committee takes into consideration all the redressal criteria, rules & regulations of the college and government of Maharashtra both in admitting the complaint and in conducting the inquiry. The committee is expected to commence its operations by constituting a special committee in case of specific need.
- The observations, findings, suggestions and recommendations are merely recommendatory in nature and do not carry any legal binding for the college to follow or implement.
- The Chairman and the members of the committee undertakes all the operations in coordination with the respective Head of the department and administrative office.
- In addition to the above the following other Statutory Committees are also available in the college
- Internal Complaints Committee (ICC) for Anti harassment, Anti Raging Committee and Anti Raging vigilance Squad. Committee for SC/ST (Prevention of Atrocities) and Equal opportunity cell for backward and minorities students.

LTJSS/ED/H/2011/ 91

Date:18-10-2011

Standing Order:

Subject: Guidelines for operation of Leave accounts of employee.

Introduction:

It has been observed that different leave rules are followed by institutes managed by the Sanstha in absence of guidelines. In order to maintain uniformity following guidelines may please be followed.

Leave Rules

- ◆ These rules may be called as LTJSS-Leave Rules-2011.
- ◆ These rules shall apply to all full time university approved teaching faculty and non-teaching employees working in the regular pay scale.
- ◆ The Management of the Society reserves the right to interpret these rules.
- ◆ These rules shall come into force with immediate effect.

Definitions:

- ◆ "Competent Authority" means the authority competent to exercise different powers and functions as per these Rules. i.e. Management of LTJSS.
- ◆ "Controlling Authorities" means University, DTE, Government or Council
- ◆ "Controlling Officer" means an officer to whom employee reports.
- ◆ "Council" means national council for respective faculty.
- ◆ "DTE" means Directorate of Technical Education
- ◆ "Employee" means a full time employee.
- ◆ "ERP" means Enterprise Resource Program
- ◆ "Executive Director" means an Head of the Administration at Central office of the Sanstha
- ◆ "Government" means Government of Maharashtra
- ◆ "Head of the institute" means Principal/Officiating Principal/ Director of the institute.
- ◆ "Holiday" means a Sunday, a weekly off or any other day declared as a holiday by the competent authority.
- ◆ "HRD" means Human Resource Department of the office of Executive Director.
- ◆ "Institute" means Education institution managed by the Sanstha for imparting education in different courses.
- ◆ "Leave sanctioning authority" means the authority delegated with powers to sanction leave under these rules.
- ◆ "Leave" means a permission to remain absent from duty as permissible in these rules, granted by the Leave Sanctioning Authority to grant such permission under these rules.
- ◆ "Management" means the Managing Body of the Sanstha.
- ◆ "Month" means a calendar month.

- ♦ "Non-teaching employees" means employees other than teachers.
- ♦ "Pay scale" means a band in which the pay rises every year on account of annual increments subject to the terms and conditions.
- ♦ "Probation Period " means a period stipulated to determine satisfactory fitness for eventual confirmation in the post, after a regular appointment on selection through the Competent Authority is made to the post.
- ♦ "Sanstha" means Lokmanya Tilak Jankalyan Shikshan Sanstha registered trust under Public Trust Act, 1950, and under Societies Registration Act, 1860.
- ♦ "Statutory authority" means University, DTE, Government, National Council
- ♦ "Teacher" means a member of the teaching faculty who is assigned a job of teaching theory or practicals, drawing classes in addition to their other functional or administrative roles.

Abbreviations Used:

♦ Casual Leave	CL
♦ Earned Leave	EL
♦ Leave without pay	LWP
♦ Half pay Leave	HPL
♦ Commuted Leave on medical ground	ML
♦ Maternity Leave	MTL
♦ Duty Leave	DL
♦ Office duty	OD
♦ Compensatory Off	CO

General Leave Rules:

- ♦ The leave cannot be claimed as a matter of right of employee.
- ♦ The Leave Sanctioning Authority has the right to sanction or refuse the leave applied for.
- ♦ Leave Sanctioning Authority shall have a right to call back employee in case of exigencies.
- ♦ If employee is called back the employee shall report on duty forthwith.
- ♦ The employee shall not proceed on leave unless leave is sanctioned.
- ♦ In exceptional circumstances Leave Sanctioning Authority may accord *post-facto* sanction provided that the application is submitted by the employee within 2 days after joining back.
- ♦ If Leave Sanctioning Authority is not satisfied with the justification for not obtaining prior sanction, the leave may be treated as leave without pay.
- ♦ The employee on leave shall not accept any other employment.
- ♦ Sunday and / or holiday may be prefixed or suffixed to any kind of leave.
- ♦ If employee has to leave Head Quarter (HQ) during leave necessary permission leave HQ shall be obtained from Head of the institute only.

Procedure for grant of any Leave:

- ♦ The employee shall apply for leave through Controlling officer in the prescribed format on ERP or otherwise.
- ♦ The Controlling officer shall make alternative arrangement if application is recommended.

- ♦ The Controlling officer shall submit application to the Leave Sanctioning Authority with remarks whether leave is recommended or not and if recommended, alternative arrangement is made. This may be done on ERP or otherwise.
- ♦ Application for any kind of leave applied by the Head of the Institute shall be submitted to the Executive Director.

Record Keeping:

- ♦ Head of the Institute shall not issue any office order for casual leave and OD but shall be recorded in appropriate register.
- ♦ *Important- The Head of the institute shall issue a common office orders for sanctioning all types of leaves of all the employees together in a month before prescribed date for preparing a salary statement except for CL and OD i.e EL, ML,DL,LWP etc. irrespective of number of days.*
- ♦ All applications shall be filed in personal file of the employee.
- ♦ The record of leaves and service book of Head of the Institute shall be maintained in the institute only. However, orders received from central office shall be filed in personal file.
- ♦ Personal file, Service Book, Register for Casual Leave shall be considered as record.

Entry in ERP:

- ♦ The entry in ERP shall be updated by the Head of Administration (Registrar) immediately after the leave is sanctioned by the Leave Sanctioning Authority.
- ✱ ♦ Registrar shall be responsible to maintain leave account of all the employees in the Institute.
- ♦ The entry in ERP in respect of Head of the Institute shall be made by HRD of Central office immediately after the leave is sanctioned.
- ♦ The progressive total of casual leaves availed and available shall be shown in the ERP.

Casual Leave:

- ♦ The record of casual leave shall be maintained for Calendar year.
- ♦ All employees shall be entitled for eight (08) casual leaves in a year.
- ♦ Casual leave shall be granted on pro-rata basis.
- ♦ Normally not more than 3 days casual leave shall be granted at a time.
- ♦ Sunday or holiday falling during the period of casual leave shall be excluded.
- ♦ Casual leave shall be evenly distributed during each half of calendar year i.e. 4 CL in first half and 4 CL in second half of the year.
- ♦ Half day casual leave can be granted on full working day. (Forenoon or Afternoon). However, half day leave shall not be granted on half working day.
- ♦ Casual leave shall not be prefixed or suffixed to vacations, EL, ML, MTL etc. However it can be suffixed or prefixed to CO, LWP and DL.
- ♦ Casual leave shall not be carried forward to next year. CL at credit on 31st Dec. shall get lapsed.

Vacation:

- ♦ Irrespective of the vacation period declared by the University the Head of the institute shall decide the actual vacation period limited to 50 days in a year. – 20 days in winter and 30 days in summer.

The posts of Deans, Head of the Department, Professor, Associate Professor, Assistant Professor, Lecturers, Instructors, and Laboratory Assistants shall be treated as vacational posts whereas all other posts shall be non-vacational.

- ♦ The teaching faculty on probation shall not be entitled for vacation during first year of service. However, if the senior faculty coming from other colleges and who have completed a total length of approved service of 10 years in different institutions shall be considered for full vacation. However other conditions of probation will continue to apply.
- ♦ In second year of probation period half vacation may be granted. However, period of detention if any, shall not be considered for converting in earned leave.
- ♦ Teaching faculty approved by the University shall be entitled for earned leave after completion of two years of probation period if detained during vacation for office work.
- ♦ Non teaching staff working in pay scale shall be entitled to earn leave only after completion of two years in pay scale.
- ♦ Head of the Institute shall issue office order regarding the teaching faculty or non teaching vacational staff to be detained during vacation.
- ♦ Head of the Institute shall issue another office order after the vacation period is over stating the name of the vacational staff actually who have actually worked during the vacation.
- ♦ The persons who have been actually detained during vacation shall be entitled to earn leave at their credit as per rules mentioned herein.
- ♦ The faculty who is required for invigilation purpose or for evaluation of answer books shall not be treated as detained.

Earned Leave:

- ♦ A non-teaching regular employee holding non-vacation post shall be entitled to 20 days of earned leave with full pay and allowances for every one year of completed service.
- ♦ The calculations of earned leave shall be done once in a year—preferably on 31st December.
- ♦ The leave earned by employee shall be credited to the account and also in the service book.
- ♦ Leave at credit of an employee at the close of previous year shall be carried forward.
- ♦ If employee has taken extra ordinary leave for more than 30 days during the year, this period shall not be counted for the purpose of calculating earned leave.
- ♦ If earned leave comes in fractions it shall be rounded as per usual rules of rounding off.
- ♦ The employee entitled for vacation if detained shall be entitled for earned leave equal to $(Nx20)/50$ where N is number of days detained during vacation for the year by an office order provided LWP is less than 30 days. Otherwise it should be proportionately reduced.
- ♦ Normally when academic session is running in full swing, no application for earned leave shall be entertained.
- ♦ No employee shall be entitled to surrender earned leave for encashment.

Medical Leave:

- ♦ An employee shall be allowed to avail of full pay medical leave for 10 days in a calendar year.
- ♦ Medical certificate may not be necessary for leave on medical ground up to *three* days.
- ♦ If application for leave on medical ground is for more than *three* days, application shall be accompanied by the certificate issued by the registered medical practitioner and employee shall submit a fitness certificate at the time of joining duties.

- ♦ The Leave sanctioning authority may seek a second opinion by requesting any other Medical Practitioner to have applicant medically examined at own cost.
- ♦ The medical leave at the credit of the employee shall be carried forward up to maximum of 180 days.
- ♦ If medical leave is available at the credit of the teacher it may be granted for the purpose Ph.D. study as a special case if requested by the teacher.

Maternity Leave:

- ♦ A female teaching faculty who has rendered one year of service on regular basis or a non teaching female employee who has rendered one year service in regular pay scale shall be eligible for maternity leave on full pay for a period of 90 days.
- ♦ Maternity leave shall be granted only for first two children.
- ♦ In case of female employees who are entitled to vacations maternity leave of 90 days shall be excluding period of vacation.
- ♦ The application for maternity leave shall invariably be supported by medical certificate stating probable date of delivery, and an undertaking regarding number of children.
- ♦ Medical leave may be availed in continuation with maternity leave up to a maximum period of 30 days without production of a medical certificate.

Leave without Pay:

- ♦ Leave without pay may be granted to an employee when no other leave is by rule admissible.
- ♦ Leave without pay may be granted in combination of any other kind of admissible leave.
- ♦ The leave without pay for more than 30 days during probation period shall extend the probation period by the period of LWP.
- ♦ The name of the employee who avails of more than five days LWP in a month should be reported to the office of the Executive Director.

Compensatory Off:

- ♦ Compensatory off is normally allowed *only to the non teaching staff*.
- ♦ Teaching faculty and officers are not entitled for compensatory off unless the entire college functions on holiday for the whole day because of some exigency.
- ♦ Compensatory off is allowed against the duty performed on holidays by an office order in writing. Therefore whenever staff is called on holidays office order shall be issued by the Head of the Institute.
- ♦ Compensatory off shall not be allowed to be accumulated for more than three days at any point of time during in the calendar year.
- ♦ Compensatory off can not be carried forward to next calendar year.
- ♦ The holidays can be prefixed or suffixed to the compensatory off.

Duty Leave:

- ♦ Teaching faculty shall be entitled for duty leave up to Ten days in a year for academic involvement when teacher cannot attend office during the day.
- ♦ Academic involvement shall include attending workshops, seminars, conferences, presentations, representing national sports etc. with the approval of the Head of the Institutions in writing.
- ♦ Academic Involvement shall also include meetings of academic bodies convened by Government, Universities and other bodies, expert in selection panel, member of LEC, External

Examiner within the University area, Examiner for PG or PhD candidates outside the University area, Assignment given by DTE, AICTE or any such statutory body.

- ♦ Duty Leave is not granted for the work related to evaluation/moderation or invigilation etc.
- ♦ In case of senior teachers if duty leave is to be granted beyond 10 days such cases should be referred to the office of the Executive Director.

Office Duty (OD):

- ♦ When the employee has been deputed for carrying out some office job locally and therefore unable to attend office at the scheduled time such absence is considered as office duty.
- ♦ Office duty includes deputation for official assignment in University / It. DTE / Social Welfare office / Industry/ Bank or any other office at HQ for collecting some information, submission of some documents etc. as directed by the Head of the institution.
- ♦ In case of office duty Head of the department or Head of the Institute shall make necessary entries in ERP or manual register.

Study Leave for Teachers:

- ♦ A teaching faculty may be granted limited study leave for undertaking Ph.D. study.
- ♦ A teacher shall apply for study leave at least three months before he or she intends to avail of such a leave.
- ♦ Each case will be decided by the management individually subject to terms and conditions stipulated in each case separately.

Leave sanctioning authority:

Kind of Leave	Sanctioning Authority
CL, CO, LWP, DL, OD, ML, EL (up to 15 days)	Head of the Institute
Any leave beyond 15 days	Executive Director
Maternity Leave	Executive Director
Any other Leave	Management

NOTE:

Revision of these leave rules will be taken after 1 year and necessary amendments may be made in due course in case some difficulties are observed in operation of these rules. The Head of the Institutes are requested to bring such difficulties to the notice of this office.


(O.S. Bihade)
Executive Director

- Copy to Principal PCE, LTCE, PIET, RCCE, ILCE, PIGCE, LTMSR, MADE, TIADS, ICPE, ILCP (Deg) for information and necessary action. The Principals are requested to maintain proper record of operation of all kinds of leaves since it is directly related financial burden.
- Copy to CAFO Mumbai, CAFO (LTSS) for information.
- Copy to SO (HS), Select file (H), Select file (G)

Application form for Casual Leave:

Name of employee :
Designation :
Number of CL applied for and dates:
Purpose :
Permission to leave HQ : Yes / No
Alternative arrangement :
CL already availed during the year :

Signature

To

Head of Deptt.

Registrar

Principal

Report of CL

Name of the employee

Application Form for Other Leave

Name of Applicant :
Designation :
Department / Section :
Basic Salary :
Nature of Leave applied for :
Purpose :
Period of Leave Applied for :
Holidays prefixed or suffixed :
Activities during leave period :
Contact Number during leave :
Alternative contact number :

Undertaking:

I am aware that my salary for leave period will be drawn only after leave asked for is sanctioned by the competent authority. I shall report to the duties forthwith, if called back in exigencies.

Signature of Applicant

Recommendations of the Controlling Officer

Leave Applied for is recommended. Alternative arrangement has been made at departmental level. /Leave Applied for is not recommended.

Signature of the Controlling Officer

For Office Use Only

PRIYADARSHINI INSTITUTE OF ARCHITECTURE AND DESIGN STUDIES

Priyadarshini Campus, Digdoh hills Off Hingna Road, Near CRPF Campus, Nagpur-19

To,

From : _____

The Principal
PIADS
NAGPUR

Subject : Application for Casual / Medical / Earned / Onduty Leave
(Strike out which is not applicable)

Dear sir,

Due to _____ I request you to grant / sanction _____ days leave
From _____ to _____ with permission to prefix / affix _____ being 2nd / 4th Saturday
and Sunday.

(Strike out which is not applicable)

During my absence my classes / studios shall be engaged and conducted by the teachers as mentioned
below:-

Sr. No.	Date	Subject	Semester	Time of classes / studios	Classes / Studios to be engaged by

Thanking you,

Yours faithfully,

1) I Prof. _____ agree to engage and conduct the above mentioned classes /
studios during the period of absence of Prof. _____.

Sign :

Name :

2) I Prof. _____ agree to engage and conduct the above mentioned classes /
studios during the period of absence of Prof. _____.

Sign :

Name :

3) I Prof. _____ agree to engage and conduct the above mentioned classes /
studios during the period of absence of Prof. _____.

Sign :

Name :

Date: 20th March, 2018

NOTICE

Subject: Amendment to Leave Rules - Maternity Leave

Ref.: LTJSS/ED/H/2011/3094 dated 18/10/2011, LTJSS/ED/H/Leave/2012/3617 dated 14/08/2012 & LTJSS/D/HR/Leave/2014/7175 dated 24/03/2014

With reference to Standing Order No. LTJSS/DIR/HR/2017-18/261 dated 5th March, 2018, this is to inform to the female employees of this Institute that the following amendments have been added to the provisions of Maternity Leave by the management.

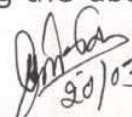
Amendments:

- 1) Increase in the maternity leave benefit from existing period of 90 days to 180 days.
- 2) In view of the above enhancement, the permission to suffix or prefix any other type of leaves including vacations granted previously is withdrawn.
- 3) The female employee entitled to maternity benefit shall proceed on her maternity leave for a period exceeding not more than 8 weeks /56 days preceding the date of her expected delivery.
- 4) The female faculty intending to avail maternity leave has to submit an application stating her probable date of proceeding on maternity leave at least 3 months prior to the actual commencement of maternity leave.
- 5) In case of a female employee availing maternity leave, she will be able to resume her duties only at the commencement of the subsequent academic session.

Please note that the prevailing maternity leave rules excluding the above amended provisions would continue to remain in force.



Copy for information:
Director, PIADS, Nagpur


20/03
Prof. P. P. Padgilwar
Principal, PIADS, Nagpur

LTJSS/DIR/HR/2017-18/261

Date: 05-03-2018

STANDING ORDER

Sub: Amendment to Leave Rules – Maternity Leave

Ref: LTJSS/ED/H/2011/3094 dated 18-10-2011, LTJSS/ED/H/Leave/2012/3617 dated 14-08-2012 & LTJSS/D/HR/Leave/2014/7175 dated 24.03.2014.

Consequent upon the decision of the management the following amendments have been added to the provisions of Maternity Leave.

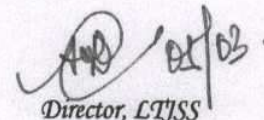
Amendments:

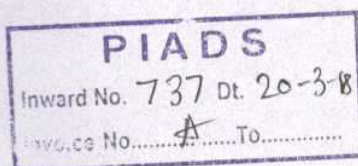
- Increase in the maternity leave benefit from existing period of 90 days to 180 days.
- In view of the above enhancement, the permission to suffix or prefix any other type of leaves including vacations granted previously is withdrawn.
- The female employee entitled to maternity benefit shall proceed on her maternity leave for a period exceeding not more than 8 weeks/56 days preceding the date of her expected delivery.
- The female faculty intending to avail maternity leave has to submit an application stating her probable date of proceeding on maternity leave at least 3 months prior to the actual commencement of maternity leave.
- In case of a female employee availing maternity leave, she will be able to resume her duties only at the commencement of the subsequent academic session.

Please note that the prevailing maternity leave rules excluding the above amended provisions would continue to remain in force.

By order

For L.T.J.S.S.,


Director, LTJSS



- Copy submitted to Hon'ble Director (G.B.) for information.
- Copy to Principal PCE, LTCE, PIET, PBCE, PJLCE, PIGCE, PIADS, LTIADS, PPN, JLCCP(Deg), JLCCP(Dip), JCPE, PCED, Pallavi D.Ed & BITC for necessary information and action.
- Copy to CAFO, LTJSS for information.

Priyadarshini Institute of Arch. & Design Stu. - (From 1-Apr-2016)

Priyadarshini Campus, Near CRPF Campus, Hingana Road
Nagpur.

S.M Mandwekar

Ledger Account

1-Apr-2016 to 31-Mar-2017

Date	Particulars	Vch Type	Vch No.	Debit	Page Cred
7-2016	Cr Cash Account	Payment	355	5,000.00	
8-2016	Dr Salaries (Non Teaching Staff)	Journal	62		1,000.0
9-2016	Dr Salaries (Non Teaching Staff)	Journal	77		1,000.0
10-2016	Dr Salaries (Non Teaching Staff)	Journal	90		1,000.0
11-2016	Dr Salaries (Non Teaching Staff)	Journal	100		1,000.0
12-2016	Dr Salaries (Non Teaching Staff)	Journal	115		1,000.0
1-2017	Cr Cash Account	Payment	768	3,500.00	
1-2017	Dr Salaries (Non Teaching Staff)	Journal	150		3,500.0
2-2017	Cr Cash Account	Payment	803	10,000.00	
2-2017	Dr Salaries (Non Teaching Staff)	Journal	167		2,000.0
3-2017	Dr Salaries (Non Teaching Staff)	Journal	192		1,000.0
				18,500.00	11,500.0
Dr	Closing Balance				7,000.0
				18,500.00	18,500.0

ADARSHINI INSTITUTE OF ARCHITECTURE & DESIGN STUDIES, NAG

CASH PAYMENT VOUCHER

IER NO.

Date: 27/6

Ac HEAD

AMOUNT (Rs.)

Suresh Mandhewar (Salary)

5000/-

7

TOTAL (Rs.)

5000/-

on : Being Cash paid to Suresh Mandhewar and

For the month of July-16 deduct in Aug 16

(words)

PREPARED BY

CHECKED BY

C.A.F.O.

RECEIVER'S SIGN.

[Signature]

15.27.07-2

पती

प्राचार साहेब
प्रियदर्शी आर्किटेक्चर डॉक्टर
नागपूर

विषय: Advance निव्वळणावत
(RS. 5000/-)

नाव :- सुरेश मांडवेकर
मुल्य 5000/-
March-2011

सर,
मि रवालीन सहित उपचार (15/2/11)
सुरेश मांडवेकर आपल्या डॉक्टरांकडे

कार्यरत आहे. मला मुलीच्या आर्माक
साठी 5000/- इ. गरज आहे. माझा
पगारातून (1000/- इ. पगारातून) उपचार

उरमात यावी हे विनंती
धन्यवाद
No advance
personally

To C.A.F.O.
forwarded for approval
23/7

आमच्या वि.
मंडळीत

Date: 15/12/17

श्रीमान् प्राचार्य महोदय

प्रियदर्शिनी वास्तुशास्त्र महाविद्यालय

हिंमना रोड

नागपुर - 440019

विषय - 15000/- रु. सौंदर्य अडवांस हेतु

अर्जदार - विप्रनाथ रा० मिश्र (आफिस अटैन्डेंट)

महोदय, सेवा में - सविनय निवेदन है कि हमारे माता जी कि अर्भक बरषी है। जिस काम हेतु मुझे 15000/- रु. कि सख्त आवश्यकता है।

अतः श्रीमान्नीय महोदय जी से विनम्र निवेदन है कि उपरोक्त कार्य हेतु अडवांस दिवाने कि कृपा करेंगे। एवं दरमाह वेतन में से 2000/- कटौती करने कि कृपा करेंगे।

Rs. 15000/- as Sal. Adv. पत्रवादा।
Pl. deduct in 7 Months.
Dtd advance 15/12/17

15/12/17

Forwarded to C.A.F.O.
for approval.
15/12

आपका विश्वासु

विप्रनाथ रा० मिश्र

आफिस अटैन्डेंट

आफिस अटैन्डेंट

Priyadarshini Institute of Arch. & Design Stu. -- (From 1 Apr-2017)
Priyadarshini Campus, Near CRPF Campus, Hingana Road
Nagpur

Payment Voucher

No. 360

Dated 18 Dec-2017

Particulars

Account :

B.N.Mishra (Sal)

10,000.00

Through :

Cash Account

*On Account of :

BEING CASH PAID TO B.N. MISHRA TWDS SALARY ADVANCE
FROM DEDUCT MONTH-JAN -2018 PER MONTH 2000/-

Amount (in words) :

Piads Ten Thousand Only

₹ 10,000.00

Re

Signature

Authorised Sign

Priyadarshini Institute of Arch. & Design Sta. -- (From 1-Apr-2017)
Priyadarshini Campus, Near CRPF Campus, Hingana Road
Nagpur

Payment Voucher

No. : 361

Dated : 13 Dec-2017

Particulars	Amount
Account : B.N.Mishra (Sal)	5,000.00

Through :
Cash Account

On Account of :
BEING CASH PAID TO B.N. MISHRA TWDS SALARY ADVANCE
FROM DEDUCT MONTH-JAN -2018 PER MONTH 2000/-

Amount (in words) :
Rupees Five Thousand Only

₹ 5,000.00

Rec

ture:

Authorised Signatory

Date: 15/12/17

श्रीमान् प्राचार्य महोदय

प्रियदर्शिनी वास्तुशास्त्र महाविद्यालय

हिंगना रोड

नागपुर - 440019

विषय - 15000/- रु. सैलरी अडवांस हेतु

गैजट - विप्रनाथ रा० मिश्र (आफिस अटैन्डेंट)

महोदय, सेवा में - सावित्र निवेदन है कि हमारे माता जी कि अर्धा वरषी है। जिस काम हेतु मुझे 15000/- रु. कि सख्त आवश्यकता है।

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विप्रनाथ रा० मिश्र

आफिस अटैन्डेंट