

दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in

Email: daulatramcollegeedu@gmail.com

6.3.1 The institution has a performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

The University of Delhi has established an appraisal system. This system is designed to objectively evaluate the performance of both teaching and non-teaching staff, facilitate promotions based on merit, and provide appropriate incentives.

• **For Teaching Staff:-**

➤ **Submission of APAR Forms:-**

Teaching staff are required to complete and submit their Annual Performance Appraisal Report (APAR) forms to the Internal Quality Assurance Cell (IQAC) within the stipulated timeframe.

➤ **Screening Process by IQAC:-**

The IQAC meticulously screens the submitted APAR forms to ensure adherence to prescribed guidelines and completeness of information.

APAR forms to ensure adherence to prescribed guidelines and completeness of information.

➤ **Recommendations by Selection Committee:-** Following the screening process, the IQAC forwards the APAR forms to the respective selection committee, which convenes to assess the performance of each staff member and make promotion recommendations accordingly.

• **For Non-Teaching Staff:-**

➤ **Appraisal Form Completion:-**

Non-teaching staff members are required to diligently complete the designated appraisal form, detailing their performance over the appraisal period.

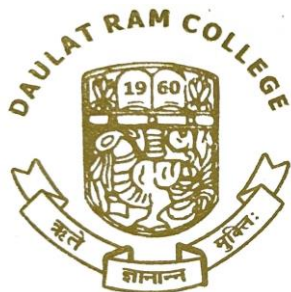
Review by Reporting Officer: Upon completion, the filled appraisal forms are reviewed by the reporting officer of the respective staff member. The reporting officer ensures the accuracy and relevance of the information provided before proceeding.

➤ **Submission to Reviewing Officer:-**

Subsequently, the reviewed forms are submitted to the reviewing officer, who may be the Principal or Administrative Officer, for further scrutiny.


Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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➤ **Presentation to Promotion Committee:** The reviewing officer presents the compiled appraisal reports before the department promotion committee. This committee meticulously evaluates the performance of each staff member and deliberates on promotion decisions.

● **Recognition of Excellence:**

Exceptional contributions by non-teaching staff members are duly recognized and appreciated through formal felicitation by the Principal during the college's annual day function, as per established protocols and criteria.

● **Welfare Measures and Financial Support:**

The college extends various welfare measures and financial support mechanisms to both teaching and non-teaching staff, in accordance with Central Government rules. These include but are not limited to:

- Residential facilities
- Infrastructure support for differently-abled staff
- Medical facilities
- Leave policies encompassing child care, maternity, paternity, study, and LTC with encashment options
- Financial benefits such as General Insurance Scheme, Child Education Allowance, HBA, HTC, LTC, etc.

● **Training and Development Initiatives:**

Formal training programs and workshops are conducted at regular intervals for the professional development of non-teaching staff members. Additionally, a counselling centre operates within the Psychological Resource Centre, providing psychological support services as mandated by governmental regulations.

● **Staff Recruitment and Promotion:**

The college adheres to Government of India guidelines in the recruitment and promotion of staff members. Notably, a total of 116 faculty members and 29 non-teaching staff have been recruited on a permanent basis. Furthermore, 28 faculty members have been promoted to higher positions, including 10 associate professors during the specified period.


Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





(1)

DAULAT RAM COLLEGE
(University of Delhi)
NEW DELHI-110007

SUMMARY FOR THE PROMOTION OF TEACHERS OF COLLEGE FROM ONE ACADEMIC GRADE PAY (AGP) TO THE NEXT HIGHER AGP UNDER CAREER ADVANCEMENT SCHEME (CAS), 2018 AS PER SOPs ISSUED BY UNIVERSITY OF DELHI DATED 5.11.2020

(To be filled by the College Administration)
Scheme opted for CAS 2018

SECTION A: BRIEF PARTICULARS OF THE TEACHER

1	Name of the Teacher	Dr. [REDACTED]
2	Department	Biochemistry
3	Date of Birth	15 th July 1959
4	Date of Permanent Appointment	1 st September, 1988
5	Date of Last Promotion	1 st January, 2006
6	Present Designation and Academic Level	Associate Professor (Level 4)
7	Designation/Stage and Academic Level for which promotion is sought	Professor (Level 5)
8	Date of Eligibility for Promotion	18 July, 2018
9	Assessment Period	30 th July 2015- 30 th July 2018
10	Qualification in brief giving the year in which acquired (M.Phil. / Ph.D. / Professional Qualification)	1988
11	Whether AIPR (Annual Property Return Filed)	Yes
12	Whether any disciplinary case pending	NO
13	Details of Leave Availed during Assessment Period (Mention the period and nature of leave like Child Care Leave, Maternity Leave, Study Leave, EOL, Deputation etc.)	Nil

SECTION B: TEACHING EXPERIENCE DURING ASSESSEMENT PERIOD

S. No.	Institution/ Colleges		Designation	Period		Experience		
				From	To	Year	Months	Day
1	Daulat College	Ram	Lecturer	1/9/88	31/8/93	4 years	11 months	
2	Daulat College	Ram	Sr Lecturer	1/9/93	26/7/98	4years	10 months	
3	Daulat College	Ram	Reader	27/07/98	31/12/2005	6 years	5 months	5 days
4	Daulat College	Ram	Associate Professor	01/01/2006	Till date	12 years	8 months	
<i>Total Teaching experience as on</i>						30 years	11months	
<i>30th August, 2020</i>								
<i>* Date of eligibility</i>						18 July, 2018		

SECTION C: ELIGIBILITY CRITERIA FOR THE PROMOTION

I. SERVICE & OTHER REQUIREMENTS FOR THE PROMOTION

*Service Requirement (No. of years with Ph.D./M.Phil./PG)	Whether fulfilling the requirements (Yes/No)
3 years as associate professor	Yes
Ph.D	Yes
Research Score >110	Yes
10 publications in Research Journals	Yes
3 publications in assessment period	Yes

II. SUMMARY OF GRADINGS DURING ASSESSMENT PERIOD

Years	GRADING FOR SECTION B.1 GOOD/ SATISFACTORY	GRADING FOR SECTION B.2 GOOD/ SATISFACTORY	OVERALL GRADING FOR SECTION B.1 AND B.2	NO. OF OVERALL GRADINGS AS GOOD 3/4/5	WHETHER FULFILLING REQUIREMENT OF NO. OF APARs AS GOOD (YES/NO)
2015-16	Good	Good	Good	3	Yes
2016-17	Good	Good	Good		
2017-18	Good	Good	Good		

III. DETAILS OF ORIENTATION/REFRESHER COMPLETED NA

SNO.	NAME OF THE COURSE/ FDP/MOOCs etc.	DURATION		SPONSORING INSTITUTION	WHETHER RELAXATION CLAIMED UNDER CAS 2018 FOR FULFILLING THE REQUIREMENT OF ORIENTATION/REFRESHER PROGRAMME
		From	To		
1	FDP	1/12/2016	7/12/2016	DRC	NA

	in science, engineering and technology				
3	An Insight into the Histological Changes in Rodent Brain in Response to graded Hyperthermia(2016) International Journal of Biotechnology and Biomedical Science	2454-4582	Peer Reviewed, Corresponding Author	0%	
4	Histological Changes in Mammalian Liver and Heart in Response to Graded Hyperthermia(2015) International Journal of Current Pharmaceutical & Clinical Research	2248-9142	Peer Reviewed, Joint Author	0%	
5	Structural Alterations in Spleen and Kidney in Response to Graded Heat Stress(2015) International Journal of Pharmacology Research	2249-7641	Peer Reviewed , Joint Author	0%	
6	Graded Hyperthermia and Kidney Function: A Comprehensive Evaluation(2015) International Journal of Phytopharmacology	0975-9328	Peer Reviewed, Joint Author	0%	
7	Biochemical Effects of Heat Stress and Acclimation, DU Journal of Undergraduate Research and Innovation(2015) DU Journal of Undergraduate Research and Innovation	2395-2334	Peer Reviewed, Corresponding Author	0%	
8	Biochemical Evaluation of Hepatic Damage in Mammalian acute heat stress and heat stroke models	2229-7456	Peer Reviewed, Joint Author	0%	
9	The biology of Thermoregulation in the animal kingdom (2015) J of Agroecology and Natural Resource management	2394-0794	Peer Reviewed , Corresponding Author	0%	

IV: DETAILS OF RESEARCH SCORE (APPLICABLE ONLY FOR PROFESSORSHIP)

RESEARCH SCORE CATEGORY AS PER TABLE UNDER CAS 2018	SCORE CLAIMED	SCORE VERIFIED
CATEGORY 1	80.5	80.8
CATEGORY 2	22.80	20.40
CATEGORY 3	35	35
CATEGORY 4	50	50
CATEGORY 5	20	20
CATEGORY 6	65	65
TOTAL	273.3	271.2

VI. CAPPING OF CATEGORY 5(B) AND CATEGORY 6 TO THE EXTENT OF 30% OF TOTAL RESEARCH SCORE

	VERIFIED OR NOT (YES OR NO)
CAPPING CATEGORY 5(B) AND CATEGORY 6 VERIFIED TO THE EXTENT OF 30%	Yes

SECTION D: DETAILS OF PUBLICATIONS SUBMITTED FOR EVALUATION BY EXTERNAL EXPERTS

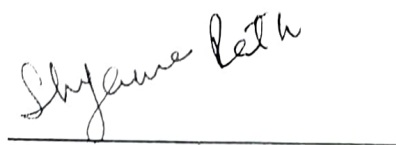
S.No	DETAILS OF PUBLICATION	ISSN	WHETHER UGC LISTED OR PEER REVIEWED (YES OR NO) IF YES MENTION THE DETAILS	Plagiarism (Urkund %)	APPROVED BY EXTERNAL EXPERTS OR NOT (YES OR NO)
1	Heat Stress induced Neuroinflammation and Aberration in Monoamine levels in Hypothalamus are associated with Temperature Dysregulation (2017) Neuroscience	0306-4522	Peer Reviewed, UGC Approved, Scopus Indexed, Joint Author	0%	
2	Quantification of carbon footprint and handprint in the college campus: a peek into the future. (2017) International Journal of Innovative research in science, engineering and technology	7224-7227	Peer Reviewed, Joint Author	0%	

10	Biospectrum of Heat Adaptations(2014) J of Agroecology and Natural Resource management	2394-0794	Peer Reviewed, Joint Author	0%	
11	Thermostable alpha amylaseconjugated antibodies as probes for immunodetection in ELISA (2002) J of Immunoassay and Immunochemistry	15324230	Peer Reviewed, and UGC Approved Journal, Scopus Indexed , First Author	0%	
12	Development and Application of a Homologous Elisa for Buffalo Prolactin(1996) Buffalo Journal	0857-1557	Peer Reviewed, First author	Not Done, PDF not available	

VERIFIED THE ABOVE CREDENTIALS



16/11/2021

University Representative GB



University Representative GB

Administrative Officer


Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7



DAULAT RAM COLLEGE University of Delhi

A screening committee was constituted to consider applications for promotion from Associate Professor to Professor. The duly constituted screening committee met on 24.09.21, 28.10.21 & 16.11.21 for considering total of nine cases.

The following members were present:

Prof. Anil Kumar Rai : University Representative, GB
Prof. Shyama Rath : University Representative, GB
Prof. Savita Roy : Principal

The applications, forwarded through IQAC of the college, which were processed by the screening committee were as follows:

S. No.	Name of teacher	Department	Score	Date of Eligibility
1.	Dr. Sarita Nanda	Bio Chemistry	271.2	18.07.2018
2.	Dr. Padmshree Mudgal	Bio Chemistry	150.6	06.11.2020
3.	Dr. Rekha Kathal	Botany	247.1	18.07.2018
4.	Dr. Nidhi Gautam	Botany	179.7	18.07.2018
5.	Dr. Priti Malhotra	Chemistry	286.4	18.07.2018
6.	Dr. Meetu Khosla	Psychology	494	18.07.2018
7.	Dr. Rajni Sahni	Psychology	383	01.11.2020
8.	Dr. Suranjita Ray	Political Science	250.5	18.07.2018

Screening Committee looked into their PBAS, APAR Originality reports of publication is Assessment period research score and personal records. The Committee recommends that the above teachers are meeting the eligibility criteria, as per rules subject to Statutes/Ordinances/regulations of University of Delhi issued & UGC CAS 2018 (vide Delhi University notification No.Estab-IV/017/2018-2020/9 dated 27.8.2020) with effect from their date of eligibility.

Signatures:

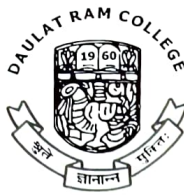
University Representative, GB

University Representative, GB

Principal

Shyama Rath 16/11/2021

Sarita R
16/11



DAULAT RAM COLLEGE

University of Delhi

MINUTES OF THE SELECTION COMMITTEE

A Meeting of the Selection Committee for considering promotion of Associate Professor (Stage V Academic level 13A) in the **Bio Chemistry** department) to the post of Professor (Stage V Academic Level 14) Under CAS 2018 was held on **2 February, 2022 at 2 p.m.** in the Committee room of Daulat Ram College, University of Delhi.

The following members were present:

1. Prof. Yasha Hasija : Vice- Chancellor nominee (DU) (Online)
2. Prof. Balaram Pani : Vice- Chancellor nominee (DU) (Online)
3. Prof. P. R. Mondal : An Academician representing SC/ST/OBC/Minority/Women / Person with Disability (PWD) (Offline)
4. Prof. Suman Kundu : Subject Expert (Online)
5. Prof D. P. Sarkar : Subject Expert (Online)
6. Mr. Mukul Gupta : Chairperson (GB,DRC) (Offline)
7. Prof. Savita Roy : Principal (Offline)

The case of **Dr. Sarita Nanda** eligible Associate Professor (Academic Level 13A) was considered on the basis of details, submitted in the self- assessment proforma under CAS 2018. On the basis of the details submitted by the candidate, PBAS and APAR & recommendation of Screening Committee, interview was conducted by the Selection committee. The Selection committee recommends **Dr. Sarita Nanda** to be promoted from Associate Professor (Stage IV Academic Level 13A) to (Stage V Academic Level 14) with effect from her date of eligibility w.e.f. **18th July 2018** as per rules subject to Statutes/Ordinances/regulations of University of Delhi (vide Delhi University notification No.Estab-IV/017/2018-2020/9 dated 27.8.2020).

Signatures

Prof. Yasha Hasija: Vice- Chancellor nominee (DU) _____ *Yashmasya*

Prof. Balaram Pani : Vice- Chancellor nominee (DU) _____ *B.P.*

Prof. P. R. Mondal : An Academician representing SC/ST/OBC/Minority/Women/

Person with Disability (PWD) _____ *P.R. Mondal 02.02.2022*

Prof. Suman Kundu: Subject Expert _____ *Suman Kundu*

Prof D. P. Sarkar: Subject Expert _____ *D.P. Sarkar*

Mr. Mukul Gupta: Chairperson, DRC _____ *Mukul Gupta*

Prof. Savita Roy : Principal _____ *Savita Roy*

Submitted for approval of Chairperson, GB: - _____ *Mukul Gupta*

Mr. Mukul Gupta
Chairman of GB, DRC

Prof. Savita Roy
Principal

दौलत राम कॉलेज
(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मॉरिस नगर, दिल्ली-110007
फोन: 27667863 फॅक्स: 27666990
ईमेल: daulatramcollegedu@gmail.com
वेबसाइट: www.drdu.ac.in



A Star Status by G.O.I & NAAC Accredited 'A' Grade College

Daulat Ram College
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,
DELHI-110007
PHONE: 27667863 FAX: 27666990
Email: daulatramcollegedu@gmail.com,
Website: www.drdu.ac.in

DRC/S2(Promotion)/2022/

Dated: - 16th June 2022

OFFICE ORDER

On the recommendations of the screening Cum Evaluation Committee dated 24.09.21, 28.10.21, 16.11.21 & 18.02.2022, and Selection Committee dated 01.02.200, 02.02.2022, 03.02.2022, 16.03.2022 and Governing Body dated 02.04.2022 following teachers are promoted from Associate Professor Stage 4 to Professor Stage 5 in the rationalised Entry Pay Rs. 1,44,200/- (Academic Level 13A to Academic Level 14) under 7th CPC) under Career Advance Scheme 2018 w.e.f. their date of eligibility.

Sr. No.	Name of the Teacher's	Department	Scheme	Date of Promotion
1	Dr. Sarita Nanda	Bio-Chemistry	CAS 2018	18.07.2018
2	Dr. Padmshree Mudgal	Bio-Chemistry	CAS 2018	06.11.2020
3	Dr. Rekha Kathal	Botany	CAS 2018	18.07.2018
4	Dr. Nidhi Gautam	Botany	CAS 2018	18.07.2018
5	Dr. Rama Pasricha	Botany	CAS 2018	18.07.2018
6	Dr. Priti Malhotra	Chemistry	CAS 2018	18.07.2018
7	Dr. Meetu Khosla	Psychology	CAS 2018	18.07.2018
8	Dr. Rajni Sahni	Psychology	CAS 2018	01.11.2020
9	Dr. Suranjita Ray	Political Science	CAS 2018	18.07.2018

Sarita Roy
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-110007

Sarita Roy
Principal
(Prof. Savita Roy)

Copy to: - 1. Account Section
2. Personal File (All Teachers)



DAULAT RAM COLLEGE University of Delhi

DRC/Excerpt- GB/2022/151

Dated: -1st July 2022

Excerpt from the minutes of the Governing Body Meeting held on 02.04.2022

Item No. 13: To report and record the promotion of teachers.


The University of Delhi has notified the scheme of promotions for college teachers vide Notification No. CNC - 11/093/1(12)/2019 -20/251 dated 03.10.2019 and Notification No. Estab - IV /017/2018 - 2020/9 dated 27.8.2020. Accordingly screening and evaluation committee have been held for promotions of teachers in various department as per University of Delhi Ordinance XVIII.


The Committee recommended that the following teachers be promoted to the post of Professor as per Delhi University Act Ordinance and Statues from the date of their eligibility:

Promotion from stage IV to V (i.e. Associate Professor to Professor)

Sr. No.	Name of Teacher	Designation	Department	API Score	Date of Promotion
1	Sarita Nanda	Professor	Bio - Chemistry	271.2	18.07.2018
2	Padamshree Mudgal	Professor	Bio - Chemistry	150.6	06.11.2020
3	Nidhi Gautam	Professor	Botany	179.7	18.07.2018
4	Rekha Kathal	Professor	Botany	247.1	18.07.2018
5	Rama Pasricha	Professor	Botany	173	18.07.2018
6	Priti Malhotra	Professor	Chemistry	286.4	18.07.2018
7	Suranjita Ray	Professor	Political Science	250.5	18.07.2018
8	Rajni Sahni	Professor	Psychology	383	01.11.2020
9	Meetu Khosla	Professor	Psychology	494	18.07.2018

Item reported, recorded and approved.


Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7


Principal



o/c

DRC/82(Promotion/2022/ 666

Dated: - 25th July 2022

8/8

To
The Assistant Registrar(Colleges),
College Branch- I,
Room No. 203,
New Administrative Block,
University of Delhi
Delhi 110007

Subject: - Fixation of Pay on Promotion/Placement in respect of Dr. Sarita Nanda, working in the Bio-Chemistry Department, of Daulat Ram College on their promotion under CAS 2018

Dear Sir,

Please find attached herewith the proposals for fixation of pay in respect of **Dr. Sarita Nanda**, working in the **Bio-Chemistry** department, Daulat Ram College, as per recommendation of 7th CPC and on promotion to the post of Professor under Career Advancement Scheme 2018:

Sr. No.	Name of the Teacher	Stage of Promotion	Date of Eligibility for Promotion	Fixation of Pay w.e.f the date of promotion (Rs.)
1.	Dr. Sarita Nanda	From Stage 4 to Stage 5	18.07.2018	(as per 7 th CPC)

In addition to the above, the undersigned is also forwarding herewith a copy of the Screening /Selection committee Minutes, Summary/Assessment sheets in respect of the incumbents, Governing Body of the College in this regard.

In view of the above, kindly accord the Delhi University's approval for pay fixation in respect of the above – mentioned incumbents at the earliest.

Yours truly



Principal
(Prof. Savita Roy)





4855/n
Audy
5/9/22

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI
महाविद्यालय शाखा - प्रथम
College Branch-I
कमरा नंबर-203, नया प्रशासनिक खंड, दिल्ली-110007
Room No. 203, New Administrative Block, Delhi- 110007
Ph: 011-27666805, 27667725 Extn. 1160

No. CS-I/(111)/Pay Fix./Promotion/DRC/2022/ 4463

Date: 01.09.2022

The Principal,
Daulat Ram College,
University of Delhi
Delhi-110007

Subject: Fixation of pay on promotion from Stage-IV to Stage-V under CAS-2018 in respect of Dr. Sarita Nanda, Professor, Department of Bio-Chemistry, Daulat Ram College, DU

Sir/Madam,

This has reference to your letter No. DRC/82(Promotion/2022/666 dated 08.08.2022 on the subject cited above.

I am directed to inform you that on the basis of information/documents provided by the College, the pay of **Dr. Sarita Nanda, Professor** has been fixed as follows subject to correction/modification, if any, notice later on.

Pay fixed on Promotion from Stage-IV to V (Level 13A to 14) w.e.f. 18.07.2018	₹ 1,93,800 (Level-14, Cell-11)
Next date of increment	01.07.2019, (subsequent increment on 1 st July, every year, if otherwise admissible)

The Service Book of the above teacher is being returned herewith.

Yours faithfully,

Assistant Registrar (Colleges)

Encl: Service Book

SPA
For N/AP/1,
SA
5/9

cc to:-
SO (account)
Asha
5/9/22

4855/n
5/9/22

2022

Seen by me
[Signature]



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

वरिष्ठ सहायक/सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट
ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SENIOR ASSISTANT/ASSISTANT

कार्यालय/संकाय/विभाग
OFFICE/FACULTY/DEPARTMENT... DAULAT RAM COLLEGE
समाप्ति वर्ष/अवधि का प्रतिवेदन
REPORT FOR THE YEAR/PERIOD ENDING... 1st APRIL 2021 to 31st Mar 2022

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

- अधिकारी का नाम
Name of the Officer : [Redacted]
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : 03 / 10 / 1981
: (शब्दों में In words) Third October
nineteen Eighty one
- धारित पद का पदनाम
Designation of post held : J.R. ASSISTANT
- क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to
Scheduled Caste/S T/OBC? : O.B.C
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date 09-10-2006
to the present grade : ग्रेड Grade: 2000 L-2
- वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on :
Training, leave etc.) during the year.
If he/she has under gone training, specify.

N.O. Certificate of one week
Digital Learning Skill
development Programme
(Photocopy attached)

जारी Contd...P-2/-



स्वमूल्यांकन SELF APPRAISAL - भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

Making & passing of vouchers
checking & passing of general bills &
other vendor's bills
Preparing & passing of L.T.C./H.T.C bills, C.E.A.
Dealing all work related to M.P.S., Fee Concession.

2. वर्ष/अवधि के दौरान _____ से _____ तक आपके द्वारा किए गए कार्यों का संक्षिप्त विवरण (विवरण 100 शब्दों में दिया जाना चाहिए)

Brief resume of the work done by you during the year/period from _____ to _____ (The resume to be furnished should be limited to 100 words)

Making & passing of all day - to day
Accounting vouchers, checking & passing
of all general bills & vendors' bills.
Preparing & passing bills related
to L.T.C./H.T.C, C.E.A & other advances.
Dealing all work related to M.P.S,
Fee Concession, Scholarships, Fee refund
& Security refund.

3. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Yes

स्थान Place: Delli

दिनांक Date: 04-MAY-2022

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

जारी Contd....P-3/-



रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER - PART-3

(कृपया परिस्थितियों भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. इसका प्रत्येक गुण/विशेषता के लिए आंशिक ग्रेडिंग दी जानी चाहिए जो भी 1-10 तक के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम ग्रेड और 10 का तात्पर्य उच्चतम ग्रेड से है।

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(क) कार्य निष्पादन का मूल्यांकन (इस खंड का सहरीज 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col 2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3
i) थालतासह कार्य/ आवंटित विषयों के अनुसार आवंटित कार्य को पूरा करना Accomplishment of planned work work allotted as per subjects allotted	6	
ii) कार्य की गुणवत्ता Quality of work	7	
iii) रक्थ में प्रवीणता (speed and accuracy)	7	
iv) कार्य में प्रवीणता, नामत निर्धारित रजिस्ट्रों, और चार्टों इत्यादि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.	6	
कार्य निष्पादन पर समय ग्रेडिंग (कुल [i से iv]) Overall Grading on 'Work Output' (Total [i to iv])	6.5	

जारी Contd ...P-1/-



(ख) व्यक्तिगत गुण/विशेषता का मूल्यांकन (इस खंड की तहरीज 30% होगी)

(B) Assessment of Personal attributes (weightage to this section would be 30%)

रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3
i) कार्य की प्रति अभिवृत्ति Attitude to work	7	
ii) उत्तरदायित्व की भावना Sense of responsibility	7	
iii) अनुशासन बनाए रखना Maintenance of discipline	6	
iv) संप्रेषण कौशल Communication skills	7	
v) विश्लेषणात्मक योग्यता Analytical ability	6	
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team	6	
vii) समय सीमा का पालन करने की योग्यता Ability to meet deadline	7	
viii) अंतरव्यक्तिगत संबंध Inter personal relations	7	
व्यक्तिगत गुण/विशेषताओं की समग्र रेटिंग (कुल i से viii)) Overall Grading on 'Personal Attributes' (Total i to viii))	6.75	

(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खंड की तहरीज 30% होगी)

(C) Assessment of functional competency (weightage to this section would be 30%)

रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3
i) काम-काज के क्षेत्र में नियमों/विनयमों/प्रक्रियाओं का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly	8	

जारी Contd....P-5/-



ii) समन्वय क्षमता Coordination ability	6		
iii) पहल शक्ति Initiative	7		
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer	7		
'कार्यक्षमता क्षमता' पर समग्र रेटिंग (कुल i से iv) Overall grading on 'Functional Competency' (Total to iv))	7		

नोट Note: समग्र रेटिंग, निर्धारित की गई तहरीज के अनुपात में संकेतकों के प्रत्येक समूह के माध्य मान के योग पर आधारित होगी
The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य GENERAL-भागPART-4

- जनता के साथ संपर्क Relations with the public (जहाँ फही लागू हो wherever applicable)
(कृपया जनता की अधिकारी तक पहुँच की योग्यता और उनकी ज़रूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

good

- प्रशिक्षण Training
(कृपया अधिकारी की कार्यक्षमता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें) Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

work related training is required

- स्वास्थ्य की स्थिति State of Health

good

- सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें) Please comment on the integrity of the officer)

good



5. क्षमताओं और कमतर क्षमताओं, असाधारण उपलब्धियाँ, महत्वपूर्ण विगमनाओं तथा कमजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारी के समग्र गुणों पर रिपोर्ट लिखने वाले अधिकारी द्वारा की शब्द चित्र (लगभग 100 शब्दों में) Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

She deals with the preparation of student society fund account vouchers, preparation of ledgers, Cash books in tally system, preparation of L.T.C. bills, children Education allowance bills, N.P.S. A/c and Bank reconciliation of Student Fund A/c. Her attitude towards the department is good.

6. रिपोर्ट के भाग- III में खंड क, ख और ग में दी गई तहरीज के आधार पर समग्र आंकिक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

6.75

[Signature]

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place: Delli

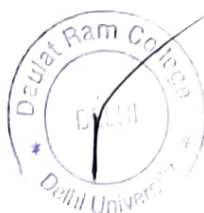
नाम मोटे अक्षरों में
Name in Block letters: RAKESH VASHISHT

दिनांक Date: 2/6/22

पदनाम
Designation: S.O.

रिपोर्ट की अवधि के दौरान
During the period of Report: 2022

2/6/22



समीक्षा अधिकारी द्वारा अभ्युक्तियों-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. समीक्षा अधिकारी के तहत सेवाकाल Length of service under the Reviewing Officer

- 8 years.

2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणोपलब्धताओं के संबंध में रिपोर्ट लिखने वाले अधिकारी द्वारा दिए गए मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 और भाग-4(5)) (एवं यदि आप गुणोपलब्धताओं के किसी भी आंशिक मूल्यांकन से सहमत नहीं हैं तो उस खंड में आपके विचारों को दर्शाते हुए रजिस्टर में अपना मूल्यांकन दर्ज करें और अपनी प्रतिक्रिया पर अपना आदेश/टिप्पणी दें।)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? (Ref: Part-3 and Part-4 (5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

— Agree —

3. असहमति की स्थिति में कारण बताएं। कृपया ऐसा कुछ है जिससे आप संशोधन करना अथवा जोड़ना चाहते हैं?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

— NA —

4. अ.जा./अ.ज.जा. अधिकारी के कार्य-निष्पादन का मूल्यांकन करने में रिपोर्ट लिखने वाले अधिकारी की अभिवृत्ति
The attitude of the Reporting Officer in assessing the performance of SC/ST officer

The reporting officer's attitude towards employee belongs to SC/ST/OBC category is positive.



5 समीक्षा अधिकारी द्वारा शब्द चित्र 1 (लगभग 100 शब्दों में) कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समग्र गुणों पर टिप्पणी करें।
Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

Ms. Seema needs to take initiative for college work on her own & show up her skills.

रिपोर्ट के भाग-3 में खंड-क, खंड-ख और खंड-ग में दी गई तहरीज के आधार पर समग्र औसत अंकित।
Overall numerical grading on the basis of weightage given in Section-A, Section B and Section-C in Part-3 of the Report

6.75

Savit Roy

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place Delhi

नाम मोटे अक्षरों में
Name in Block letters

SAVITA ROY

दिनांक Date 13/6/22

पदनाम

Designation

PROF & PRINCIPAL

रिपोर्ट की अर्पण के दौरान

During the period of Report:

2021-22



DAULAT RAM COLLEGE: DELHI

Summary Sheet for the candidates as per seniority in the College

Name	Designation	Date of initial appointment	Date of Promotion as Junior Assistant	vigilance clearance	Educational Qualification (as per the service records)	One week Training	Experience	APAR Score for last five years				
								2018	2019	2020	2021	2022
MR. SETHNA SHINDH	Junior Assistant	09.10.2006	Direct Appointed as Junior Assistant	YES	B.COM(HONS)	YES	14 YEARS 7 MONTHS 27 DAYS	6.58	7.38	7.63	7.79	6.75

FACOM

College have presently two candidates for the promotion of Junior Assistant to Assistant, but one candidate has not submitted his APAR (Last five years)

Jante Roy.
Principal

Daulat Ram College
(University of Delhi)
4, Patel Marg, Maurice Nagar
Delhi-110007



DRC(82(NAS)/2023/ 610

23rd June, 2023
18/7/2023

The Assistant Registrar(College),
College Branch-III,
University of Delhi,
Delhi:110007

Subject: Nomination for the Departmental Promotion Committee for the post of Assistant

Sir,

We are sending here with the required information/documents as per the University circular dated 08.02.2018.

- | | | |
|---|--|----------|
| 1 | Latest approved/vetted roster for the concerned post | Enclosed |
| 2 | Copy of notice issued by the College for Limited Departmental Examination Written test | N.A. |
| 3 | Scheme of Examination as approved by the University for LDE | N.A. |
| 4 | Passing criteria as approved by the University | N.A. |
| 5 | To Check whether all the eligible candidates have applied For appearing in LDE | N,A, |
| 6 | Synopsis of eligible candidates | |

S.No	Name	Date of appointment	Department	Experience	Educational Qualification (as per the service records)
1	Mrs. [REDACTED]	09.10.2006	Accounts	16 years 8 months and 14 days	B.Com(Hons)

- | | | |
|----|--|--|
| 7 | Status of the Governing Body of the College: | Exists |
| 8 | Details of legal case, if any pending in the matter: | No legal case pending |
| 9 | Status of APAR of the concerned candidates: | Available, will be produced at the time of DPC. |
| 10 | Status of vigilance clearance of the applicant: | No vigilance case is pending and hence not applicable. |

11. PubD Roster has been approved. (Yes)
We request you to kindly send us name of the following:

- 1 Nominee of the Registrar
- 2 Joint Registrar/Deputy Registrar/Assistant Registrar of the University as an expert to be nominated by the Dan of Colleges.
- 3 One representative from SC/ST category.



Yours truly,

Janita R.
(Prof. Savita Roy)
Principal



DAULAT RAM COLLEGE University of Delhi

Minutes of the Meeting of the Departmental Promotion Committee Meeting for the post

Venue: Committee Room of the college at 10:00 am 9th August, 2023

The following were present: -

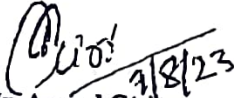
1. Prof. Savita Roy, Principal : Chairperson
2. Mr. Arvind Giri, Assistant Registrar, DU : External Expert & OBC Observer
3. Mrs. Meenkashi Sahay, Joint Registrar, DU : Registrar Nominee
4. Mr. Rakesh Vashisht, Section Officer of Accounts: Senior Most Officer

The Committee constituted by competent authority (enclosed) met for promotion for the Assistant. The committee noted that as per reservation roster approved by University Non-Teaching Recruitment Rules-2020, there are three vacant post (UR-02, ST-01) is to be filled up by promotion.


The Committee further noted that, there is one eligible candidate under OBC category of the feeder cadre i.e. Ms. Seema Singh, Junior Assistant. Further, Principal informed that there is no vigilance enquiry pending against Ms. Seema Singh and she fulfils the promotion as per NTRR - 2020.

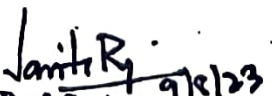
The Committee examined the prescribed qualifications, APAR Score, training certificate Roster in respect of the eligible candidate. The candidate fulfils the requisite qualification.

After viewing all the records, the Committee recommends that Ms. Seema Singh should be promoted as Assistant from the date of her joining as Assistant.


Mr. Arvind Giri,
(External Expert)
& OBC observer


Mrs. Meenkashi Sahay,
Joint Registrar, DU
(Registrar Nominee)


Mr. Rakesh
Section Officer


Prof. Savita Roy
Principal, DRC
(Chairperson)



Appraisal documents for a non-teaching staff member (sample)

DRC/82(NAS)/2023/742

9th August, 2023

Office Order

Mrs. [REDACTED] Junior Assistant, is hereby promoted to the post of Assistant in the Pay Level-04 as per 7th Central Pay Commission with effect from 09.08.2023 on the recommendation of a duly constituted Departmental Promotion Committee (DPC) meeting held on today i.e. 09.08.2023. She will be on probation for one year from the date of her promotion.

Janita R.
Principal

Mrs. Seema Singh,
Junior Assistant (Accounts),
Daulat Ram College,
Delhi:110007

Seema
09-08-23



7419
Shreeley
09/8/23

Date: 09.08.2023

The Principal
Daulat Ram College
University of Delhi
Delhi-110007

Subject: Joining letter to the post of Assistant w.e.f 09.08.2023

Respected Madam,

With reference to your office letter No. DRC/82(NAS)/2023/742 Dt.09.08.2023, this is to inform you that I have joined my duties as Assistant in the Accounts Section w.e.f. 09.08.2023 (forenoon). I give the commitment that I shall properly discharge my duties and responsibility under your direction.

Thanking you,

Yours sincerely,

[Redacted Signature]

Assistant
Accounts Section

~~S.O. (adm) RA~~
For record
Jain B
10/8

C.C.
S.O. (alc)
For info.
D

M.L. Prasad
M.A. R/S
11/8/2023

11/8/2023

o/c

DRC/82(NAS)/2024/1937

29th January.2024

01/02/2024

The Assistant Registrar(Colleges),
College Branch-III,
University of Delhi
Delhi : 110007

Sub: Fixation of Pay of Mrs. Seema Singh, on promotion
(DPC) Junior Assistant to the Post of Assistant
w.e.f.09.08.2023

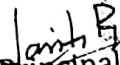
Sir,

Please find enclosed herewith a statement of fixation of pay and option form along with Service Book and Personal file of Mrs. [REDACTED], Junior Assistant, who has been promoted through Departmental Promotion Committee(DPC) (copy of minutes enclosed for ready reference) with effect from 09.08.2023

You are therefore requested to approve the fixation of pay of Mrs. Seema Singh, at the earliest.

Thanking you,

Yours truly,


Principal
Dawat Ram College
(University of Delhi)
4, Patel Marg, Maurice Nagar
Delhi-110007

Encl: One Service Book & Personal File Mrs. Seema Singh.

**वेतन निर्धारण के लिए विकल्प का प्रपत्र (केवल पदोन्नति/पदोन्नति के लिए)
Form of Option for fixation of pay (For MACP/Promotion only)**

**महाविद्यालय/संस्थान/छात्रावास का नाम
Name of the College/Institution/Hostel**

*मैं, _____ एतद्वारा इस विकल्प का चयन करता हूँ कि एमएसीपी/पदोन्नति योजना में स्थानित के परिणामस्वरूप मेरा वेतन, अनुदान की तारीख से यानी _____ से निर्धारित किया जा सकता है।

"(i) I, _____ hereby opt that my pay consequent upon placement in the MACP/Promotion scheme, may be fixed from the date of grant of the same i.e. with effect from _____

अथवा Or

*मैं, _____ एतद्वारा इस विकल्प का चयन करता हूँ कि एमएसीपी/पदोन्नति योजना में स्थानित के परिणामस्वरूप मेरा वेतन ₹ 36,400/- के वेतन श्रेणियों स्तर से मेरी अगली वेतन वृद्धि की तारीख से निर्धारित किया जा सकता है, यानी जनवरी/जुलाई 2024 से मेरा वेतन में वृद्धि कर दिया जाए। कुलार्ड/जनवरी 2024 से प्रभावी अगली वेतन वृद्धि की तारीख के साथ मेरा वेतन बढ़कर ₹ 1,400/- कर दिया जाएगा।

"(ii) I, Seema Singh hereby opt that consequent upon my placement in the MACP scheme/grant of Promotion, my pay may be fixed from the date of my next increment in Pay Matrix Level of ₹ 36,400/- i.e. from January/July 2024 raising my pay to ₹ 1,400/- with date of next increment with effect from July/January 2024

में समझता/समझती हूँ कि एक बार विकल्प का चयन किया गया अंतिम है।
I, understand that the option once exercised above is final.

हस्ताक्षर /Signature Seema

नाम/Name _____

पद/Designation ASSISTANT

महाविद्यालय/विभाग/Department/Colleges
ACCOUNTS Deptt, Daulat Ram

मोबाइल/Mobile No- 9982942841

तारीख / Date _____
स्थान / Station DELHI

*जो लागू न हो उसे काट दें / Strike out whichever is not applicable.

अभि
अभि

Principal
Daulat Ram College
(University of Delhi)
4, Patel Marg, Maurice Nagar
Delhi-110007

DAULAT RAM COLLEGE

(University of Delhi)

STATEMENT OF FIXATION OF PAY UNDER PROMOTION AFTER 01.01.2016(7th

PARTICULARS

1	NAME OF THE EMPLOYEE	MRS [REDACTED]
2	Promotion	JUNIOR ASSISTANT
3	DATE OF APPOINTMENT	09.10.2006
4	PAY LEVEL AND CELL AT THE	PAY LEVEL-02, Cell -20
5	POST OF ASSISTANT	09.08.2023
6	ON 09.08.2023	RS.35,000/-
7	DATE OF INCREMENT	01.01.2024
	DATE OF OPTION TAKEN	09.08.2023
7	1)LEVEL-2/CELL-21	36,100/-
8	DESIGNATION OF THE	ASSISTANT
9	DATE OF PROMOTION	09.08.2023
	DATE OF OPTION TAKEN	01.01.2024
10	APPLICABLE LEVEL TO	LEVEL -04
11	PROMOTED POST	ASSISTANT
12	POST OF ASSISTANT	09.08.2023
13	POST	LEVEL -04 CELL-12
14	PROMOTED LEVEL	36,400/-
15	PROMOTION	DATE OF NEXT INCREMENT 01.01.2024


31/1/2024
Section Officer(Admin)Offtg

Principal 
Principal
21/1/24

Daulat Ram College
(University of Delhi)
4, Patel Marg, Maurice Nagar
Delhi-110007



PP



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

महाविद्यालय शाखा- III
College Branch-II

कमरा नंबर-215, नया प्रशासनिक खंड, दिल्ली-110007
Room No. 215, New Administrative Block, Delhi- 110007
Ph: 011-27001162, 27667725 Extn. 1162

No. CS-III/124/DRC/2024/Min./ 991

Date: 28.02.2024

The Principal,
Daulat Ram College,
(University of Delhi),
Delhi-110007.

Subject: Fixation of pay of Ms. [REDACTED] Assistant on promotion to the post of Assistant.

Sir/ Madam,

This has reference to your letter No. DRC/82(NAS)/2024/1937 dated 01.02.2024 on the subject cited above.

On the basis of the information / documents supplied by the College, the University accords its approval to the fixation of pay of Ms. Seema Singh on the promotion to the post of Assistant as per details given hereunder. If otherwise admissible, subject to correction/modification, if any, notice later on.

Sr. No.	Date & Nature of event	Pay fixed with applicable pay Scale	Effective Date	Date of next increment if otherwise admissible
1.	Promotion (09.08.2023)	Rs. 36,400/- (Level-04, Cell-13)	01.01.2024	01.07.2024, Subsequent increment on July each year
She would draw pay Rs. 35,300/- (Level-04, Cell-12) w.e.f. 09.08.2023 to 31.12.2023				

You are requested that before issuance of any office order to this effect, please ensure that the case of above incumbent is in order in all respect. If any discrepancy is found, the same may be brought to the notice of this office, immediately.

The service book of the above incumbent is being returned herewith.

Encl: as above.

Yours sincerely,

Deputy Registrar (Colleges)

To,

3201
Received
16/6/22

Date 16-06-2022

The Principal,
Daulat Ram College,
Delhi University, Delhi - 7.

SUB : Submitting DULS Training Programme of One Week Duration Certificate

Respected Madam,

Delhi University Library System Training Programme of One Weeks Duration on IT Applications in Libraries from 9th June 2022 to 15th June 2022, which was the training program as per the new Recruitment Rules 2020. The week has been done (letter enclosed). Madam, have completed one week programme.

I am submitting training certificate. I have come to my duty on 16-06-2022.

Thanking you,

Yours faithfully

Copy Encl.

1. Photocopy of Training Programme

Pranod Kumar

(PRAMOD KUMAR)

(Semi-Professional Assistant)

(6.06.22)

*So. (adhw) to
by personal file
Unit B
16/6.*

*Ms. Tomy M. A. P/7
17/06/22*

UNIVERSITY OF DELHI



DELHI UNIVERSITY LIBRARY SYSTEM

Training Programme of One Week Duration

on

IT Applications in Libraries

held at Central Library, University of Delhi, Delhi-110007

from 9th June 2022 to 15th June 2022

CERTIFICATE

This is to certify that

Mr. Pramod Kumar, Semi Professional Assistant

Daulat Ram College

attended the Computer Training as Semi Professional Assistant

15th June 2022

[Signature]
University Librarian

DAULAT RAM COLLEGE

UNIVERSITY OF DELHI

Accredited Grade 'A' by NAAC



“Digital Learning Through ICT Tools”

Online Skill Development Programme for Non-teaching Staff
Under the Aegis of Internal Quality Assurance Cell (IQAC)

Certificate

This certificate is to Certify that Mr./Ms.

PRAMOD KUMAR

of Daulat Ram College, has successfully completed One Week Skill Development Programme on
“Digital Learning Through ICT Tools” from 21st January, 2022 to 28th January, 2022,
organized by Department of Botany and Economics of Daulat Ram College under the aegis of IQAC

J. Roy

Prof. Savita Roy

Principal

Daulat Ram College
University of Delhi

Delhi-110007

Sarita Nanda

Prof. Sarita Nanda

Vice Principal

Head, IQAC

Pooja Sharma

Dr. Pooja Sharma

Co-ordinator

Department of Economics

Meenam Bhatia

Dr. Meenam Bhatia

Co-ordinator

Department of Botany

(PF)

2324

Request for Computer Training at DULS

In pursuance of EC Resolution No. 76 dated 20th August 2007

To
The university Librarian
Central Library, University of Delhi
Delhi-110007

DULS-CLSD/CompTrg/20...../.....

Sir

I intend to attend the (first/second) Second Computer Training Programme of a duration of (One/Two) Two week(s) as (LA/LIA/SPA) SPA. My particulars along with the recommendation of the Principal of my college are given below :

- Name PRAMOD KUMAR 2. Designation SPA
- Date of Appointment 05-07-2001 4. Status (Permanent/Temporary) Permanent
- Qualification M.A. & M.Lib.Sc.
- Computer Training(s) attended on the present post, if any

S.No.	Duration (Days)	Dates		Title of the Training	Institution
		From	To		
1.	07 (Days)	01-09-2021	07-09-2021	Computer Training Programme	Delhi University Library System (DULS)

7. Any other request / information.....

Signature of the Librarian [Signature]
 Name: MEENA KUMARI
 Tel. No.: 9910655200
 E-mail: meena.kumari@DRC.Gov

Pranod Kumar
 Signature of the Applicant
 Date: 05-04-2022
 Tel. No.: 8368066650
 E-mail: Pranodk1@ gmail . Com

Recommendation

Smt/Shri PRAMOD KUMAR is a Permanent / Temporary employee of the college. She/He is being nominated to attend the training programme at Delhi University Library System.

Name of the College Baulat Ram College
 Delhi University, Maurice Nagar, Delhi-11.
 Tel. No.: 011-27667883
 Date:

[Signature]
 Signature & Seal of the Principal
 Tel. No.:
 E-mail:

Pranod Kumar
11/04/2022



**Delhi University Library System
Central Library**

Ph.: 27666428, 27666034,

E-mail: librarian@du.ac.in

Ref. No.: DULS/ULO/202

Dated: 1st April, 2022

The Principal / Librarian / Incharge
All Colleges / DULS Workers.

Subject: Training Programme on Computer Application in Libraries.

Reference: 1. Recruitment Rules (Non Teaching Employee) 2008 as Amended from Time to Time
2. EC Resolution No. 76 dated 20th August 2007.

Sir/Madam,

The Delhi University Library System will schedule a series of training programmes on computer applications for library staff i.e. Semi-Professional Assistant, Library Assistant and Librarian Attendant. The Programme is aimed at imparting instructions and providing hands on training for library operations in computerized environment. The training program will start from May 2022.

All the eligible candidates under above mentioned categories are advised to submit fresh application latest by 20.04.2022 through proper channel for the training program. The training schedule will be finalized after the last date of application.

If there are more than one candidate from one college, their names should be forwarded in order of priority.

Thanking you

Yours faithfully


University Librarian

887

Date: July 22nd, 2021

To,
The Principal,
Daulat Ram College,
University of Delhi,
Delhi – 110007.

Subject:- Permission to attend an online workshop in Janki Devi Memorial College

Respected Madam,

With reference to above cited subject, I (Satish Kumar Chauhan), working as Laboratory Assistant in the Department of Botany on permanent basis since 2006, want to attend a workshop on “**Internal Quality Assurance Cell (IQAC)**” being conducted for Teaching and Non-Teaching on 23/07/2021 in Janki Devi Memorial College online.

Kindly allow me to attend the workshop. I will be very thankful.

Thanking You,

Yours Sincerely,

Satish Kumar Chauhan
Satish Kumar Chauhan
Laboratory Assistant
Department of Botany

Enclosed: Poster of workshop

Forwarded & Recommended

Jan
22/7/21
TIC
Botany

Permitted
SB
23/7

Date: 10th August, 2021

To,
The Principal,
Daulat Ram College,
University of Delhi,
Delhi - 110007.

PIF

947

Subject - Submission the Certificate of workshop for services record.

Respected respect,


This is to inform you that I (Satish Kumar Chauhan), working as Laboratory Assistant in the Department of Botany has successfully completed online workshop on "Internal Quality Assurance Cell (IQAC)" conduct by Janki Devi Memorial College with your kind permission. I am now submitting the certificate for services record.

Thanking You,

Yours Sincerely


Satish Kumar Chauhan
Laboratory Assistant
Department of Botany

- Incharge (Admin)
For record
Satish B
11/8

Ms. Shilpa M.A P/3

11/8/2021

Enclosed: Copy of Certificate



JANKI DEVI MEMORIAL COLLEGE
(University of Delhi)

Sir Ganga Ram Hospital Marg, New Delhi-110060



CERTIFICATE OF PARTICIPATION

This is to certify that *Satish Kumar Chauhan* from *Daulat Ram College* has participated in the Webinar titled “**Code of Conduct and Professional Ethics**” organized by the Internal Quality Assurance Cell (IQAC), Janki Devi Memorial College on 23rd July, 2021.

Dr. Shilpa Chaudhary
Coordinator, IQAC

Prof. Swati Pal
PRINCIPAL

1864

PLC

Date: 10th October, 2021

To,
The Principal,
Daulat Ram College,
University of Delhi,
Delhi – 110007.

Subject – Submission the Certificate of workshop for services record.

Respected respect,

This is to inform you that I (Satish Kumar Chauhan), working as Laboratory Assistant in the Department of Botany has successfully completed workshop on “**Online Training for Technical Staff**” being organized for Lab & Technical Staff from 6th September, 2021 to 10th September, 2021 in University of Delhi with your kind permission. I am now submitting the certificate for services record.

Thanking You,

Yours Sincerely



Satish Kumar Chauhan
Laboratory Assistant
Department of Botany

Enclosed: Copy of Certificate

Dr. (adm) OA
For N/A Pl.
JA
11/10

Ms. Indira N-A P/3
11/10/2021



University of Delhi

CERTIFICATE

OF PARTICIPATION

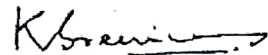
Presented to

SATISH KUMAR CHAUHAN

On attending One week

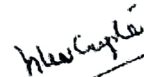
ONLINE TRAINING FOR LAB & TECHNICAL STAFF

From September 6-10, 2021



K. Sreenivas

Prof. K. Sreenivas
Director, USIC



Vikas Gupta

Dr. Vikas Gupta
Registrar, University of Delhi

PP

307

Received
11:30

Date: 7th June, 2022

9/6/22

To,
The Principal,
Daulat Ram College,
University of Delhi,
Delhi - 110007.


Subject - Submission the Certificate of workshop for services record.

Respected respect,

This is to inform you that I (Satish Kumar Chauhan), working as Laboratory Assistant in the Department of Botany has successfully completed workshop for Non Teaching Staff on "Digital Learning through ICT Tools" were organized by Botany and Economics Department, Daulat Ram College for Non Teaching Staff from 21st January, 2022 to 28th January, 2022. I am now submitting the certificate for services record.

Thanking You,

Yours Sincerely


Satish Kumar Chauhan
Laboratory Assistant
Department of Botany

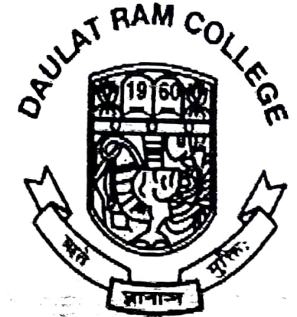
- S.O. (adms)
For record pl.
JR
11/6

MS
21/6/22
14/6/22

DAULAT RAM COLLEGE

UNIVERSITY OF DELHI

Accredited Grade 'A' by NAAC



“Digital Learning Through ICT Tools”

Online Skill Development Programme for Non-teaching Staff
Under the Aegis of Internal Quality Assurance Cell (IQAC)

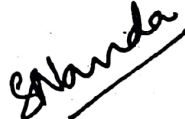
Certificate


This certificate is to Certify that Mr./Ms. _____


SATISH KUMAR

of Daulat Ram College, has successfully completed One Week Skill Development Programme on
“Digital Learning Through ICT Tools” from 21st January, 2022 to 28th January, 2022,
organized by Department of Botany and Economics of Daulat Ram College under the aegis of IQAC


Prof. Savita Roy
Principal


Prof. Sarita Nanda
Vice Principal
Head, IQAC


Dr. Pooja Sharma
Co-ordinator
Department of Economics


Dr. Meenam Bhatia
Co-ordinator
Department of Botany

**Janki Devi Memorial College
(University of Delhi)**



Sir Ganga Ram Hospital Marg, New Delhi-110060

Internal Quality Assurance Cell (IQAC)

**Invites Teaching and Non-Teaching Staff
To a Seminar (Blended Mode) on**

"Code of Conduct and Professional Ethics"



Resource person:

Dr. VIKAS GUPTA
Registrar
University of Delhi

Date: 23rd July 2021 (Friday)

Time: 10:00 am

Login Time: 9:45 a.m.

E-Certificates will be provided to participants

Dr. Shilpa Chaudhary
IQAC Coordinator

Prof. Swati Pal
Principal



दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in

CRITERIA : 6.3.1

दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



NAAC A* (3.36) & NIRF 26th Rank
A Star Status by GOI.

Daulat Ram College
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,
DELHI-110007

PHONE : 011-27667863

Email : daulatramcollegedu@gmail.com,

Website : www.dr.du.ac.in

Details of Teachers availed Child Care Leave during last Five years 2018-2023

2022-2023					
S. No.	Name	Department	Designation	Type of Leave	Leave Period
1	Dr. Reema Dehal	Commerce	Associate Professor	CCL	23.3.22 to 12.5.22=20
2	Dr. Pooja Sharma	Economics	Associate Professor	CCL	21.7.22 to 10.8.22=21
3	Dr. Pooja Sharma	Economics	Associate Professor	CCL	2.1.23 to 26.5.2023=145
4	Dr. Ritu Garg	Chemistry	Associate Professor	CCL	5.1.23 to 29.5.23=145
5	Dr. Sandhya Rani	Psychology	Assistant Professor	CCL	4.7.22 to 30.5.23=331
2021-22					
1	Mrs. Geetanjali	Pol. Science	Associate Professor	CCL	3.1.22 to 30.4.22=118
2	Dr. Deepati Bansal	Music	Associate Professor	CCL	15.11.21 to 20.1.22=67
3	Dr. Reema Dehal	Commerce	Associate Professor	CCL	3.3.22 to 16.3.22=14
4	Mrs. Ritu Khanna	Economics	Associate Professor	CCL	2.3.22 to 14.3.22=13
5	Dr. Jyotsna Singh	Zoology	Associate Professor	CCL	8.12.21 to 28.12.21=21
6	Dr. Sandhya Rani	Psychology	Assistant Professor	CCL	3.10.21 to 16.11.21=45
2020-2021					
1	Dr. Deepshikha M. Bortamuly	English	Associate Professor	CCL	11.1.21 to 23.1.21=13
2	Dr. Deepti Bansal	Music	Associate Professor	CCL	15.11.21. to 20.1.22=67
3	Dr. Reema Dehal	Commerce	Associate Professor	CCL	4.2.21 to 26.2.21=23
4	Dr. Reema Dehal	Commerce	Associate Professor	CCL	7.9.21 to 24.9.21=18
2019-2020					
1	Mrs. Geetanjali	Pol. Science	Associate Professor	CCL	2.1.20 to 30.4.20=119
2	Dr. Anita Minz	Hindi	Associate Professor	CCL	2.1.20 to 31.3.20=89
3	Dr. Sunita	Commerce	Associate Professor	CCL	3.2.20 to 28.2.20=26
4	Dr. Sunita	Commerce	Associate Professor	CCL	5.1.21.25.2.21=52
5	Dr. Reema Dehal	Commerce	Associate Professor	CCL	2.9.219 to 27.9.19=26
6	Dr. Sonia Mehta	Philosophy	Associate Professor	CCL	30.7.19. to 27.4.20=272
7	Dr. Jyoti Singh	Zoology	Assistant Professor	CCL	1.1.19 to 15.1.19=15
8	Dr. Jyoti Singh	Zoology	Assistant Professor	CCL	29.7.19 to 30.11.19=125
9	Dr. Jyotsna Singh	Zoology	Assistant Professor	CCL	16.4.19 to 25.5.19=40
2018-2019					
1	Dr. Deepshikha M. Bortamuly	English	Associate Professor	CCL	1.1.18. to 30.1.18=334
2	Dr. Deepti Bansal	Music	Associate Professor	CCL	1.1.19 to 2.4.19=92
3	Dr. Deepti Bansal	Music	Associate Professor	CCL	1.1.20 to 15.04.20=105
4	Dr. Meenam Bhatia	Botany	Associate Professor	CCL	21.1.19 TO 9.2.19=20
5	Dr. Sunita	Commerce	Associate Professor	CCL	6.8.18 to 15.11.18=106
6	Dr. Sunita	Commerce	Associate Professor	CCL	7.1.19 to 29.4.19=113
7	Mrs. Pooja Khanna	Economics	Associate Professor	CCL	7.1.19 to 30.4.19=31
8	Mrs. Pooja Khanna	Economics	Associate Professor	CCL	1.5.19. to 6.2.20=585
9	Dr. Sonia Mehta	Philosophy	Associate Professor	CCL	13.8.18. to 13.11.18=93
10	Ms. Rohini Arya	Zoology	Assistant Professor	CCL	2.8.18 to 17.5.19=289
11	Dr. Jyostna Singh	Zoology	Assistant Professor	CCL	6.8.18 to 15.4.19=252
12	Dr. Gurmeet Kaur	Commerce	Associate Professor	CCL	2.1.18 to 14.12.18=347

Janki R
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

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NAAC A* (3.36) & NIRF 26* Rank
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DELHI-110007

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Email : daulatramcollegedu@gmail.com

Website : www.dr.du.ac.in

Details of Teachers availed Maternity Leave /Child Adoption Leave during last Five years 2018-2023					
2022-23					
S. No.	Name	Department	Designation	Type of Leave	Leave Period
1	Dr. Jyoti Singh	Zoology	Assistant Professor	Maternity Leave	12.04.21 to 08.10.21=180
2	Dr. Jyostna Singh		Assistant Professor	Maternity Leave	24.06.22 to 20.12.22=180
2021-22					
1	Dr. Sunita Kumari Yadav	Zoology	Assistant Professor	Maternity Leave	07.12.21 to 04.06.22=180
2	Dr. Sandhya Rani	Psychology	Assistant Professor	Maternity Leave	06.04.21 to 02.10.21=180
3	Dr. Suparna Jain	Psychology	Assistant Professor	Child Adoption Leave	05.02.22 to 03.08.22 =180
2020-21					
1	Dr. Neha Niharika	Zoology	Assistant Professor	Maternity Leave	03.12.20 to 31.05.21=180
2019-20					
1	Dr. Meenma Bhatia	Botany	Associate Professor	Maternity Leave	30.07.19 to 26.01.20=180
2018-19					
1	Dr. Jyoti Taneja	Zoology	Assistant Professor	Maternity Leave	12.11.18 to 10.05.19=180

Jamit B
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in

1/2/22, 11:16 AM

Gmail - Child Adoption Leave till Aug,2022



Daulat Ram College <daulatramcollegedu@gmail.com>

Child Adoption Leave till Aug,2022

2 messages

Suparna Jain <suparnajain@dr.du.ac.in>
To: Daulat Ram College <daulatramcollegedu@gmail.com>

Thu, Mar 24, 2022 at 12:10 PM

Respected maam,

With reference to the official letter DRC/95/ dated 04.03.22, I will be completing 55 days of Child adoption leave on 02.04.22.

I request you to please extend my leave till 10.08.22 so that I could utilize 180 days leave.

Awaiting your response

Regards

--
Lt. Dr. Suparna Jain Thakur
Assistant Professor
Department of Psychology
Daulat Ram College
University of Delhi

Associate NCC Officer,
Daulat Ram College
University of Delhi

Suparna Jain <suparnajain@dr.du.ac.in>
To: Daulat Ram College <daulatramcollegedu@gmail.com>, savitaroy64@gmail.com

Wed, Mar 30, 2022 at 4:04 PM

Respected maam

I earnestly request you to please reply to my email dated 24th March, 2021 pertaining to extension of CAL till August, 2021 so that I utilize 180 days of leave.

Regards

[Quoted text hidden]





दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

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DRC/S2(Psycholgy)/2022/54

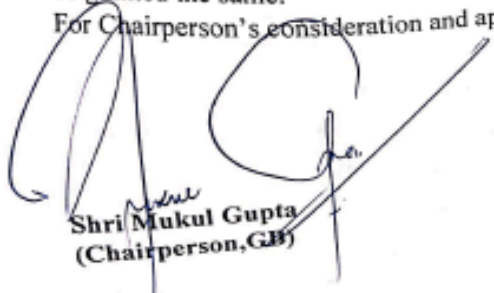
Dated:-2nd April,2022

Office Note

As informed, **Dr. Suparna Jain Thakur**, Assistant Professor in the Psychology department. She has been on **Child Adoption Leave for the last 57 days (i.e. from 5th February 2022 to 2nd April 2022)**. Now, she requested for extension of Child Adoption Leave for 123 days (i.e. till 03.08.2022) So that she utilized her balance 123 days' child adoption leave.

Dr. Suparna Jain Thakur, leave details of teachers whose case are to be considered and birth certificate of her daughter. It is recommended that she may be granted the same.

For Chairperson's consideration and approval please.


Shri Mukul Gupta
(Chairperson, GB)


Prof. Savita Roy
(Principal)



दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in



Ref. No. DRC/95/

DAULAT RAM COLLEGE

(University of Delhi)

4, PATEL MARG, DELHI-110007

Date 04.04.2022

OFFICE MEMORANDUM

R./MRS./MISS Lt. Dr. Suparna Jain Thakur

designation ASSISTANT PROFESSOR

department PSYCHOLOGY

has been granted 123 days Child Adoption Leave from 05.02.2022

to 03.08.2022 Balance of Child Adoption Leave

leave at his/her credit after the grant of present leave is Nil days.

In continuation of our Office Memorandum No. DRC/95/1048 dated 04.8/03/22

Janit B

PRINCIPAL

Personal File

The Principal
Daulat Law College
University of Delhi
03.08.2022

Subject: Joining letter after completion of CAL
Respected Madam,

This is to bring to your notice that I, Dr Suparna Jain
Thakur am resuming my duties as Assistant Professor in
Dept. of Psychology from today i.e., 03.08.2022, forenoon.

I have completed CAL on 02.08.2022.

Thank you for granting me leave.

Warm regards

Suparna

(Dr. Suparna Jain Thakur)

Assistant Professor

Dept. of Psychology

9811953340

- SPA
Peritted
JA
3/8/22



दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in

To,
The Principal
Daulat Ram College
University of Delhi

Dated: 29th March, 2022

Subject: Application for Child Care Leave

Respected Madam,

With due regards, I wish to state that, I have a one year old baby. Due to the nature of my husband work with frequent night duties, absence of family member(s) and other caretakers, I am, currently, the sole care giver of my child. My baby is too young to be cared by nanny or babysitter alone. In view of this circumstance, I humbly request that you take into account of my condition and grant me child care leave for the next two semesters.
(From July to May 23)

I will be indebted to you if you could grant me child care leave. This will help me take good care of my baby.

Thanking you

Yours truly,

Dr. Sandhyarani Hawbam

Assistant Professor

Department of Psychology

Phone#8287584946

[Handwritten Signature]
29/03/2022

To be placed before leave committee
JA
21/3





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Daulat Ram College (University of Delhi)

LEAVE COMMITTEE MEETING
6thth May 2022 AT 11:30 A.M

AGENDA

1. To consider application received from the following teacher for Child Care Leave:

Sr. NO.	Name	Department	Period	Dept. Strength
1.	Dr. Sandhyarani Hawban	Psychology	For next two semester (July 2022 to May 2023)	Permanent= 5Adhoc=4

2. To consider application received from the following teacher for Study leave:

Sr. No.	Name	Department	Period	Dept. Strength
1.	Ms. Anna Senrunga	Zoology	For next 3 months Her leave end on 10 th May 2022	Permanent=11 Guest= 3

3. To consider request received from the following teacher for conversion of Earned Leave to Child Care Leave.

Sr. No.	Name	Department	Period	Dept. Strength
1.	Dr. Meenam Bhatia	Botany	EL from 01/02/2020 to 25/05/2020(115 days)	Permanent=4Adhoc= 9

Note: - According to CCL Rules, the EL can be converted to CCL

4. To report the 'Action Taken Report' on the decision made by Chairperson dated 2nd April 2022
The 'Action Taken Report' on the basis of decision taken by the Chairperson dated 02/04/2022 are placed at Annexure - 1)
5. Any other matter under the permission of chair.

The detail of the leave record of the teacher's will be presented at the time of meeting.

-Sd/
PRINCIPAL





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Leave details of teachers whose cases are to be considered by the leave Committee in its meeting on 6th May 2022 at 11.30 A.M. /P.M.

S.No	NAME OF APPLICANT	Date of Joining	Date of Retirement	DEPT	Total Strength of Department	No of Person on Leave From the Department (AT PRESENT)	ALREADY LEAVE AVAILED (Long duration)		TYPE OF LEAVE	MAX. PERIOD FOR SUCH TYPE OF LEAVE	REMAINING AVAILABLE PERIOD OF LEAVE	IN CASE OF CHILD CARE LEAVE		OFFICE REMARK
							From to	Period				Particulars of child	Age of Child	
1.	Dr. Sandhyarani Hawbam	30.12.17	31.08.53	Psy	5	2 (including her)	06.04.21	02.10.21 = 180	Maternity-I	180	Maternity-II		1 year	
							03.10.21	16.11.2021 = 45						

Now she is applying CCL from July 2022 to May 2023

No of teachers on study Leave = 1

- Ms. Anna, Assistant Professor in the Zoology Department from 11.02.2020 to 11.05.2022 = 90 days

No of teachers on Maternity Leave = 1

- Dr. Sunita Kumari Yadav, Assistant Professor in the Zoology Department from 07.12.2021 to 04.06.2022 = 180 days

No of teachers on Earned Leave = 1

- Mrs. Pooja Khanna, Assistant Professor in the Economics Department from 21.04.2022 to 25.05.2022 = 35 Days

No of teachers on Child Adoption Leave = 1

- Dr. Suparna Jain Thakur, Assistant Professor in the Psychology Department from 05.02.2022 to 03.2022 = 180 days (Approval of Chairman)

J.B.
Principal





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DAULAT RAM COLLEGE UNIVERSITY OF DELHI

Minutes of the meeting of the Leave committee of the Governing Body held on 6th May 2022 at 11:30 am in the committee room of the College

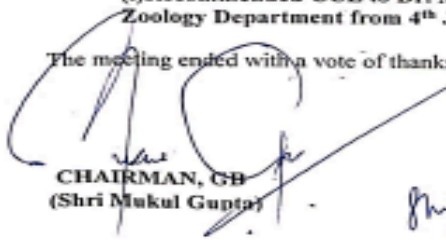
The following members were present:

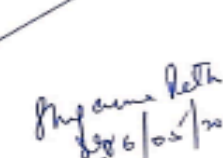
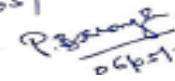
1. Shri Mukul Gupta, Chairperson
2. Prof. P.B. Mangla, Governing Body Member
3. Prof. Shyama Rath, Governing Body Member
4. Prof. Sarita Nanda, Vice - Principal
5. Dr. Deepti Bansal, Teacher's Representative

Minutes of Proceeding: -

1. The committee considered the application received from the teacher for child care leave (CCL) and recommended as follows:
(i) Recommended CCL to Dr. Sandhyarani Hawan, Assistant Professor in Psychology Department from 4th July 2022 to 30th May 2023(331 days)
2. The committee considered the application received from the teacher for study leave and recommended as follow: -
(i) Recommended Study leave to Ms. Anna Senrung, Assistant Professor in Zoology Department from 12/05/2022 to 9.08.2022
3. The committee considered the application received from the teacher for conversion of earned leave to child care leave as follows: -
(i) Recommended conversion of Earned leave to Child care leave to Dr. Meenam Bhatia, Assistant Professor in Botany Department from 01/02/2020 to 25/05/2020(115 days)
4. The 'Action Taken Report' on the basis of decision taken by the Chairperson dated 02/04/2022. The same is placed before the Leave committee for information.
Item reported, recorded and approved.
5. The committee consider the request of Dr. Meenakshi Thakur, Assistant Professor in Zoology Department: -
(i) Recommended CCL to Dr. Meenakshi Thakur, Assistant Professor in Zoology Department from 4th July 2022 to 30th December 2022(180 days)

The meeting ended with a vote of thanks to the chair.


CHAIRMAN, GB
(Shri Mukul Gupta)


Shyama Rath
6/5/22

P.B. Mangla
06/05/2022


PRINCIPAL
(Prof. Savita Roy)





Daulat Ram College
(University of Delhi)
Maurice Nagar, 4- Patel Marg
Delhi-110007

Ref. No. DRC/95//29\

Date 06.06.2022

OFFICE MEMORANDUM

MR/MRS./MISS DR. SANDHYARANI HAWBAM

Designation ASSISTANT PROFESSOR Department PSYCHOLOGY

has been granted 331 days CHILD CARE LEAVE Leave from
04.07.2022 to 30.05.2023 Balance of CHILD CARE leave at his/her credit
after grant of present leave is 354 days.

Copy to Concern Teacher/Account Section


PRINCIPAL


7/6/22



सेवा मे

81

8/31
Date
4/1/2024

प्रधानाचार्य जी
दौलत राम कॉलेज
4 पटेलमार्ग, मैरिस नगर
दिल्ली विश्व विद्यालय
दिल्ली - 7

महोदया

सन्तानय निवेदन यह है कि मैं
बतिता जो कि आपके कॉलेज मे
OFFICE ATTENDENT के पद पर कार्यरत हूँ।
मेरी Nationality leave जो कि 26-01-2024
से समाप्त हो रही है। महोदया मेरी
बच्ची जो कि उष्मी बहुत होती है
मेरा मायके और ससुराल पक्ष मे देख-रेख
करने वाला भी कोई नहीं है। इसलिए
कृपया मुझे Child Care leave 6 माह
(27-01-24 से 24-07-24) तक का अवकाश
देने की कृपा करें।

आपकी जति कृपा होगी
धन्यवाद

प्रार्थनाकर्ता
बतिता

Mob -> 7982944310
B-252 Gokal Park / Delhi-94

Received:-

9/1/2024

So (Kumar)
Printed CCL for 6 months to begin with

JanitR
KAPUR/STI.

SPR - 11/01 placed before
Leave letter of G.O,
SR.



फॉर्म संख्या / Form No. 5
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
Govt. of National Capital Territory of Delhi
दिल्ली नगर निगम
MUNICIPAL CORPORATION OF DELHI
जन्म प्रमाण पत्र / Birth Certificate



0123-0308143373

(Issued under section 17 of the Registration of Birth and Death Act, 1969 and 8/13 of Delhi Registration of Birth Rule, 1999)

This is to certify that the following information has been taken from the original record of BIRTH which is the register for Municipal Corporation Of Delhi of SHAHDARA NORTH ZONE of N.C.T. Delhi

नाम / Name	
लिंग / Gender	FEMALE
जन्म की तिथि / Date Of Birth	01/08/2023
जन्म का स्थान / Place Of Birth	PANCHSHEEL HOSPITAL PVT LTD C 3/63A, 64 A YAMUNA VIHAR NEW DELHI YAMUNA VIHAR NORTH EAST DELHI INDIA 110053
पंजीकरण की तिथि / Date Of Registration	03/08/2023
पंजीकरण संख्या / Registration No	MC/DOLIR-0123-0308278054
माता का नाम / Name of Mother	BABITA
पिता का नाम / Name of Father	SATYAM SINGH
वर्तमान / जन्म के समय पता Present / Address at the time of Birth)	E- 2 /696, STREET NO - 10 SONIA VIHAR NORTH EAST DELHI INDIA 110094
स्थायी पता / Permanent Address	E- 2 /696, STREET NO - 10 SONIA VIHAR NORTH EAST DELHI INDIA 110094
जारी करने की तिथि / Date of Issue	10/08/2023



Note: This certificate is system generated and does not require any seal/signature in original. The authenticity of this certificate can be verified at medonline.nic.in

प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें
ENSURE REGISTRATION OF EVERY BIRTH & DEATH



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Leave details of non teaching staff whose case is to be considered by the leave Committee is in meeting on AT

S.No.	NAME OF APPLICANT	DATE OF JOINING	DATE OF RETIREMENT	Designation	DEPT	TOTAL STRENGTH OF DEPARTMENT	NO. OF PERSON ON LEAVE FROM THE DEPT. (AT PRESENT)	ALREADY LEAVE AVAILABLE (long duration)		Leave taken	TYPE OF LEAVE	MAX. PERIOD FOR SUCH TYPE OF LEAVE	REMAINING AVAILABLE PERIOD OF LEAVE	IN CASE OF CHILD CARE LEAVE	
								From to	Period					Particulars of child	Age of Child
1	Mrs. Babita Singh	14.06.21	30.06.51	Office Attendant	Admin	5	1 (herself)	31.07.23	26.01.24	180-I	Mternity Leave	180 (Two times during service)	180-II	NA	NA
								27.01.24	26.02.24	30	Child Care Leave	730	700	NA	7 months

Now applied Child Care Leave for take care of her new born baby from 27.02.24 to 25.07.24 =150 CCL

Jant P
PRINCIPAL
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DAULAT RAM COLLEGE
University of Delhi

Date: 23.02.2024



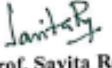

DRC/82(leave)/2024/2052

Subject: Request for Child Care Leave


Mrs. Babita Singh, Office Attendant in the Administration Department, has submitted a request for Child Care Leave. Previously, she was on Maternity leave from July 31, 2023, to January 26, 2024, followed by one month of child care leave from January 27, 2024, to February 26, 2024.

Mrs. Babita Singh is now requesting an additional 5 months (i.e. from 27.02.2024 to 25.07.2024) of Child Care Leave to care for her child. Enclosed are copy of her application, along with the leave details of the employee, and the birth certificate of her daughter. It is recommended that she may be granted the same.

The approval of the Chairperson is sought regarding this matter.

 Prof. Rakhe Saxena Uni. Representative Governing Body	 Prof. Sarita Nanda Teacher's Repr.	 Prof. Savita Roy Principal	 Prof. P.B. Mangla Governing Body Member
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Submitted for your approval.


Prof. P.B. Mangla 23/2/24
Chairperson, Leave Committee





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PP

o/c

DAULAT RAM COLLEGE: DELHI
(UNIVERSITY OF DELHI)
4, Patel Marg, Maurice Nagar
Delhi:110007

Ref. No. DRC/95/2024/2095

27th February, 2024

5/3

OFFICE MEMORANDUM

Mrs. Babita Singh, Office . Attendant, has granted 150 days
Child Care Leave FROM 27.02.2024 to 25.07.2024 as per your
application dated 05.01.2024.

5/3

Janita B
Principal
Daulat Ram College
(University of Delhi)
4, Patel Marg, Maurice Nagar
Delhi-110007



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DELHI-110007

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6.3.1 Welfare Strategies

DETAIL OF LTC/HTC PAID TO STAFF FOR THE YEAR 2018-2023

YEAR 2022-23			
S.NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON - TEACHING STAFF			
1	RAKESH VASHISHT	S.O.	ACCOUNTS
2	BHUPINDER SINGH NEGI	SR. ASSISTANT	ADMINISTRATION
3	VINOD KUMAR	JR. ASSISTANT	ADMINISTRATION
4	ANIL KUMAR	LAB ASSISTANT	ZOOLOGY
5	KULDEEP KUMAR	LAB ASSISTANT	BIO-CHEMISTRY
6	NIRAJ	LAB ATTENDANT	ZOOLOGY
7	NISHWAN SHERGILL	LAB ATTENDANT	CHEMISTRY
8	RAJVIR GIRI	LAB ASSISTANT	BIO-CHEMISTRY
9	SURESH KUMAR	LAB ASSISTANT	BOTANY
10	VINOD KUMAR	OFFICE ATTENDANT	ADMINISTRATION
11	SREEPATI	OFFICE ATTENDANT	ADMINISTRATION
TEACHING STAFF			
1	KALPANA VAISH	ASSOCIATE PROFESSOR	COMMERCE
2	REEMA DEHAL	ASSOCIATE PROFESSOR	COMMERCE
3	SEEMA RANI	ASSOCIATE PROFESSOR	HINDI
4	SNEH LATA	ASSOCIATE PROFESSOR	HINDI
5	POOJA JAIN	ASSOCIATE PROFESSOR	N.H.E.
6	GEETANJALI KUMAR	ASSOCIATE PROFESSOR	POLITICAL SCIENCE
7	MOITREE BHATTACHARYA	ASSOCIATE PROFESSOR	POLITICAL SCIENCE
8	SANDHYARANI HAWBAM	ASSISTANT PROFESSOR	PSYCHOLOGY
9	V. SUJATA RAJU	ASSOCIATE PROFESSOR	PSYCHOLOGY
10	JYOTSANA SINGH	ASSISTANT PROFESSOR	ZOOLOGY
11	SONIKA SHARMA	ASSISTANT PROFESSOR	ZOOLOGY
12	SUNITA KUMARI YADAV	ASSISTANT PROFESSOR	ZOOLOGY
YEAR 2021-22			
S.NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON - TEACHING STAFF			
1	APURV SINGH	SR. TECH. ASSISTANT	ADMINISTRATION
2	BHUPINDER SINGH NEGI	ASSISTANT	ADMINISTRATION
3	PRADEEP KUMAR	DAFTRI	ADMINISTRATION
4	RAKESH VASHISHT	SR. ASSISTANT	ACCOUNTS
5	SEEMA SINGH	JR. ASSISTANT	ACCOUNTS
6	USHA CHOWDHARY	ASSISTANT	ACCOUNTS

Janita R.
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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7	BHUVNESHWAR	LAB ASSISTANT	CHEMISTRY
8	CHIRNAGI LAL	LAB ASSISTANT	ZOOLOGY
9	DEVINDER KUMAR PAL	LAB ASSISTANT	BOTANY
10	NISHWAN SHERGILL	LAB ATTENDANT	CHEMISTRY
11	PARMANAND	LAB ASSISTANT	PSYCHOLOGY
12	PREM LATA	LAB ATTENDANT	PHYSICS
13	RAJIV KUMAR	LAB ASSISTANT	CHEMISTRY
14	SARLA PANDEY	LAB ASSISTANT	CHEMISTRY
15	SHASHI BHUSHAN ATTRI	LAB ASSISTANT	CHEMISTRY
16	VIVEK KASHYAP	LAB ATTENDANT	PHYSICS
17	RAMBIR MANN	CHOWKIDAR	ADMINISTRATION
18	GOPAL SINGH	CHOWKIDAR	ADMINISTRATION
19	RAJPAL	SAFAI KARAMCHARI	ADMINISTRATION
20	TRILOK CHAND	SAFAI KARAMCHARI	ADMINISTRATION
21	SANTOSH KUMAR	MALI	ADMINISTRATION

TEACHING STAFF

1	PADAMSHREE MUDGAL	ASSOCIATE PROFESSOR	BIO-CHEMISTRY
2	SARITA NANDA	ASSOCIATE PROFESSOR	BIO-CHEMISTRY
3	REKHA KATHAL	ASSOCIATE PROFESSOR	BOTANY
4	AMAR JYOTI	ASSISTANT PROFESSOR	ZOOLOGY
5	ANJU JAIN	ASSOCIATE PROFESSOR	ZOOLOGY
6	JYOTI SINGH	ASSISTANT PROFESSOR	ZOOLOGY

YEAR 2020-21

S.NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON - TEACHING STAFF			
1	VINOD KUMAR	JR. ASSISTANT	ADMINISTRATION
2	AMIT JAMWAL	JR. ASSISTANT	ADMINISTRATION
3	SUGATHADEVAN M.S.	ASSISTANT	ADMINISTRATION
4	VINOD KUMAR	OFFICE ATTENDANT	ADMINISTRATION
5	ANIL KUMAR	LAB ASSISTANT	ZOOLOGY
6	PRAMOD KUMAR	LIB ATTENDANT	LIBRARY
7	RAMBIR MANN	CHOWKIDAR	ADMINISTRATION
8	HARI PRASAD	CHOWKIDAR	ADMINISTRATION
9	SURESH PAL	SAFAI KARAMCHARI	ADMINISTRATION
TEACHING STAFF			
1	SAVITA ROY	PRINCIPAL	PRINCIPAL
2	RITU GUPTA	ASSOCIATE PROFESSOR	CHEMISTRY
3	ANNA SENRUNG	ASSISTANT PROFESSOR	ZOOLOGY
4	SANDHYARANI HAWBAM	ASSISTANT PROFESSOR	PSYCHOLOGY
5	JYOTI TANEJA	ASSISTANT PROFESSOR	ZOOLOGY

Jyoti B.
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7



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Website : www.dr.du.ac.in

6	JYOTSANA SINGH	ASSISTANT PROFESSOR	ZOOLOGY
7	SONIKA SHARMA	ASSISTANT PROFESSOR	ZOOLOGY
YEAR 2019-20			
S.NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON - TEACHING STAFF			
1	P.L.NAIR	A.O.	ADMINISTRATION
2	BABITA TIRKEY	JR. ASSISTANT	ADMINISTRATION
3	AMIT JAMWAL	JR. ASSISTANT	ADMINISTRATION
4	R.P.SHARMA	ASSISTANT	ADMINISTRATION
5	PRADEEP KUMAR	DAFTRI	ADMINISTRATION
6	RAMESH NAGAR	LAB ASSISTANT	BOTANY
7	ANIL KUMAR	LIB ATTENDANT	LIBRARY
8	SUSHIL KUMAR	LIB ATTENDANT	LIBRARY
9	HARI PRASAD	CHOWKIDAR	ADMINISTRATION
10	SURESH PAL	SAFAI KARAMCHARI	ADMINISTRATION
11	AMITESH MUSTSUDDY	OFFICE ATTENDANT	ADMINISTRATION
12	BANARSI LAL	MALI	ADMINISTRATION
13	CHHOTE LAL	OFFICE ATTENDANT	ADMINISTRATION
14	RAM NIWAS	CHOWKIDAR	ADMINISTRATION
TEACHING STAFF			
1	DEEPTI BANSAL	ASSOCIATE PROFESSOR	MUSIC
2	RITU KHANNA	ASSOCIATE PROFESSOR	ECONOMICS
3	ANJU JAIN	ASSOCIATE PROFESSOR	ZOOLOGY
4	AMAR JYOTI	ASSISTANT PROFESSOR	ZOOLOGY
5	JYOTI SINGH	ASSISTANT PROFESSOR	ZOOLOGY
6	JYOTI TANEJA	ASSISTANT PROFESSOR	ZOOLOGY
7	MEENAKSHI THAKUR	ASSISTANT PROFESSOR	ZOOLOGY
8	SUNITA KUMARI YADAV	ASSISTANT PROFESSOR	ZOOLOGY
YEAR 2018-19			
S.NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON - TEACHING STAFF			
1	SEEMA SINGH	JR. ASSISTANT	ACCOUNTS
2	BHUPINDER SINGH NEGI	ASSISTANT	ADMINISTRATION
3	P.L.NAIR	SR. P.A.	ADMINISTRATION
4	R.P.SHARMA	ASSISTANT	ADMINISTRATION
5	SUGATHDEVAN M.S.	JR. ASSISTANT	ADMINISTRATION
6	JAYA CHAUDHARY	SR. ASSISTANT	ADMINISTRATION
7	GOVIND SINGH	LIB ATTENDANT	LIBRARY
8	MAHESH VOHRA	LIB ATTENDANT	LIBRARY
9	MEENA KUMARI	LIB ATTENDANT	LIBRARY

Jarith B
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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Daulat Ram College

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DELHI-110007

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10	SURENDER KUMAR	LIB ATTENDANT	LIBRARY
11	SUSHIL KUMAR	LIB ATTENDANT	LIBRARY
12	ANIL KUMAR	LIB ATTENDANT	LIBRARY
13	KULDEEP KUMAR	LAB ASSISTANT	BIO CHEMISTRY
14	MAHENDER PAL	LAB ASSISTANT	BOTANY
15	SURESH KUMAR	LAB ASSISTANT	BOTANY
16	BHUVNESHWAR	LAB ASSISTANT	CHEMISTRY
17	SARLA PANDEY	LAB ASSISTANT	CHEMISTRY
18	DEVINDER KR.PAL	LAB ASSISTANT	PHYSICS
19	RAM NIWAS	CHOWKIDAR	ADMINISTRATION
20	RAMESH CHANDRA	MALI	ADMINISTRATION
21	RAM PAL	SAFAI KARAMCHARI	ADMINISTRATION
22	TRILOK CHAND	SAFAI KARAMCHARI	ADMINISTRATION
TEACHING STAFF			
1	SAVITA ROY	PRINCIPAL	PRINCIPAL
2	REEMA DEHAL	ASSISTANT PROFESSOR	COMMERCE
3	RITU KHANNA	ASSISTANT PROFESSOR	ECONOMICS
4	SNEH LATA	ASSISTANT PROFESSOR	HINDI
5	GEETANJALI KUMAR	ASSISTANT PROFESSOR	POLITICAL SCIENCE
6	MEETU KHOSLA	ASSOCIATE PROFESSOR	PSYCHOLOGY
7	CHITRA BHASIN	ASSOCIATE PROFESSOR	ZOOLOGY
8	ANJU JAIN	ASSISTANT PROFESSOR	ZOOLOGY
9	JYOTI SINGH	ASSISTANT PROFESSOR	ZOOLOGY
10	JYOTSANA SINGH	ASSISTANT PROFESSOR	ZOOLOGY
11	SONIKA SHARMA	ASSISTANT PROFESSOR	ZOOLOGY
12	SUNITA KUMARI YADAV	ASSISTANT PROFESSOR	ZOOLOGY

Sanita B.
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7



5505
Aadhy

(6)

The Principal,
Zaukat Ram College,
University of Delhi,
Delhi 110017

Sub: Leave Travel Concession.

Respected Madam,

This is to inform you that I will be availing LTC (for block 2018-2021) with family to Delhi-Hyderabad-Delhi sector from 21st December to 25th December 2022.

Kindly grant me permission for the same. I want to encash ten earned leave during this period. My basic pay is 1,56,900.

During this period Prof. Suranjit Ray will be taking charge of the Department.

Thanking You,

Yours Sincerely

Geejanjali

(Geejanjali kumar)

Associate Professor
Department of Political Science

- SPA

Pl. take note of it.

Janita B
7/12



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Website: www.dr.du.ac.in

DAULAT RAM COLLEGE
(University of Delhi)
DELHI-110 007

Date 31/3/2023

OFFICE COPY

THE MANAGER,
INDIAN OVERSEAS BANK,
DAULAT RAM COLLEGE
UNIVERSITY OF DELHI
DELHI-110 007

V.NO-1473

Transfer being made for Payment to the Beneficiary through RTGS/NEFT from Saving Bank Account No. 173401000010001

Dear Sir Madam,

Kindly Debit from our SAVING BANK ACCOUNT NO.173401000010001 to the saving bank account numbers of the beneficiary as per their NEFT forms attached herewith. This may be done under intimation to us.

S.NO.	Name	Bank Name	Account no	IFSC CODE	Amount
1	Geetanjali	IOB	173401000001706	IOBA0001734	118740
				Total	118740

is. O. (Accounts)
g.u.
te

Pooje Sar'
Bursar

Santh B
Principal

Treasurer

31/3/23
\$





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DAULAT RAM COLLEGE
UNIVERSITY OF DELHI
DELHI - 110007
COLLEGE MAIN ACCOUNT
State Name : Delhi, Code : 07

Payment Voucher

No.: 1473

Dated: 10 Mar-21

Particulars	Amount
Account: TEACHING STAFF	1,18,740.00
Through : RBI A/C-10671301059	
On Account of : TO AMT PAID FOR LTC TO HYDERABAD AS PER DOC DT 11.2.2023 ATTACHED(LTC BLOCK YEAR 2018-21 EXTENDED TO 2022)	
Amount (in words): INR One Lakh Eighteen Thousand Seven Hundred Forty Only	
	₹ 1,18,740.00

et
S.O. Accounts A.O

Pooja Jain
Bursar/Tresurar

Janta B
Principal



DAULAT RAM COLLEGE : (UNIVERSITY OF DELHI)

Date. 29th NOV. 2022

PROFORMA FOR LEAVE ENCASHMENT DURING L.T.C. H.T.C

1. Name : V SUJATA RAJU
2. Designation : ASSOCIATE PROFESSOR
3. Department : PHILOSOPHY
4. L.T.C. BLOCK YEAR : 2018-21 extd to 2022
5. Leave taken during ^{H.T.C}L.T.C. : 3/12/2022 to 7/12/2022
(5 days)
6. No. of days to be en-cashed : 10 Days
7. Present Basic : 1,98,700/-
8. Grade Pay Band level : 13
9. D.A. : 67,558/-
10. No. of times En-cashment already availed during L.T.C.: NIL

I have availed ^{HTC}L.T.C. for 5 days from 3/12/2022 to 7/12/2022 and request you kindly to en-cash earned leave for 10 days as per rule, and debit to my leave account.

Signature V Raju

For office use

10 days L.T.C. is debited in the leave account.

10 days leave encashment noted for LTC/HTC block
years 2018-21/extended 2022
Principal

Jain B
Principal

Done 20/11/22

Copy to:

1. Section Officer Accounts for payment
2. Senior Assistant (Establish) office for entry in service book
3. Personal file

Mrs. Sumit S.
20/11/22



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DAULAT RAM COLLEGE
(University of Delhi)
DELHI-110 007

Date 13/12/2022

THE MANAGER,
INDIAN OVERSEAS BANK,
DAULAT RAM COLLEGE
UNIVERSITY OF DELHI
DELHI-110 007

V.no

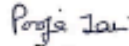
Transfer being made for Payment to the Beneficiary through RTGS/NEFT from Saving
Bank Account No. 173401000010001

Dear Sir / Madam,

Kindly Debit from our SAVING BANK ACCOUNT NO. 173401000010001 to the saving bank
account numbers of the beneficiary as per their NEFT forms attached herewith.
This may be done under intimation to us.

S.NO.	Beneficiary	Bank Name	Account no	IFSC CODE	Amount
1	V.Sujata Raju	IOB	173401000000178	IOBA0001734	88753
				Total	88753


S.O.(Accounts)


Bursar


Principal

Treasurer



20/12/2022

Dated: 25/11/22

FORM FOR LEAVE ENCASHMENT DURING L.T.C.

1. Name : VINOD KUMAR
2. Designation : office attendant
3. Department : Administration
4. L.T.C. Block Year : 2018-2021
5. Leave taken during L.T.C. (Earned Leave) : 10 days
6. No. of days to be encashed : 10
7. Present Basic : 26800 = w
8. Grade Pay : -
9. D.A : 10184 (38%)
10. No. of times Encashment already availed du : 2 (Two)

I have availed L.T.C. 4 (Four) days from 12/12/22 To 15/12/22
and request you kindly to encash my earned leave for 10 days as per rule and debit to my leave account

one entry
in the register
25/11/22

Signature

For Office use

10 days Leave encashment noted in her/him Earned leave account.

Principal

Copy to:

1. Section Officer Account for payment
2. Establishment Dept for entry in service book
3. personal file

Est
23/11/2022
E.L 295 days

22/11/22

$$= \frac{34984 \times 10}{30} = 12328/-$$



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DAULAT RAM COLLEGE
(University of Delhi)
DELHI-110 007

Date 07/12/2022

THE MANAGER,
INDIAN OVERSEAS BANK,
DAULAT RAM COLLEGE
UNIVERSITY OF DELHI
DELHI-110 007

V.no- 1113

Transfer being made for Payment to the Beneficiary through RTGS/NEFT from Saving Bank Account No. 173401000010001

Dear Sir / Madam,

Kindly Debit from our SAVING BANK ACCOUNT NO.173401000010001 to the saving bank account numbers of the beneficiary as per their NEFT forms attached herewith.

This may be done under intimation to us.

S.NO.	Beneficiary	Bank Name	Account no	IFSC CODE	Amount
1	Vinod Kumar	IOB	173401000001213	IOBA0001734	12328
				Total	12328


S.O.(Accounts)


Bursar


Principal

Treasurer





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DAULAT RAM COLLEGE
UNIVERSITY OF DELHI
DELHI - 110007
COLLEGE MAIN ACCOUNT
State Name : Delhi, Code : 07

Payment Voucher

No. : 1113

Dated : 15-Dec-22

Through : INDIAN OVERSEAS BANK-SBAC-1001

Particulars	Amount
Account : ADMINISTRATIVE STAFF	12,328.00
INDIAN OVERSEAS BANK (Dr) 12,328.00 Dr	

On Account of:

being amount paid to vinod kumar for leave encashment during L.T.C

Bank Transaction Details:

NEFT 1113 15-Dec-22 12,328.00

Amount (in words):

INR Twelve Thousand Three Hundred Twenty Eight Only

₹ 12,328.00

S.O. Accounts

A.O

Pranajit Singh
Bursar/Treasurer

Sanjay B
Principal





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6.3.1 Welfare Strategies

Detail of Childred Education Allowance paid to staff for the year 2018 to 2023

Year 2022-23			
SR. NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON-TEACHING STAFF			
1	BABITA TIRKEY	ASSISTANT	ADMINISTRATION
2	PRADEEP KUMAR	DRIVER	ADMINISTRATION
3	VINOD KUMAR CHAUDHARY	JR. ASSISTANT	ADMINISTRATION
4	DHIRAJ BALOTIA	ASSISTANT	ACCOUNTS
5	ANIL KUMAR	LIB ATTENDANT	LIBRARY
6	GOVIND SINGH	LIB ATTENDANT	LIBRARY
7	MAHESH VOHRA	LIB ATTENDANT	LIBRARY
8	SURENDER KUMAR	LIB ATTENDANT	LIBRARY
9	SUSHIL KUMAR	LIB ATTENDANT	LIBRARY
10	ASHESHWER PATEL	LAB ATTENDANT	ZOOLOGY
11	BHUVNESHWAR	LAB ASSISTANT	CHEMISTRY
12	CHAMAN SHARMA	LAB ATTENDANT	BIO-CHEMISTRY
13	CHIRANGI LAL	LAB ASSISTANT	ZOOLOGY
14	DEVINDER PAL	LAB ASSISTANT	PHYSICS
15	LALIT SHARMA	LAB ATTENDANT	BIO-CHEMISTRY
16	MUKESH	LAB ASSISTANT	ZOOLOGY
17	NIRAJ	LAB ATTENDANT	ZOOLOGY
18	PARDEEP KUMAR	LAB ATTENDANT	ZOOLOGY
19	PARMANAND	LAB ASSISTANT	PSYCHOLOGY
20	PUNEET KUMAR	LAB ATTENDANT	ZOOLOGY
21	RAMESH NAGAR	LAB ASSISTANT	BOTANY
22	SARLA PANDEY	LAB ASSISTANT	CHEMISTRY
23	SATISH KUMAR CHAUHAN	LAB ASSISTANT	BOTANY
24	SHASHI BHUSHAN ATTRI	LAB ASSISTANT	CHEMISTRY
25	AMITESH MUSTSUDDY	OFFICE ATTENDANT	ADMINISTRATION
26	CHHOTAY LAL	OFFICE ATTENDANT	ACCOUNTS
27	SANTOSH KUMAR	MALI	ADMINISTRATION
28	TIRLOK CHAND	SAFAL KARAMCHARI	ADMINISTRATION
TEACHING STAFF			
1	ROHINI ARYA	ASSOCIATE PROFESSOR	BOTANY
2	REEMA DEHAL	ASSOCIATE PROFESSOR	COMMERCE
3	POOJA KHANNA	ASSOCIATE PROFESSOR	ECONOMICS
4	POOJA SHARMA	ASSOCIATE PROFESSOR	ECONOMICS

Janita B
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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5	RITA RANI	ASSOCIATE PROFESSOR	ECONOMICS
6	ANITA MINZ	ASSOCIATE PROFESSOR	HINDI
7	SNEH LATA	ASSOCIATE PROFESSOR	HINDI
8	POOJA V. ANAND	ASSOCIATE PROFESSOR	PSYCHOLOGY
9	JYOTI SINGH	ASSOCIATE PROFESSOR	ZOOLOGY
10	JYOTI TANEJA	ASSISTANT PROFESSOR	ZOOLOGY
11	JYOTSANA SINGH	ASSISTANT PROFESSOR	ZOOLOGY
12	MADHU	ASSISTANT PROFESSOR	ZOOLOGY
13	MEENAKSHI THAKUR	ASSISTANT PROFESSOR	ZOOLOGY
14	NEHA NIHARIKA	ASSISTANT PROFESSOR	ZOOLOGY
15	SONIKA SHARMA	ASSISTANT PROFESSOR	ZOOLOGY
16	SUNITA KUMARI YADAV	ASSISTANT PROFESSOR	ZOOLOGY

Year 2021-22

SR. NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON-TEACHING STAFF			
1	DHIRAJ BALOTIA	ASSISTANT	ACCOUNTS
2	RAKESH VASHISHT	SR. ASSISTANT	ACCOUNTS
3	ANIL KUMAR	LIB ATTENDANT	LIBRARY
4	GOVIND SINGH	LIB ATTENDANT	LIBRARY
5	SURENDER KUMAR	LIB ATTENDANT	LIBRARY
6	SUSHIL KUMAR	LIB ATTENDANT	LIBRARY
7	ANIL KUMAR	LAB ASSISTANT	ZOOLOGY
8	BHUVNESHWAR	LAB ASSISTANT	CHEMISTRY
9	CHAMAN SHARMA	LAB ATTENDANT	BIO-CHEMISTRY
10	CHIRNAGI LAL	LAB ASSISTANT	ZOOLOGY
11	PARDEEP KUMAR	LAB ATTENDANT	ZOOLOGY
12	PARMANAND	LAB ASSISTANT	PSYCHOLOGY
13	PUNEET KUMAR	LAB ATTENDANT	ZOOLOGY
14	RAJVIR GIRI	LAB ASSISTANT	BIO-CHEMISTRY
15	SARLA PANDEY	LAB ASSISTANT	CHEMISTRY
16	SATISH KUMAR CHAUHAN	LAB ASSISTANT	BOTANY
17	SHASHI BHUSHAN ATTRI	LAB ASSISTANT	CHEMISTRY
18	VIPIN KAPOOR	LAB ASSISTANT	PSYCHOLOGY
19	CHOOTY LAL	OFFICE ATTENDANT	ADMINISTRATION
TEACHING STAFF			
1	ANITA MINZ	ASSOCIATE PROFESSOR	HINDI
2	DEEPTI BANSAL	ASSOCIATE PROFESSOR	MUSIC
3	GEETANJALI KUMAR	ASSOCIATE PROFESSOR	POLITICAL SCIENCE
4	JYOTI SINGH	ASSOCIATE PROFESSOR	ZOOLOGY
5	MEENAKSHI THAKUR	ASSISTANT PROFESSOR	ZOOLOGY

Janita R
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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6	MOITREE BHATTACHARAYA	ASSOCIATE PROFESSOR	POLITICAL SCIENCE
7	POOJA KHANNA	ASSOCIATE PROFESSOR	ECONOMICS
8	REEMA DEHAL	ASSOCIATE PROFESSOR	COMMERCE
9	RITA RANI	ASSOCIATE PROFESSOR	ECONOMICS
10	RITU KHANNA	ASSOCIATE PROFESSOR	ECONOMICS
11	ROHINI ARYA	ASSOCIATE PROFESSOR	BOTANY
12	SHEN LATA	ASSOCIATE PROFESSOR	HINDI
13	SONKA SHARMA	ASSISTANT PROFESSOR	ZOOLOGY
14	SUNITA	ASSOCIATE PROFESSOR	COMMERCE

Year 2020-21

SR. NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON-TEACHING STAFF			
1	BABITA TIRKEY	ASSISTANT	ADMINISTRATION
2	DHIRAJ BALOTIA	ASSISTANT	ADMINISTRATION
3	PRADEEP KUMAR	DRIVER	ADMINISTRATION
4	RAKESH VASHIST	SR. ASSISTANT	ACCOUNTS
5	SEEMA SINGH	JR. ASSISTANT	ACCOUNTS
6	VINOD KUMAR CHAUDHARY	JR. ASSISTANT	ACCOUNTS
7	ANIL KUMAR	LIB. ATTENDANT	LIBRARY
8	MAHESH VOHRA	LIB. ATTENDANT	LIBRARY
9	SURENDER KUMAR	LIB. ATTENDANT	LIBRARY
10	SUSHIL KUMAR	LIB. ATTENDANT	LIBRARY
11	RAJVIR GIRI	LAB ASSISTANT	BIO-CHEMISTRY
12	CHAMAN SHARMA	LAB ATTENDANT	BIO-CHEMISTRY
13	DEVINDER KUMAR PAL	LAB ASSISTANT	PHYSICS
14	MUKESH	LAB ASSISTANT	ZOOLOGY
15	NIRAJ	LAB ATTENDANT	ZOOLOGY
16	PARDEEP KUMAR	LAB ATTENDANT	ZOOLOGY
17	PUNEET KUMAR	LAB ATTENDANT	ZOOLOGY
18	RAMESH NAGAR	LAB ASSISTANT	BOTANY
19	SARLA PANDEY	LAB ASSISTANT	CHEMISTRY
20	AMITESHA MUSTSUDDY	OFFICE ATTENDANT	ADMINISTRATION
21	CHHOTY LAL	OFFICE ATTENDANT	ADMINISTRATION
22	SANTOSH	MALI	ADMINISTRATION
23	TIRLOK CHAND	CHOWKIDAR	ADMINISTRATION
24	VINOD KUMAR SHARMA	OFFICE ATTENDANT	ADMINISTRATION
TEACHING STAFF			
1	ROHINI ARYA	ASSOCIATE PROFESSOR	BOTANY
2	REEMA DEHAL	ASSOCIATE PROFESSOR	COMMERCE
3	SUNITA	ASSOCIATE PROFESSOR	COMMERCE

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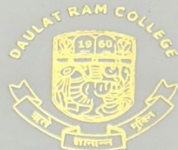
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6	ANITA MINZ	ASSOCIATE PROFESSOR	HINDI
7	SNEH LATA	ASSOCIATE PROFESSOR	HINDI
8	DEEPTI BANSAL	ASSOCIATE PROFESSOR	MUSIC
9	SONIA MEHTA	ASSOCIATE PROFESSOR	PHILOSOPHY
10	GEETANJALI KUMAR	ASSOCIATE PROFESSOR	POLITICAL SCIENCE
11	POOJA V. ANAND	ASSOCIATE PROFESSOR	PSYCHOLOGY
12	AMAR JYOTI	ASSISTANT PROFESSOR	ZOOLOGY
13	JYOTI SINGH	ASSISTANT PROFESSOR	ZOOLOGY
14	JYOTI TANEJA	ASSISTANT PROFESSOR	ZOOLOGY
15	MEENAKSHI THAKUR	ASSISTANT PROFESSOR	ZOOLOGY
16	NEHA NIHARIKA	ASSISTANT PROFESSOR	ZOOLOGY
17	SONIKA SHARMA	ASSISTANT PROFESSOR	ZOOLOGY
18	SUNITA KUMARI YADAV	ASSISTANT PROFESSOR	ZOOLOGY

Year 2019-20

SR. NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON-TEACHING STAFF			
1	BABITA TIRKEY	ASSISTANT	ADMINISTRATION
2	DHIRAJ BALOTIA	ASSISTANT	ADMINISTRATION
3	PARMOD KUMAR	ASSISTANT	ACCOUNTS
4	PRADEEP KUMAR	DRIVER	ADMINISTRATION
5	RAKESH VASHISHT	SR. ASSISTANT	ACCOUNTS
6	SUGATHDEVAN M.S.	ASSISTANT	ADMINISTRATION
7	VINOD KUMAR CHAUDHARY	JR. ASSISTANT	ACCOUNTS
8	ANIL KUMAR	LIB. ATTENDANT	LIBRARY
9	GOVIND SINGH	LIB. ATTENDANT	LIBRARY
10	MAHESH VOHRA	LIB. ATTENDANT	LIBRARY
11	SUSHIL KUMAR	LIB. ATTENDANT	LIBRARY
12	ANIL KUMAR	LAB ASSISTANT	ZOOLOGY
13	BHUVNESHWAR	LAB ASSISTANT	CHEMISTRY
14	CHIRANGI LAL	LAB ASSISTANT	ZOOLOGY
15	DEVINDER KUMAR PAL	LAB ASSISTANT	PHYSICS
16	MUKESH	LAB ASSISTANT	ZOOLOGY
17	PARMANAND	LAB ASSISTANT	PSYCHOLOGY
18	RAJEEV	LAB ASSISTANT	CHEMISTRY
19	RAJ KUMAR	LAB ASSISTANT	CHEMISTRY
20	RAJVIR GIRI	LAB ASSISTANT	BIO-CHEMISTRY
21	RAMESH NAGAR	LAB ASSISTANT	BOTANY
22	SARLA PANDEY	LAB ASSISTANT	CHEMISTRY

Janith B
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Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in

दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



NAAC A* (3.36) & NIRF 26* Rank
A Star Status by GOI.

Daulat Ram College
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,
DELHI-110007

PHONE : 011-27667863

Email : daulatramcollegedu@gmail.com,

Website : www.dr.du.ac.in

23	SATISH KUMAR CHAUHAN	LAB ASSISTANT	BOTANY
24	SHASHI BHUSHAN ATTRI	LAB ASSISTANT	CHEMISTRY
25	VIPIN KAPOOR	LAB ASSISTANT	PSYCHOLOGY
26	RAMBIR MANN	CHOWKIDAR	ADMINISTRATION
27	MARTIN KERKETTA	MALI	ADMINISTRATION
28	SANTOSH	MALI	ADMINISTRATION
29	AMITESH MUSTSUDDY	OFFICE ATTENDANT	ADMINISTRATION
30	CHHOTY LAL	OFFICE ATTENDANT	ADMINISTRATION
31	PARVEEN KUMAR	SAFAI KARAMCHARI	ADMINISTRATION
32	TIRLOK CHAND	SAFAI KARAMCHARI	ADMINISTRATION

TEACHING STAFF

1	AMAR JYOTI	ASSISTANT PROFESSOR	ZOOLOGY
2	ANITA MINZ	ASSOCIATE PROFESSOR	HINDI
3	DEEPTI BANSAI	ASSOCIATE PROFESSOR	MUSIC
4	GEETANJALI KUMAR	ASSOCIATE PROFESSOR	POLITICAL SCIENCE
5	JYOTI SINGH	ASSOCIATE PROFESSOR	ZOOLOGY
6	JYOTI TANEJA	ASSISTANT PROFESSOR	ZOOLOGY
7	MEENAKSHI THAKUR	ASSISTANT PROFESSOR	ZOOLOGY
8	MEENAM BHATIA	ASSOCIATE PROFESSOR	BOTANY
9	POOJA SHARMA	ASSOCIATE PROFESSOR	ECONOMICS
10	REEMA DEHAL	ASSOCIATE PROFESSOR	COMMERCE
11	RITU KHANNA	ASSOCIATE PROFESSOR	ECONOMICS
12	SNEH LATA	ASSOCIATE PROFESSOR	HINDI
13	SONIKA SHARMA	ASSISTANT PROFESSOR	ZOOLOGY
14	SUNITA	ASSOCIATE PROFESSOR	COMMERCE

Year 2018-19

SR. NO.	NAME OF EMPLOYEE	DESIGNATION	DEPARTMENT
NON-TEACHING STAFF			
1	BABITA TIRKEY	ASSISTANT	ADMINISTRATION
2	DHIRAJ BALOTIA	ASSISTANT	ADMINISTRATION
3	RAKESH VASHISHT	SR. ASSISTANT	ACCOUNTS
4	PARMOD KUMAR	ASSISTANT	ACCOUNTS
5	SEEMA SINGH	JR. ASSISTANT	ACCOUNTS
6	GOVIND SINGH	LIBRARY ATTENDANT	LIBRARY
7	MAHESH VOHRA	LIBRARY ATTENDANT	LIBRARY
8	SURENDER KUMAR	LIBRARY ATTENDANT	LIBRARY
9	SUSHIL KUMAR	LIBRARY ATTENDANT	LIBRARY
10	ANIL KUMAR	LAB ASSISTANT	ZOOLOGY
11	BHUVNESHWAR	LAB ASSISTANT	CHEMISTRY
12	CHIRANGI LAL	LAB ASSISTANT	ZOOLOGY

Janika Rj
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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(UNIVERSITY OF DELHI)

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DELHI-110007

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Email : daulatramcollegedu@gmail.com,

Website : www.dr.du.ac.in

13	DEVINDER PAL	LAB ASSISTANT	PHYSICS
14	RAJEEV KUMAR	LAB ASSISTANT	CHEMISTRY
15	RAJVIR GIRI	LAB ASSISTANT	BIO-CHEMISTRY
16	RAMESH NAGAR	LAB ASSISTANT	BOTANY
17	SARLA PANDEY	LAB ASSISTANT	CHEMISTRY
18	SATISH KUMAR CHAUHAN	LAB ASSISTANT	BOTANY
19	SHASHI BHUSHAN ATTRI	LAB ASSISTANT	CHEMISTRY
20	VIPIN KAPOOR	LAB ASSISTANT	PSYCHOLOGY
21	MUKESH	LAB ATTENDANT	ZOOLOGY
22	PRADEEP KUMAR	DRIVER	ADMINISTRATION
23	RAMBIR MANN	CHOWKIDAR	ADMINISTRATION
24	MARTIN KERKETTA	MALI	ADMINISTRATION
25	PRAMOD KUMAR	MALI	ADMINISTRATION
26	SANTOSH	MALI	ADMINISTRATION
27	AMITESH MUSTSUDDY	OFFICE ATTENDANT	ADMINISTRATION
28	CHOTTEY LAL	OFFICE ATTENDANT	ADMINISTRATION
29	VINOD KUMAR CHAUDHARY	OFFICE ATTENDANT	ADMINISTRATION
30	PARVEEN KUMAR	SAFAI KARAMCHARI	ADMINISTRATION
31	TRILOK CHAND	SAFAI KARAMCHARI	ADMINISTRATION
TEACHING STAFF			
1	GURMEET KAUR	ASSOCIATE PROFESSOR	COMMERCE
2	REEMA DEHAL	ASSOCIATE PROFESSOR	COMMERCE
3	SUNITA	ASSOCIATE PROFESSOR	COMMERCE
4	POOJA KHANNA	ASSOCIATE PROFESSOR	ECONOMICS
5	RITA RANI	ASSOCIATE PROFESSOR	ECONOMICS
6	SNEH LATA	ASSOCIATE PROFESSOR	HINDI
7	DEEPTI BANSAL	ASSOCIATE PROFESSOR	MUSIC
8	SONIA MEHTA	ASSOCIATE PROFESSOR	PHILOSOPHY
9	ANITA MINJ	ASSOCIATE PROFESSOR	POLITICAL SCIENCE
10	AMAR JYOTI	ASSISTANT PROFESSOR	ZOOLOGY
11	JYOTI TANEJA	ASSISTANT PROFESSOR	ZOOLOGY
12	MEENAKSHI THAKUR	ASSISTANT PROFESSOR	ZOOLOGY
13	SONIKA SHARMA	ASSISTANT PROFESSOR	ZOOLOGY

Jasjit R.
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7



Recd 20/1/2022 2021-2022

FORM-2

2145

REIMBURSEMENT OF CHILDREN EDUCATIONAL ALLOWANCE
(Ref : OM No. 12011/03/2008 (Allowance) Dated 02/09/2009)

Pl do the receipt
SJ
2/2

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

Name of the Child & Date of Birth	School in which Studying	Class in which Studying & A/Y	Total Education allowance paid	Total Amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)
(1) Naman Vohra	Joseph & Mary Public School, Shastri Park, Nathupura, Delhi	VIIIth Standard 1st Standard	Rs. 37,368/-	Rs. 27,000/-
(2) Tanvi Vohra			Rs. 32,530/-	Rs. 27,000/-
				Rs. 54,000/-
#Tuition fees – for the whole year 2021-2022 /I/II/III/IV-Term/				Rs. 37,368/-
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 Sets/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. 37,368/-
2)				
#Tuition fees – for the whole year 2021-2022-- /I/II/III/IV-Term/				Rs. 32,530/-
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 Sets/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. 32,530/-

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:-

- my spouse is not a Central Government servant
- 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 school regularly and did not absent himse lf/herself from the school without proper leave for a period exceeding one month.


54,000/-
SJ
07-04

In the event of any change in the particulars given above which affect my eligibility for children's educational 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:- Original Fee Receipts from April,2021 to March, 2022
of my two children.

PLACE & Date: DELHI & 07-02-2022



(Signature of Employee)

Name: Mahesh Vohra

Designation: Library Attendant

Department : Library

A/c No. :- 17340100001236

M.I.C.R. No.- 110020084

I.F.S.C. Code No.- IOBA0001734

Bank :- Indian Overseas Bank

Branch :- Daulat Ram College,

University of Delhi, Delhi- 110007.

JOSEPH & MARY PUBLIC SCHOOL
 Shastrri Park Nathugara, Delhi - 84 Contact No.742806562
 Web : www.jmps.org.in Email : jmpschool@yahoo.com
 REG. DD(E)/49/2-11/2002/517-25 23/03/03, AIL No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 1281 Date : 22-Apr-2021

Name : NAMAN VOHRA S/d/o MAHESH VOHRA
 Admn No : J-5105 Class : VII - C
 Contact No : 8368013758, 9868623581
 Address : A-10/225 BABA COLONY SANT NAGAR BURARI D-84
 Fee Month : Apr-May Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	5520	5520	5520
Tuition Fee Due 2020-21	0	0	0	0	0
Total :	0	0	5520	5520	5520

In Words: Five thousand five hundred twenty
 Mode: Cash Balance: 0 Adv: 0
 Bank: Concession: 0
 Chq/CC/DD & Date: . (CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

22 APR 2021
CASH RECEIVED

JOSEPH & MARY PUBLIC SCHOOL
 Shastrri Park Nathugara, Delhi - 84 Contact No.742806562
 Web : www.jmps.org.in Email : jmpschool@yahoo.com
 REG. DD(E)/49/2-11/2002/517-25 23/03/03, AIL No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 3206 Date : 12-Jun-2021

Name : NAMAN VOHRA S/d/o MAHESH VOHRA
 Admn No : J-5105 Class : VII - C
 Contact No : 8368013758, 9868623581
 Address : A-10/225 BABA COLONY SANT NAGAR BURARI D-84
 Fee Month : Jun Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2760	2760	2760
Tuition Fee Due 2020-21	0	0	0	0	0
Total :	0	0	2760	2760	2760

In Words: Two thousand seven hundred sixty
 Mode: Cash Balance: 0 Adv: 0
 Bank: Concession: 0
 Chq/CC/DD & Date: . (CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

12 JUN 2021
CASH RECEIVED

JOSEPH & MARY PUBLIC SCHOOL
 Shastrri Park Nathugara, Delhi - 84 Contact No.742806562
 Web : www.jmps.org.in Email : jmpschool@yahoo.com
 REG. DD(E)/49/2-11/2002/517-25 23/03/03, AIL No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 5002 Date : 16-Jul-2021

Name : NAMAN VOHRA S/d/o MAHESH VOHRA
 Admn No : J-5105 Class : VII - C
 Contact No : 8368013758, 9868623581
 Address : A-10/225 BABA COLONY SANT NAGAR BURARI D-84
 Fee Month : Jul Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2760	2760	2758
Annual Charges	0	0	0	0	0
Tuition Fee Due 2020-21	0	0	0	0	0
Annual Charges @85% M	0	0	283	283	283
Development Charges @8	0	0	189	189	189
Total :	0	0	3232	3232	3230

In Words: Three Thousand Two Hundred Thirty
 Mode: Cash Balance: 2 Adv: 0
 Bank: Concession: 0
 Chq/CC/DD & Date: . (CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

16 JUL 2021
CASH RECEIVED

JOSEPH & MARY PUBLIC SCHOOL
 Shastrri Park Nathugara, Delhi - 84 Contact No.742806562
 Web : www.jmps.org.in Email : jmpschool@yahoo.com
 REG. DD(E)/49/2-11/2002/517-25 23/03/03, AIL No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 6097 Date : 06-Aug-2021

Name : NAMAN VOHRA S/d/o MAHESH VOHRA
 Admn No : J-5105 Class : VII - C
 Contact No : 8368013758, 9868623581
 Address : A-10/225 BABA COLONY SANT NAGAR BURARI D-84
 Fee Month : Aug Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	2	0	2760	2762	2762
Annual Charges	0	0	0	0	0
Tuition Fee Due 2020-21	0	0	0	0	0
Annual Charges @85% M	0	0	283	283	283
Development Charges @8	0	0	189	189	189
Total :	2	0	3232	3234	3234

In Words: Three Thousand Two Hundred Thirty-Four
 Mode: Cash Balance: 0 Adv: 0
 Bank: Concession: 0
 Chq/CC/DD & Date: . (CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

06 AUG 2021
CASH RECEIVED

JOSEPH & MARY PUBLIC SCHOOL
 Shastri Park Nathupura, Delhi - 84 Contact No.7428506562
 Web : www.jmps.org.in Email : jmpsschool@yahoo.com
 REG: DDE(N)/49/Z-VII/2002/517-25 23/03/03, Aff. No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 8784 Date : 18-Sep-2021

Name : NAMAN VOHRA S/d/o
 MAHESH VOHRA

Admn No : J-5105 Class : VII - C

Contact No : 8368013758, 9868623581

Address : A-10/225 BABA COLONY SANT NAGAR BURARI
 D-84

Fee Month : Sep Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2760	2760	2758
Annual Charges	0	0	0	0	0
Tuition Fee Due 2020-21	0	0	0	0	0
Annual Charges @85% M	0	0	283	283	283
Development Charges @8	0	0	189	189	189
Total :	0	0	3232	3232	3230

In Words: Three Thousand Two Hundred Thirty Two
 Mode: Cash Balance: 2 Adv: 0
 Bank: Concession: 0
 Chq/CC/DB/DD & Date: .

(CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

JOSEPH & MARY PUBLIC SCHOOL
 Shastri Park Nathupura, Delhi - 84 Contact No.7428506562
 Web : www.jmps.org.in Email : jmpsschool@yahoo.com
 REG: DDE(N)/49/Z-VII/2002/517-25 23/03/03, Aff. No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 10420 Date : 16-Oct-2021

Name : NAMAN VOHRA S/d/o
 MAHESH VOHRA

Admn No : J-5105 Class : VII - C

Contact No : 8368013758, 9868623581

Address : A-10/225 BABA COLONY SANT NAGAR BURARI
 D-84

Fee Month : Oct Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2760	2760	2758
Annual Charges	0	0	0	0	0
Tuition Fee Due 2020-21	0	0	0	0	0
Annual Charges @85% M	0	0	283	283	283
Development Charges @8	0	0	189	189	189
Total :	0	0	3232	3232	3230

In Words: Three Thousand Two Hundred Thirty
 Mode: Cash Balance: 4 Adv: 0
 Bank: Concession: 0
 Chq/CC/DB/DD & Date: .

(CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

JOSEPH & MARY PUBLIC SCHOOL
 Shastri Park Nathupura, Delhi - 84 Contact No.7428506562
 Web : www.jmps.org.in Email : jmpsschool@yahoo.com
 REG: DDE(N)/49/Z-VII/2002/517-25 23/03/03, Aff. No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 12474 Date : 18-Nov-2021

Name : NAMAN VOHRA S/d/o
 MAHESH VOHRA

Admn No : J-5105 Class : VII - C

Contact No : 8368013758, 9868623581

Address : A-10/225 BABA COLONY SANT NAGAR BURARI
 D-84

Fee Month : Nov Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2760	2760	2764
Annual Charges	0	0	0	0	0
Tuition Fee Due 2020-21	0	0	0	0	0
Annual Charges @85% M	0	0	283	283	283
Development Charges @8	0	0	189	189	189
Total :	0	0	3232	3236	3236

In Words: Three Thousand Two Hundred Thirty-Six
 Mode: Cash Balance: 0 Adv: 0
 Bank: Concession: 0
 Chq/CC/DB/DD & Date: .

(CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

JOSEPH & MARY PUBLIC SCHOOL
 Shastri Park Nathupura, Delhi - 84 Contact No.7428506562
 Web : www.jmps.org.in Email : jmpsschool@yahoo.com
 REG: DDE(N)/49/Z-VII/2002/517-25 23/03/03, Aff. No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 13805 Date : 13-Dec-2021

Name : NAMAN VOHRA S/d/o
 MAHESH VOHRA

Admn No : J-5105 Class : VII - C

Contact No : 8368013758, 9868623581

Address : A-10/225 BABA COLONY SANT NAGAR BURARI
 D-84

Fee Month : Dec Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2760	2760	2758
Annual Charges	0	0	0	0	0
Tuition Fee Due 2020-21	0	0	0	0	0
Annual Charges @85% M	0	0	283	283	283
Development Charges @8	0	0	189	189	189
Total :	0	0	3232	3232	3230

In Words: Three Thousand Two Hundred Thirty
 Mode: Cash Balance: 2 Adv: 0
 Bank: Concession: 0
 Chq/CC/DB/DD & Date: .

(CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

JOSEPH & MARY PUBLIC SCHOOL
Shastri Park Nakhopara, Delhi - 84 Contact No. 7428506562
Web : www.jmps.org.in Email : jmpschool@yahoo.com
REG. DOR(N)/49/D-11/2002/S17-25 23/03/83, ARI No. 2730416

FEE RECEIPT (2021-2022)
Date : 23-Mar-2021

Name : TANVI VOHRA S/d/o MAHESH VOHRA
Admn No : J-8666 Class : I - B
Contact No : 8368013758, 9868623581
Address : H.NO.29 G.NO. 01 VASHIST ENCLAVE BURARI DELHI-110084
Fee Month : Apr Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2340	2340	2340
Annual Charges	0	0	3000	3000	3000
Development Charges	0	0	2000	2000	2000
LT Charges	0	0	1300	1300	1300
Medical Charges	0	0	400	400	400
Examination / Misc.Charg	0	0	1400	1400	1400
Sp. Charges	0	0	150	150	150
Smart Classes/CCTV/Apt	0	0	250	250	250
Admission Fee Charges	0	0	200	200	200
Total:	0	0	11040	11040	11040

In Words: Eleven thousand forty
Mode: Cash Balance: 0 Adv: 0
Bank: Concession: 0
Chq/CC/DD/DD & Date: (CASHIER)

Stamp: JOSEPH & MARY PUBLIC SCHOOL, 23 MAR 2021

JOSEPH & MARY PUBLIC SCHOOL
Shastri Park Nakhopara, Delhi - 84 Contact No. 7428506562
Web : www.jmps.org.in Email : jmpschool@yahoo.com
REG. DOR(N)/49/D-11/2002/S17-25 23/03/83, ARI No. 2730416

FEE RECEIPT (2021-2022)
Date : 06-Aug-2021

Name : TANVI VOHRA S/d/o MAHESH VOHRA
Admn No : J-8666 Class : I - B
Contact No : 8368013758, 9868623581
Address : H.NO.29 G.NO. 01 VASHIST ENCLAVE BURARI DELHI-110084
Fee Month : Aug Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2340	2340	2340
Annual Charges	0	0	0	0	0
Development Charges	0	0	0	0	0
Annual Charges @95% M	0	0	0	0	0
Development Charges @8	0	0	0	0	0
Admission Fee Charges	0	0	0	0	0
Total:	0	0	2340	2340	2340

In Words: Two Thousand Three Hundred Forty
Mode: Cash Balance: 0 Adv: 0
Bank: Concession: 0
Chq/CC/DD/DD & Date: (CASHIER)

Stamp: JOSEPH & MARY PUBLIC SCHOOL, 06 AUG 2021, CASH RECEIVED

JOSEPH & MARY PUBLIC SCHOOL
Shastri Park Nakhopara, Delhi - 84 Contact No. 7428506562
Web : www.jmps.org.in Email : jmpschool@yahoo.com
REG. DOR(N)/49/D-11/2002/S17-25 23/03/83, ARI No. 2730416

FEE RECEIPT (2021-2022)
Date : 17-Jul-2021

Receipt No : 5220
Name : TANVI VOHRA S/d/o MAHESH VOHRA
Admn No : J-8666 Class : I - B
Contact No : 8368013758, 9868623581
Address : H.NO.29 G.NO. 01 VASHIST ENCLAVE BURARI DELHI-110084
Fee Month : Jul Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	430	0	2340	2770	2770
Annual Charges	0	0	0	0	0
Development Charges	0	0	0	0	0
Annual Charges @95% M	0	0	0	0	0
Development Charges @8	0	0	0	0	0
Admission Fee Charges	0	0	0	0	0
Total:	430	0	2340	2770	2770

In Words: Two Thousand Seven Hundred Seventy
Mode: Cash Balance: 0 Adv: 0
Bank: Concession: 0
Chq/CC/DD/DD & Date: (CASHIER)

Stamp: JOSEPH & MARY PUBLIC SCHOOL, 17 JUL 2021, CASH RECEIVED

JOSEPH & MARY PUBLIC SCHOOL
Shastri Park Nakhopara, Delhi - 84 Contact No. 7428506562
Web : www.jmps.org.in Email : jmpschool@yahoo.com
REG. DOR(N)/49/D-11/2002/S17-25 23/03/83, ARI No. 2730416

FEE RECEIPT (2021-2022)
Date : 18-Sep-2021

Receipt No : 8785
Name : TANVI VOHRA S/d/o MAHESH VOHRA
Admn No : J-8666 Class : I - B
Contact No : 8368013758, 9868623581
Address : H.NO.29 G.NO. 01 VASHIST ENCLAVE BURARI DELHI-110084
Fee Month : Sep Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2340	2340	2340
Annual Charges	0	0	0	0	0
Development Charges	0	0	0	0	0
Annual Charges @95% M	0	0	0	0	0
Development Charges @8	0	0	0	0	0
Admission Fee Charges	0	0	0	0	0
Total:	0	0	2340	2340	2340

In Words: Two Thousand Three Hundred Forty
Mode: Cash Balance: 0 Adv: 0
Bank: Concession: 0
Chq/CC/DD/DD & Date: (CASHIER)

Stamp: JOSEPH & MARY PUBLIC SCHOOL, 18 SEP 2021, CASH RECEIVED

JOSEPH & MARY PUBLIC SCHOOL
 Shastri Park Nakhopara, Delhi - 04 Contact No. 7428566562
 Web: www.jmps.org.in Email: jmps@school@yahoo.com
 REG. DDE(D)/49/E-111/2002/517-25 23/03/03, AIL No. 2738416

FEE RECEIPT (2021-2022)

Receipt No : 10419 Date : 16-Oct-2021

Name : TANVI VOHRA S/d/o MAHESH VOHRA
 Admn No : J-8666 Class : 1 - B
 Contact No : 8368013758, 9868623581
 Address : H.NO.20 G.NO. 01 VASHIST ENCLAVE BURARI DELHI-110084
 Fee Month : Oct Fee Book No.:

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2340	2340	2340
Annual Charges	0	0	0	0	0
Development Charges	0	0	0	0	0
Annual Charges @95% M	0	0	0	0	0
Development Charges @8	0	0	0	0	0
Admission Fee Charges	0	0	0	0	0
Total:	0	0	2340	2340	2340

In Words: Two Thousand Three Hundred Forty
 Mode: Cash Balance: 0 Adv:
 Bank: Concession: 0
 Chq/CC/DB/DD & Date: (CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

JOSEPH & MARY PUBLIC SCHOOL
 Shastri Park Nakhopara, Delhi - 04 Contact No. 7428566562
 Web: www.jmps.org.in Email: jmps@school@yahoo.com
 REG. DDE(D)/49/E-111/2002/517-25 23/03/03, AIL No. 2738416

FEE RECEIPT (2021-2022)

Receipt No : 13804 Date : 13-Dec-2021

Name : TANVI VOHRA S/d/o MAHESH VOHRA
 Admn No : J-8666 Class : 1 - B
 Contact No : 8368013758, 9868623581
 Address : H.NO.20 G.NO. 01 VASHIST ENCLAVE BURARI DELHI-110084
 Fee Month : Dec Fee Book No.:

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2340	2340	2340
Annual Charges	0	0	0	0	0
Development Charges	0	0	0	0	0
Annual Charges @95% M	0	0	0	0	0
Development Charges @8	0	0	0	0	0
Admission Fee Charges	0	0	0	0	0
Total:	0	0	2340	2340	2340

In Words: Two Thousand Three Hundred Forty
 Mode: Cash Balance: 0 Adv:
 Bank: Concession: 0
 Chq/CC/DB/DD & Date: (CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

JOSEPH & MARY PUBLIC SCHOOL
 Shastri Park Nakhopara, Delhi - 04 Contact No. 7428566562
 Web: www.jmps.org.in Email: jmps@school@yahoo.com
 REG. DDE(D)/49/E-111/2002/517-25 23/03/03, AIL No. 2738416

FEE RECEIPT (2021-2022)

Receipt No : 112473 Date : 10-Nov-2021

Name : TANVI VOHRA S/d/o MAHESH VOHRA
 Admn No : J-8666 Class : 1 - B
 Contact No : 8368013758, 9868623581
 Address : H.NO.20 G.NO. 01 VASHIST ENCLAVE BURARI DELHI-110084
 Fee Month : Nov Fee Book No.:

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2340	2340	2340
Annual Charges	0	0	0	0	0
Development Charges	0	0	0	0	0
Annual Charges @95% M	0	0	0	0	0
Development Charges @8	0	0	0	0	0
Admission Fee Charges	0	0	0	0	0
Total:	0	0	2340	2340	2340

In Words: Two Thousand Three Hundred Forty
 Mode: Cash Balance: 0 Adv:
 Bank: Concession: 0
 Chq/CC/DB/DD & Date: (CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt

JOSEPH & MARY PUBLIC SCHOOL
 Shastri Park Nakhopara, Delhi - 04 Contact No. 7428566562
 Web: www.jmps.org.in Email: jmps@school@yahoo.com
 REG. DDE(D)/49/E-111/2002/517-25 23/03/03, AIL No. 2738416

FEE RECEIPT (2021-2022)

Receipt No : 15540 Date : 14-Jan-2022

Name : TANVI VOHRA S/d/o MAHESH VOHRA
 Admn No : J-8666 Class : 1 - B
 Contact No : 8368013758, 9868623581
 Address : H.NO.20 G.NO. 01 VASHIST ENCLAVE BURARI DELHI-110084
 Fee Month : Jan Fee Book No.:

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	2340	2340	2340
Annual Charges	0	0	0	0	0
Development Charges	0	0	0	0	0
Annual Charges @95% M	0	0	0	0	0
Development Charges @8	0	0	0	0	0
Admission Fee Charges	0	0	0	0	0
Total:	0	0	2340	2340	2340

In Words: Two Thousand Three Hundred Forty
 Mode: Cash Balance: 0 Adv:
 Bank: Concession: 0
 Chq/CC/DB/DD & Date: (CASHIER)

* Cheque Subject to Realisation
 * This is computer generated receipt



JOSEPH & MARY PUBLIC SCHOOL

Shastri Park Nathupura, Delhi - 84 Contact No.7428506562

Web : www.jmps.org.in Email : jmpsschool@yahoo.com

REG: DDE(N)/49/Z-VII/2002/517-25 23/03/03, Aff. No: 2730416

FEE RECEIPT (2021-2022)

Receipt No : 16591 Date : 05-Feb-2022
Name : TANVI VOHRA S/d/o
MAHESH VOHRA
Admn No : J-8666 Class : I - B
Contact No : 8368013758, 9868623581
Address : H.NO.20 G.NO. 01 VASHIST ENCLAVE BURARI
DELHI-110084
Fee Month : Feb-Mar Fee Book No. :

Fee Description	Due	Adv	Fees	To Pay	Paid
Tuition Fee	0	0	4680	4680	4680
Annual Charges	0	0	0	0	0
Development Charges	0	0	0	0	0
Annual Charges @85% M.	0	0	0	0	0
Development Charges @8	0	0	0	0	0
Admission Fee Charges	0	0	0	0	0
Total :	0	0	4680	4680	4680

In Words : Four Thousand Six Hundred Eighty

Mode : Cash Balance : 0 Adv : 0

Bank : Concession : 0

Chq/CC/DB/DD & Date :


(CASHIER)

* Cheque Subject to Realisation

* This is computer generated receipt

1132
FORM-3
2016

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE
(Ref: OM No. 12011/03/2008 (Allowance) Dated 02/09/2009)

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

Name of the Child & Date of Birth	School in which Studying	Class in which Studying & A/Y	Total Education allowance paid	Total Amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)
1. ZOYA AHMED DoB: 13-01-2004	SAHODAY Sm. Sec. School	XII - A	69,240/-	Rs. 27,000/-
#Tuition fees - for the whole year /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 Sets/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.
2. MANTASHA DoB: 02-01-2010	SAHODAY Sm. Sec. School	VII - B	63,240/-	Rs. 27,000/-
#Tuition fees - for the whole year /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 Sets/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 1+2 = 132480/-				Rs. 54,000/-

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:-

- iii) my spouse is not a Central Government servant
- iv) 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 school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.

Bursar
Pl. look into it.
JA
3/2/22

Syad
Issued
07-04

Catholic Syrian Bank **STUDENT COPY**
P00003

Date Of Payment: 23, 06, 2021 Sahoday Senior Secondary School, New Delhi

Paid at Branch: _____ Institution Code: 2997086000001

Name Of the Student : ZOYA AHMED

Student ID : 6546

Class/Course/Dept : XII Section/Semester : A

Academic Year : 2021-22

Fee Particulars				
Sl.No	Fee Head	Amount	Late Fee	Total
1.	April, May and June 2021	17,310		17,310
			Grand Total	17,310

Denomination	Amount	Amount in Words: <u>Seventeen thousand three hundred and ten only. Only</u>
2000 x		<input checked="" type="checkbox"/> Drawn on Bank <u>I.O.B.</u> ✓ Cheque/PO/DD No - <u>869809</u> Payable At Branch <u>UNIVERSITY</u> <u>(1734) Branch.</u>
500 x		
200 x		
100 x		
50 x		
20 x		
10 x		
Total		

Payee Name: ANITA MENZ

Payee Mobile No: 9910735362

Transaction Reference: _____

Signature/Stamp: _____ Signature Of Student/Parent: _____

* Fee can be deposited with this challan at any branch of Catholic Syrian Bank across the country, branches list is available on www.csb.co.in
 * Fee receiving branch is advised to write transaction reference id above
 * For Online Payment visit www.csb.co.in

SAHODAY SCHOOL
C-1,
Safdarjung Development Area,
New Delhi-110016

Catholic Syrian Bank STUDENT COPY
PC0003

Payment: 16/08/2021 Sahoday Senior Secondary
School, New Delhi

Paid at Branch: _____ Institution Code: **2897086000003**

Name Of the Student : ZOYA AHMED
 Student ID : 6546
 Class/Course/Dept : XII Section/Semester : A
 Academic Year : 2021-2022

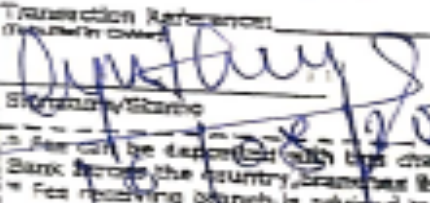
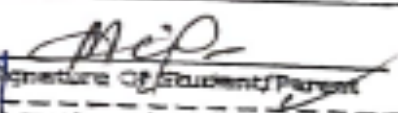
Fee-Particulars

Sl.No	Fee Head	Amount	Late Fee	Total
	TUITION FEE 1ST QUARTER			
	TUITION FEE FOR JULY	5,770/-		5,770/-
	TUITION FEE FOR AUGUST	5,770/-		5,770/-
	TUITION FEE FOR SEPTEMBER	5,770/-		5,770/-
Grand Total				17,310/-

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Denomination</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>2000 x</td><td></td></tr> <tr><td>1000 x</td><td></td></tr> <tr><td>500 x</td><td></td></tr> <tr><td>200 x</td><td></td></tr> <tr><td>100 x</td><td></td></tr> <tr><td>50 x</td><td></td></tr> <tr><td>20 x</td><td></td></tr> <tr><td>10 x</td><td></td></tr> <tr><td>Total</td><td></td></tr> </tbody> </table>	Denomination	Amount	2000 x		1000 x		500 x		200 x		100 x		50 x		20 x		10 x		Total		Amount in Words: <u>Seventeen thousand three hundred and ten only.</u> only. <input checked="" type="checkbox"/> Drawn on Bank <u>I.O.B.</u> Cheque/PO/DO No- <u>869814</u> <u>University</u> Payable At Branch <u>Branch 1734</u>
Denomination	Amount																				
2000 x																					
1000 x																					
500 x																					
200 x																					
100 x																					
50 x																					
20 x																					
10 x																					
Total																					

Payee Name: ANITA MENZ
 Payee Mobile No: 9910735362

Transaction Reference: _____

* Fee can be deposited in the draft of any branch of Catholic Syrian Bank across the country, branches list is available on www.csb.co.in
 * Fee receiving branch is advised to write transaction reference id above
 * For Online Payment visit www.csb.co.in

SAHODAY SCHOOL
 C-1,
 Safdarjung Development S.A.,
 New Delhi-110016

P00001

Sahoday Senior Secondary
School, New DelhiDate: 1, 10, 2021

id at Branch:

Institution Code: 2997086000001

Name Of the Student : ZOYA AHMED
 Student ID : 6546
 Class/Course/Dept : XII Section/Semester : A
 Admic Year : 2021-2022

Fee Particulars

S.No	Fee Head	Amount	Late Fee	Total
	TUITION FEE 1ST QUARTER	✓		
	TUITION FEE 2ND QUARTER	✓		
	TUITION FEE FOR OCTOBER	5,770	-	5,770/-
	TUITION FEE FOR NOVEMBER	5,770	-	5,770/-
	TUITION FEE FOR DECEMBER	5,770	-	5,770/-
			Grand Total	17,310/-

Denomination	Amount	Amount in Words: <u>Seventeen thousand three hundred and ten Only.</u>
2000 x		Drawn on Bank <u>I.O.B.</u> <u>Indian Overseas Bank.</u> Cheque/PO/DD No - <u>869818</u> Payable At Branch <u>UNIVERSITY</u> <u>Branch - 1734</u>
500 x		
200 x		
100 x		
50 x		
20 x		
10 x		
Total		

Payee Name: ANITA MENZPayee Mobile No: 9910735362Transaction Reference: _____
(To be filled by Cashier)

Signature/Stamp

Signature of Student/Parent

- * Fee can be deposited with this challan at any branch of CSB Bank across the country, branches list is available on www.csb.co.in
- * Fee receiving branch is advised to write transaction reference id above.
- * For Online Payment visit www.csb.co.in

Catholic Bank

STUDENT COPY
PG003

Sahoday Senior Secondary
School, New Delhi

Date: 10/1/2022
Paid at Branch:

Institution Code: 2997066000003

Name Of the Student : ZOYA AHMED
Student ID : 6546
Class/Course/Dept : XII Section/Semester : A
Academic Year : 2021-2022

Fee Particulars				
Sl.No	Fee Head	Amount	Late Fee	Total
1.	Tuition fee for January 2022	5770	-	5770
2.	Tuition fee for February 2022	5770	-	5770
3.	Tuition fee for March 2022	5770	-	5770
Grand Total				17310

Denomination	Amount
2000 x	
500 x	34 1700
200 x	
100 x	3 300
50 x	
20 x	
10 x	1 10
Total	17310

Amount in Words: Seventeen thousand three hundred and ten only

Drawn on Bank
Cheque/PO/DD No
Payable At Branch Cash

Payee Name: ANITA MENZ.
Payee Mobile No: 9910735352

Transaction Reference:
Created by Cashier:

Signature of Student/Parent
[Signature]

Bank can be deposited with this cheques at any branch of Catholic Syrian Bank across the country, branches list is available on www.csb.co.in
* Fee receiving branch is advised to write transaction reference id above
* For Online Payment visit www.csb.co.in

SAHODAY SCHOOL
C-1,
Safdarjung Development Area,
New Delhi-110016

Date Of Payment:

23/06/2021

Sahoday Senior Secondary
School, New Delhi

Paid at Branch:

Institution Code: 2997086000001

Name Of the Student : MANTASHAStudent ID : 77 7928Class/Course/Dept : VII Section/Semester : BAcademic Year : 2021-2022

Fee Particulars

Sl.No	Fee Head	Amount	Late Fee	Total
1	April, May and June 2021	15,810/-		15,810/-
			Grand Total	15,810/-

Denomination	Amount	Amount in Words: <u>Fifteen thousand eight hundred and ten Only</u>
2000 x		Drawn on Bank I.O.B. Cheque/PO/DD No- <u>869810</u> Payable At Branch <u>UNIVERSITY Branch (1734)</u>
500 x		
200 x		
100 x		
50 x		
20 x		
10 x		
Total		

Payee Name: ANITA MEN ZPayee Mobile No: 9910735362

Transaction Reference:

(To be filled by Cashier)

Signature/Stamp

Signature Of Student/Parent

* Fee can be deposited with this challan at any branch of Catholic Syrian Bank across the country, branches list is available on www.csb.co.in
 * Fee receiving branch is advised to write transaction reference id above
 * For Online Payment visit www.csb.co.in

SAHODAY SCHOOL
 C-1,
 Safdarjung Development Area,
 New Delhi-110016

STUDENT COPY
PC0003
Sahoday Senior Secondary
School, New Delhi

Date: 15/8/2021

Paid at Branch: _____ Institution Code: 29979864000003

Name Of the Student: MANTASHA
 Student ID: 7928
 Class/Course/Dept: VII Section/Semester: B
 Academic Year: 2021-2022

Fee Particulars				
SL.No	Fee Head	Amount	Less Fee	Total
	TUITION FEE 1ST QUARTER			
	TUITION FEE FOR JULY	5,270/-		5,270/-
	TUITION FEE FOR AUGUST	5,270/-		5,270/-
	TUITION FEE FOR SEPTEMBER	5,270/-		5,270/-
Grand Total				15,810/-

Denomination	Amount	Amount in Words
2000		Fifteen thousand eight hundred and ten only.
500		
200		
100		
50		
20		
10		
Total		

Drawn on Bank: Indian Overseas Bank
 Cheque/PO/DD No: 869813
 Payable At Branch: UNIVACITY Branch - 1734

Payer Name: ANETA MENA
 Payer Mobile No: 9910735362

Transaction Reference: _____

Signature/Stamp: _____ Signature Of Student/Parent: _____

* Fee can be deposited with this draft at any branch of Catholic Syrian and across the country branches list is available on www.csb.co.in
 * Fee receiving branch is advised to write transaction reference id above
 * For Online Payment visit www.csb.co.in

SAHODAY SCHOOL
 C-1,
 Saldarjung Development, New Delhi-110016

SAHODAY SCHOOL
 C-1,
 Saldarjung Development, New Delhi-110016

STUDENT COPY
P00001

Sahoday Senior Secondary
School, New Delhi

29/10/2021

Paid at Branch:

Institution Code: 2997086000001

Name Of the Student : MANTA-SHA
Student ID : 7928
Class/Course/Dept : VII Section/Semester : B
Academic Year : 2021-2022

Fee Particulars

Sl.No	Fee Head	Amount	Late Fee	Total
	TUITION FEE 1ST QUARTER	✓		
	TUITION FEE 2ND QUARTER	✓		
	TUITION FEE FOR OCTOBER	5,270	-	5,270
	TUITION FEE FOR NOVEMBER	5,270	-	5,270
	TUITION FEE FOR DECEMBER	5,270	-	5,270
			Grand Total	15,810

Denomination	Amount	Amount in Words
2000 x		Fifteen thousand eight hundred and ten Only.
500 x		
200 x		
100 x		
50 x		
20 x		
10 x		
Total		

Drawn on Bank Indian Overseas Bank
Cheque/PO/DD No - 869819
Payable At Branch UNIVERSITY Branch-1734

Payee Name: ANITA MENZ

Payee Mobile No: 9910735362

Transaction Reference:

Signature/Stamp

M. Menz
Signature Of Student/Parent

- * Fee can be deposited with this challan at any branch of CSB Bank across the country, branches list is available on www.csb.co.in
- * Fee receiving branch is advised to write transaction reference id above
- * For Online Payment visit www.csb.co.in

STUDENT COPY
P00001

Sahoday Senior Secondary
School, New Delhi

29/10/2021

Paid at Branch:

Institution Code: 2997086000001

Name Of the Student : MANTA-SHA
Student ID : 7928
Class/Course/Dept : VII Section/Semester : B
Academic Year : 2021-2022

Fee Particulars

Sl.No	Fee Head	Amount	Late Fee	Total
	TUITION FEE 1ST QUARTER	✓		
	TUITION FEE 2ND QUARTER	✓		
	TUITION FEE FOR OCTOBER	5,270	-	5,270
	TUITION FEE FOR NOVEMBER	5,270	-	5,270
	TUITION FEE FOR DECEMBER	5,270	-	5,270
			Grand Total	15,810

Denomination	Amount	Amount in Words
2000 x		Fifteen thousand eight hundred and ten Only.
500 x		
200 x		
100 x		
50 x		
20 x		
10 x		
Total		

Drawn on Bank Indian Overseas Bank
Cheque/PO/DD No - 869819
Payable At Branch UNIVERSITY Branch-1734

Payee Name: ANITA MENZ

Payee Mobile No: 9910735362

Transaction Reference:

To be filled by Cashier

Signature/Stamp

M. Menz
Signature Of Student/Parent

- * Fee can be deposited with this challan at any branch of CSB Bank across the country, branches list is available on www.csb.co.in
- * Fee receiving branch is advised to write transaction reference id above
- * For Online Payment visit www.csb.co.in

STUDENT COPY
P00003

Catholic Syrian Bank
Sahoday Senior Secondary School, New Delhi

27.01.2022

Field at Branch: _____ Institution Code: 2997986000001

Name Of the Student : MANTASHA

Student ID : 7928

Class/Course/Dept : VII Section/Semester : B

Academic Year : 2021-2022

Fee Particulars				
Sl.No	Fee Head	Amount	Late Fee	Total
1	Tuition fee Feb. January 2022	5270	-	5270
2	Tuition fee Feb. Feb.	5270	-	5270
3	Tuition fee Feb. March.	5270	-	5270
			Grand Total	15810

Denomination	Amount	Amount in Words: <u>Fifteen thousand eight hundred and ten</u> Only
2000 x		
500 x	31 15500	
200 x		
100 x	3 300	
50 x		
20 x		
10 x	1 10	
Total	15810	

Payee Name: AMITA MENZ.

Payee Mobile No: 9910735362

Transaction Reference: _____

Signature/Stamp: _____

Signature Of Student/Parent: _____

Drawn on Bank: _____

Cheque/PO/DD No: Cash

Payable At Branch: _____

can be deposited with this challan at any branch of Catholic Syrian Bank across the country, branches list is available on www.csb.co.in

* Fee receiving branch is advised to write transaction reference id above

* For Online Payment visit www.csb.co.in

CATHOLIC SYRIAN SCHOOL
Safdarjung Development Area,
New Delhi-110016

DAULAT RAM COLLEGE
(University of Delhi)
DELHI-110 007

Date 7/4/2022

THE MANAGER,
INDIAN OVERSEAS BANK,
DAULAT RAM COLLEGE
UNIVERSITY OF DELHI
DELHI-110 007

V.No-31

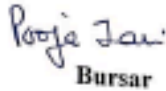
Transfer being made for Payment to the Beneficiary through RTGS/NEFT from
Saving Bank Account No. 173401000010001

Dear Sir Madam,

Kindly Debit from our SAVING BANK ACCOUNT NO.173401000010001 to the saving bank
account numbers of the beneficiary as per their NEFT forms attached herewith.
This may be done under intimation to us.

S.NO.	Beneficiary	Bank Name	Account no	IFSC CODE	Amount
1	Reema Dehal	IOB	173401000001789	IOBA0001734	27000
2	Anita Minz	IOB	173401000001902	IOBA0001734	54000
3	Dhiraj balotia	IOB	173401000001642	IOBA0001734	41259
4	Babita Tirkey	IOB	173401000001652	IOBA0001734	54000
5	Chhotey Lal	IOB	173401000000058	IOBA0001734	43238
6	Shashi Bhushan Attri	IOB	173401000001654	IOBA0001734	18650
7	Mahesh Vohra	IOB	173401000001236	IOBA0001734	54000
				Total	292147


S.O.(Accounts)


Pooja Jain
Bursar


Principal

Treasurer





दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in

DAULAT RAM COLLEGE
UNIVERSITY OF DELHI
DELHI - 110007
COLLEGE MAIN ACCOUNT
State Name : Delhi, Code : 07

Payment Voucher

No.: 31

Dated: 8-Apr-22

Particulars	Amount
Account :	
TEACHING STAFF	81,000.00
TOLLEGEWALAHABA 27,000.00 Cr	
TOLLEGEWALAHABA 54,000.00 Cr	
ADMINISTRATIVE STAFF	95,259.00
KOLLEGEWALAHABA 41,259.00 Cr	
KOLLEGEWALAHABA 54,000.00 Cr	
SUB-ORDINATE STAFF	43,238.00
KOLLEGEWALAHABA 43,238.00 Cr	
LABORATORY STAFF	18,650.00
KOLLEGEWALAHABA 18,650.00 Cr	
LIBRARY STAFF	54,000.00
KOLLEGEWALAHABA 54,000.00 Cr	

Through:

NDIA OVERSEAS BANK SVC-0001	81,000.00
NDIA OVERSEAS BANK SVC-0001	95,259.00
NDIA OVERSEAS BANK SVC-0001	43,238.00
NDIA OVERSEAS BANK SVC-0001	72,650.00

On Account of:

BEING AMOUNT PAID FOR TUITION FEE FOR YEAR 2021-2022 AS PER DOCUMENTS ATTACHED.

Bank Transaction Details:

NEFT	31	8-Apr-22	27,000.00
NEFT	31	8-Apr-22	54,000.00
NEFT	31	8-Apr-22	41,259.00
NEFT	31	8-Apr-22	54,000.00
NEFT	31	8-Apr-22	43,238.00
NEFT	31	8-Apr-22	18,650.00
NEFT	31	8-Apr-22	54,000.00

Amount (in words):

INR Two Lakh Ninety Two Thousand One Hundred Forty Seven Only

₹ 2,92,147.00

S.O. Accounts

A.O

Pooja Jain
Bursar/Treasurer

Principal