

# WELFARE MEASURES

FOR TEACHING & NON- TEACHING STAFF











**CRITERION 6. 3. 1.**



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## WHAT'S INSIDE?

Documents on:

- |   |   |
|---|---|
|  External audit statement report |  Extension on FIP      |
|  Group insurance                 |  Provident Fund        |
|  Service Rules - Casual Leave    |  LIC & NPS             |
|  Service book - Commuted leave   |  Maternity & Paternity |
|  Duty leave (Refresher course)   |  SLI                   |
-



18925

0471-2316986  
87

Verification Report

No. P.R. 2101310731

P-4/S/1515279695

Dated : 18/02/2016

THE DEPUTY DIRECTOR  
COLLEGE AND EDUCATION (SOUTH ZONE) KOLLAM

Sub: Pension case In R/o Shri/Smt VARGHESE D  
Ref: Your letter no C4/6521/15 dated 10/10/2015

Following pensionary benefits have been admitted :

- Name of the Employee: Shri/Smt. VARGHESE D
- 1. DGR / ~~DOB~~: 16/11/2012
- 2. Designation: LOWER DIVISION CLERK (HG)
- 3. Pension Amount: Rs. 4500 w.e.f. 01/12/2012
- 4. Family Pension(HR) : Rs. 4500 from / / to 24/11/2019 or for 7 years from the date of death of the pensioner whichever is earlier to
- 5. Family Pension(NR): Rs. 4500 from 25/11/2019 to Shri/Smt. FREETHA RAJ MS
- 6. DCRG Amount: Rs. 157064 (14,9408) 6(s) SRVC. GETY Rs. 0
- 7. Pension Computed : Rs. 1800 = 7858
- 8. Commuted value: Rs. 239760
- 9. Reduced Pension: Rs. 2700

10. Remarks:
- 1- The Service Book(s) of the Pensioner / One Pension Book are returned herewith
  - 2- Payment is being/will be arranged on retirement/receipt of sanction, subject production of LFC and NEC at Pension Payment Treasury, Nayyattinkara
  - 3- Event / Non event certificate may be forwarded

CLASS	Superannuation Pension	Rules	KRR	GROSS Q.S	(YAD)
Pen. Nature	Ordinary/Service Pension	Governed		NON Q.S	15/100
AE	13408	DA Reckoned	43 34	WEIGHTAGE	0/00
LAST DAY	13540 (12880)	Portion commuted : 40 (9% / factor)		ADDL Q.S	0/00
SCALE	13210-330-13540-14090-16090-19740-21240-22340	Q.S FOR DCRG		P.T.SERVICE	0/00
				NET Q.S	16

Copy To Shri/Smt. VARGHESE D  
BLESSING,  
KIZHAKKE THERIVILA,  
THIRUPURAM PO,  
THIRUVANANTHAPURAM

*Smerkand*  
Sr. Accounts Officer

18  
26/2/16



OFFICE OF THE ACCOUNTANT GENERAL (A & E).  
THIRUVANANTHAPURAM  
THIRUVANANTHAPURAM - 695 039  
REVISED PENSION PAYMENT ORDER

FIRST REVISION

APPLICATION NO. : 1515279033

Date: 18/02/2016

No: P-4/210/310731/5/2/16/13/70286886

AVG EMOL	: 13408	AVG D.P.	: 0.00	GR. QUAL SERVICE	: 15/10/0 (Y/M/D)	
LAST PAY	: 13340	L.P.D.P.	: 0	NON QUAL SERVICE	: 0/0/0 (Y/M/D)	
AVG NPA	: 0	L.P. NPA	: 0	WEIGHTAGE	: 0/0/0 (Y/M/D)	
SCALE	: 13210-1330-13540-14900-16780-18740-21240-22360				NET QUAL SERVICE	: 15/10/0 (Y/M/D)
CLASS	: Superannuation Pension					

TO,  
The Treasury Officer,  
Pension Payment Treasury,  
NEYYATTINKARA

Sub: Authority for revised Pension to SHRI. VARGHESE D, LOWER DIVISION CLERK (HG)  
P.P.O. No. 111365890 (Revision on account of change in Pay / Qualifying Service/

Sir,  
Inviting reference to P.P.O. No. 111365890 I am to request you to arrange for the payment of revised pension @ Rs.4500/- p.m. (Rs. FOUR THOUSAND FIVE HUNDRED ONLY) thereon with effect from 01/12/2012 TO SHRI VARGHESE D quoting this letter as an authority, less payments already made.

- The expenditure is debitable to Government of Kerala, 2071 Pension and Other Retirement Benefits as follows:
- In the event of the death of the pensioner, family pension at Rs.4500/- p.m. may please be paid to ( FREETHA RAJ MS wife ) of SHRI. VARGHESE D with effect from 1st of the month following the month of death of the pensioner for 7 years or upto 24/11/2019 and thereafter at Rs.4500/- p.m. for life or till his/her remarriage which ever is earlier on receipt of death certificate and formal application from widow/widower. Relief will be payable at rates applicable from time to time.
- Identification documents have already been sent to you while Forwarding the original P.P.O. mentioned above.
- Pension already Paid @ Rs. 4500/- plus relief may be adjusted.
- He/She has already commuted 1800/- out of his original Pension of Rs.4500/- which has now been revised to Rs.4500/-
- Please acknowledge the receipt and indicate that necessary modification have been made in both the halves of P.P.O.  
Condition : LPC due at treasury, if not already produced.
- DR beyond 536 point after merging 27% DA.

Yours faithfully,  
*Sd*  
Sr. Accounts Officer

Copy Forwarded To

VARGHESE D  
ELESING,  
KIZHAKKI THEKUVILA,  
THIRUVANANTHAPURAM, Kerala.

*Syanalain*  
Sr. Accounts Officer

26/2/16



OFFICE OF THE ACCOUNTANT GENERAL (A & E),  
THIRUVANANTHAPURAM  
THIRUVANANTHAPURAM - 695 039  
Revision of GPO

G.P.O. NO.121361990-1

APPLICATION NO. : 1515279693

DATE : 19/02/2016

PAYBLE AFTE 30/11/2012

Authority No: P-04/2101310731/5/P/16/15/70238684

Below Rupees Rs. SEVEN THOUSAND SIX HUNDRED FIFTY SEVEN

To

The Treasury Officer,  
Pension Payment Treasury,  
NEYYATTINKARA

Sub: Payment of Gratuity to SHRI VARGHESE D

Sir,

I am to request you to arrange for the payment from your treasury the sum of Rs. 7656/- ONLY (Rupees Rs. SEVEN THOUSAND SIX HUNDRED FIFTY SIX ONLY) to Shri/Smt. SHRI VARGHESE D being the amount of gratuity sanctioned to him/her subject to the condition N.L.C. due at Treasury, if not already produced. Gross DCRG comes to Rs. 157064/-.

Death Retirement Gratuity Rs. 149409/- has been adjusted.

The Expendure is debitable to government of Kerala 2071 Pension and other Retirement Benefits 104 Gratuity.

Recovery

An amount of Rs. 0/- should be recovered from Gratuity and credited to

Death Retirement Gratuity of Rs. 0/- Only is withheld for

The Name of Persons to whom the DCRG is payable is as follows.

Copy Forwarded to:

VARGHESE D  
BLESSING,  
KIZHAKKE THERIVILA,  
THIRUPURAM PO,  
THIRUVANANTHAPURAM

*Sd/-*  
Sr. Accounts Officer

*Spanikund*  
Sr. Accounts Officer

*28/2/16*

നമ്പർ.ഇ 4/3288/2019

കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം കൊല്ലം  
തീയതി. 10.05.2019

കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടർ

പ്രിൻസിപ്പാൾ  
ക്രിസ്ത്യൻ കോളേജ് കാട്ടാക്കട

13-5-19

സർ,

വിഷയം. കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം കൊല്ലം- ഡയറക്ടർ പേമന്റ് എഗ്രിമെന്റ്- ക്രിസ്ത്യൻ കോളേജ് കാട്ടാക്കട- 01.06.2015 മുതൽ 31.05.2017 വരെയുള്ള കാലയളവിലെ ആഡിറ്റു റിപ്പോർട്ട്- അയയ്ക്കുന്നത്- സംബന്ധിച്ച്

താങ്കളുടെ സ്ഥാപനത്തിലെ 01.06.2015 മുതൽ 31.05.2017 വരെയുള്ള കാലയളവിലെ വകുപ്പു തല ആഡിറ്റു റിപ്പോർട്ട് ഇതോടൊപ്പം അയയ്ക്കുന്നു. റിപ്പോർട്ടിലെ പരാമർശങ്ങൾ സംബന്ധിച്ചുള്ള മറുപടികൾ അനുബന്ധ രേഖകൾ സഹിതം 14 ദിവസത്തിനകം ലഭ്യമാക്കേണ്ടതാണ്. ആഡിറ്റു റിപ്പോർട്ട് കൈപ്പറ്റിയത് സംബന്ധിച്ചുള്ള വിവരം മടക്ക തപാലിൽ അറിയിക്കേണ്ടതാണ്.

ഉള്ളടക്കം. ആഡിറ്റു റിപ്പോർട്ട്

വിശ്വസ്തതയോടെ

കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ  
ചുമതലയുള്ള പ്രിൻസിപ്പാൾ

5/10  
13/5/19





നമ്പർ.ഇ 4/3288/19

കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം.കൊല്ലം.

**ആഡിറ്റു റിപ്പോർട്ട്  
ക്രിസ്ത്യൻ കോളേജ് കാട്ടാക്കട**

- ഓഡിറ്റു കാലഘട്ടം - 01.06.2015 മുതൽ 31.05.2017 വരെ
- ഓഡിറ്റു തീയതി - 08.10.2018 മുതൽ 20.10.2018 വരെ
- ഓഡിറ്റു ഉദ്യോഗസ്ഥർ - 1. ശ്രീ. എ.നിസാർ. ജൂനിയർ സൂപ്രണ്ട്  
2. ശ്രീ.സുജിത്ത്.എസ് സീനിയർ ക്ലാർക്ക്  
3. ശ്രീ.ഗിരീഷ്.ജി.എസ് സീനിയർ ക്ലാർക്ക്  
4. ശ്രീ.കൃഷ്ണൻകുട്ടി.കെ, സീനിയർ ക്ലാർക്ക്
- ഓഡിറ്റു അവലോകനം. - ശ്രീമതി. വി.എസ്.ഗീതാമണി, അക്കൗണ്ടന്റ് ഓഫീസർ

**ഓഡിറ്റു കാലയളവിലെ ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർ**

**പ്രിൻസിപ്പാൾ**

- 1. ശ്രീമതി. പ്രസന്ന കെ.മാത്യു. (ഡി.ഡി.ഒ) - 01.06.2015 മുതൽ 31.03.2016 വരെ  
ഗോവിന്ദം, കൊന്നമൺകര  
അടുർ
- 2. ശ്രീമതി. സുനിതാ റാണി.എസ്.പി - 01.04.2016 മുതൽ 12.07.2016 വരെ  
മുട്ടത്തുഹൈസ്, തോട്ടംമുഖം  
മൈനാഗപ്പള്ളി സൌത്ത്, കൊല്ലം
- 3. ഡോ.ഇ.വൽസലകുമാർ - 13.07.2016 മുതൽ 31.05.2017 വരെ

**ജൂനിയർ സൂപ്രണ്ട്**

ശ്രീ.ജസ്റ്റിൻ ജെയിംസ്.ആർ - 01.06.2015 മുതൽ 31.05.2017 വരെ

**ഹെഡ് അക്കൗണ്ടന്റ്**

ശ്രീ.ജോൺ റോബർട്ട്.ടി.എം - 01.06.2015 മുതൽ 31.05.2017 വരെ

റിപ്പോർട്ടിൻ്റെ മേലുള്ള മറുപടി 14 ദിവസത്തിനകം ലഭ്യമാക്കേണ്ടതാണ്. വിഴ് വരുത്തുന്ന പക്ഷം ബന്ധപ്പെട്ടവരുടെ ബാധ്യതയായി നിർമ്മിക്കേണ്ടതാണ്.



കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ  
പുർണ്ണചുമതലയുള്ള പ്രിൻസിപ്പാൾ

# CHRISTIAN COLLEGE, KATTAKADA

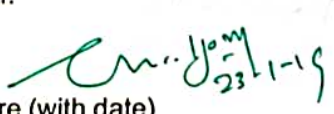
## APPLICATION FOR LEAVE

Note: Items 1 to 9 must be filled in by the applicant

1. Name of applicant : Dr. V. R. Sajukeyy
  2. Post held : Associate Professor
  3. Department / Office and section : Statistker
  4. Pay & Scale of pay : Rs. 62750 + ACP 9000/-  
Rs. 37400 - 67000 + ACP 9000/-
  5. House rent allowance conveyance allowance or the other compensatory allowance drawn in the present post : Rs. 2000/-
  6. Nature and period of leave applied for and date from which required : Comuted leave for 2 days  
: 24-1-19 to 25-1-19
  7. Sunday and holidays if any proposed to be prefixed /suffixed to leave : No Prefix  
: 26-1-19 Saturday, 27-1-19 Sunday  
: Suffixed  
: Personal
  8. Ground on which leave is applied for :
  9. Date of return from last leave and the nature and period of that leave :
10. I undertake to refund the Leave Salary which will be paid to me if found excess as per the leave rules or service conditions.

  
Signature of applicant (with date)

11. Remarks and recommendation of controlling Officer.

  
Signature (with date)

Dr. V. R. Sajukeyy N.S

Drawing and Disbursing Officer  
Christian College

### CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

12. Certified that Comuted (Nature of Leave)  
for 2 days from 24-1-19 to 25-1-19  
is admissible under rule B.4 part I of KSR



  
Signature (with date)

Dr. VINCENT JOY, N.S

Drawing and Disbursing Officer  
Christian College  
Kattakada



## FORM B

## KERALA STATE INSURANCE DEPARTMENT

Statement showing deductions towards State Life Insurance Policies  
for the month of February 2019

OSDO Code : 0201-16A-021

Salary Head : 2202-03-104-99-00-00-00

Name of Office : CHRISTIAN COLLEGE, KATTAKADA

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Challan) : .....

Details of Demand Draft/Challan : .....

SL No	PEN	Name	Policy No.	Premium	Loan		Total	Remarks
					Amount	Instal. No.		
				300			300	
1	166502	Premjith Kumar T B	110011303873	300			300	
2	166589	Hari V G	110011303874	300			300	
3	182455	Prathibha K	110011303872	300			300	
4	415105	Jayakumar C	10101121239	150			150	
			910920518	300			300	
			240910889	500			500	
5	452200	VINOD V ANAND	10101050408	300			300	
6	468674	Charles Finny S L	10101121256	150			150	
			10101050430	250			250	
7	468678	Paul Raj L S	10101121245	200			200	
			110011723273	450			450	
			10101121240	100			100	
8	468680	Rajesh T	KSID/LI/10101010347	350			350	
			783558538	100			100	
9	468682	Shalini S V	KSID/LI/10101010348	350			350	
			10101050393	300			300	
10	468684	Vincent Joy N S	10101121250	150			150	
			10101121246	250			250	
11	468784	Mahesh S	KSID/LI/10101010346	350			350	
			10101121247	100			100	
12	468785	Resmi L	KSID/LI/10101010345	350			350	
			10101121248	100			100	
13	468786	Lubaina A S	240521350	250			250	
			240716307	100			100	
			10101210049	500			500	
14	670935	SHEEJA TK	10101050642	300			300	
15	680110	Sreepriya R S	10101121243	100			100	
			089904437	300			300	
16	680114	Josewin B	10101122592	500			500	
			807125779	200			200	
			10101121254	200			200	
17	680123	Asha L Stephan	240645877	250			250	
			10101121252	400			400	
18	680155	Nishad N K	10101121251	400			400	
19	680157	Bency Johnson	110011616889	500			500	
20	712963	HIMA J BABU	110011407221	1000			1000	
21	716649	Sheena T V	110011407220	1000			1000	
22	716657	Shyju G J Dr	110011407216	500			500	
23	716663	Ramsujithra R S	110011407222	1000			1000	
24	716666	Shiney Manoj D Dr	110011407211	500			500	
25	725835	Viyola J R	110011407210	500			500	
26	725851	Aby R L	110011407212	500			500	
27	730706	Jiji Joseph Dr	110011407217	500			500	
28	730713	Shirly O Y Dr						

29	730758	Nicey L John	110011407213	500		
30	733205	Denesh Singh S Dr	110011407218	500		
31	733208	Dr L S Afinisha Deepam	110011407215	1000		
32	733210	Smitha Pavianose	110011407219	500		
33	733267	Divya Mohan	110011407214	1000		
34	760271	Shiji E	110011612050	400		
35	766472	Dr Reeja R S	110011616888	1000		
36	838204	Sajikumar A C	110011837600	1000		
37	838245	Jisha V T	110011837599	1000		
38	841934	Felix R	110011837598	1000		
<b>Total</b>				<b>23100</b>		<b>23100</b>

(Rupees Twenty Three Thousand One Hundred only)

Place : Kattakada

(Office Seal)

Signature :

Date : 22/02/2019

Name & Address  
of DDO/SDO :

Vincent Joy N S,  
Associate Professor (AGP 9000),  
CHRISTIAN COLLEGE, KATTAKADA,  
Kattakada



**Dr. VINCENT JOY. N.S**  
**Drawing and Disbursing Officer**  
**Christian College**  
**Kattakada**



**KERALA STATE INSURANCE DEPARTMENT**  
Statement showing deduction towards Group Insurance Scheme  
for the month of February 2019

Salary Head : 2202-03-104-99-00-00-00 Salary

Mode of Payment : 0201-16A-021

Office : CHRISTIAN COLLEGE, KATTAKADA

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Cheque/Challan) : .....

Details of Demand Draft/Cheque/Challan : .....

SL. No.	PEN	Name	Account No.	Amount	Remarks
1	725851	Aby R L	120011608491	300	
2	680123	Asha L Stephan	120010602160	300	
3	680157	Bency Johnson	120011608494	300	
4	468674	Charles Finny S L	120011608600	500	
5	733205	Denesh Singh S Dr	120011608497	300	
6	733267	Divya Mohan	120011608487	300	
7	733208	Dr L S Afinisha Deepam	120011608490	300	
8	766472	Dr Recja R S	120011608540	300	
9	841934	Felix R	000000000000	400	
10	166589	Hari V G	120011608480	300	
11	712963	HIMA J BABU	120011608495	300	
12	415105	Jayakumar C	120011608485	300	
13	730706	Jiji Joseph Dr	120011608488	400	
14	838245	Jisha V T	000000000000	300	
15	680114	Josewin B	120019801627	300	
16	468786	Lubaina A S	120050501356	300	
17	468784	Mahesh S	120011002246	300	
18	730758	Nicey L John	120011608496	300	
19	680155	Nishad N K	120011608492	500	
20	468678	Paul Raj L S	120019901807	300	
21	182455	Prathibha K	120011608481	300	
22	166502	Premjith Kumar T B	120011608483	300	
23	468680	Rajesh T	120011002188	500	
24	468783	Ramani Bai R K	120019601487	300	
25	716663	Ramsujithra R S	120011608484	300	
26	468785	Resmi L	120011002189	400	
27	838204	Sajikumar A C	000000000000	500	
28	468664	Sajikumar V R	120018700417	300	
29	468682	Shalini S V	120011002190	300	
30	670935	SHEEJA TK	120011401341	300	
31	716649	Sheena T V	120011608482	300	
32	760271	Shiji E	120011608486	300	
33	716666	Shiney Manoj D Dr	120011608489	300	
34	730713	Shirly O Y Dr	120011608498	300	
35	716657	Shyju G J Dr	120011608499	300	
36	733210	Smitha Pavlanose	120011608493	300	
37	680110	Sreepriya R S	011100159	300	
38	680199	Susan Prameela C P	120011608601	500	
39	468684	Vincent Joy N S	120019601485	300	
40	452200	VINOD V ANAND	120010802193	300	
41	725835	Viyola J R	120011608479	300	

**FORM B**  
**KERALA STATE INSURANCE DEPARTMENT**  
**Statement showing deduction towards Group Insurance Scheme**  
**for the month of February 2019**

DDO Code : 0201-16A-021

Salary Head : 2202-03-104-99-00-00-00

Name of Office : CHRISTIAN COLLEGE, KATTAKADA

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Cheque/Challan) : .....

Details of Demand Draft/Cheque/Challan : .....

SL. No.	PEN	Name	Account No.	Amount	Remarks
<b>Grand Total</b>				<b>13600</b>	

(Rupees Thirteen Thousand Six Hundred only)

Place : Kattakada

Date : 22/02/2019

(Office Seal)



*Vincent Joy*  
Name & Signature

of Drawing & Disbursing Officer

**Dr. VINCENT JOY. N.S**

**Drawing and Disbursing Officer**

**Christian College**

**Kattakada**



**Insurance Corporation of India**

**Life Government Servants Policies**

Name of Treasury:

District Treasury Kattakkada

Designation of Drawing Officer:

Associate Professor(AGP 9000)

Statement showing deductions on account of Premiums on Life Insurance Corporation of India policies from Salary Bill for February 2019

( This statement in Duplicate should be completed after varifying the Register of Insurance Premiums, vide-Annexure C, Appendix II of the Kerala Financial Code Vol II maintained in the Office. One copy to be send along with the Pay Bill and the other to be retained in the Office along with the copy of the Pay Bill )

Name and Address of Institution :- CHRISTIAN COLLEGE,KATTAKADA

DDO Code : 0201-16A-021

Code No :

0003372078

Esst TS New

SL No	PEN	Name of Policy Holder	Policy No.	Month to which the recovery	Premium (Before Rounding off) ₹	Amount deducted ₹	Remarks (Such as transfers etc.)
1	725851	Aby R L	787229075	february /2019	1564	1564	
2	680123	Asha L Stephan	783575576	february /2019	1017	1017	
3	680157	Bency Johnson	785261261	february /2019	255	1260	
			783551412	february /2019	1005		
4	733205	Denesh Singh S Dr	787230397	february /2019	576	4673	
			787230373	february /2019	1152		
			787229758	february /2019	537		
			787229746	february /2019	537		
			787229745	february /2019	998		
			787229744	february /2019	873		
5	733267	Divya Mohan	787229284	february /2019	532	532	
6	733208	Dr L S Afinisha Deepam	787229285	february /2019	552	552	
7	766472	Dr Reeja R S	787239704	february /2019	5916	5916	
8	841934	Felix R	787265135	february /2019	530	1940	
			787265134	february /2019	446		
			787265133	february /2019	245		
			787265132	february /2019	719		
9	166589	Hari V G	787211954	february /2019	549	1574	
			783592703	february /2019	1025		
10	415105	Jayakumar C	783575055	february /2019	550	550	
11	680114	Josewin B	787205021	february /2019	384	384	
12	468786	Lubaina A S	783575056	february /2019	495	1623	
			783534239	february /2019	1128		
13	468784	Mahesh S	783534175	february /2019	255	255	
14	680155	Nishad N K	783551411	february /2019	1009	1009	
15	468678	Paul Raj L S	783540409	february /2019	559	559	
16	838204	Sajikumar A C	787265132	february /2019	1034	1034	
17	468682	Shalini S V	783592866	february /2019	289	1666	
			783558538	february /2019	1377		
18	760271	Shiji E	787261537	february /2019	861	3202	
			787227292	february /2019	2341		
19	716666	Shiney Manoj D Dr	783577856	february /2019	991	991	
20	730713	Shirly O Y Dr	787261567	february /2019	1090	1090	
						<b>Page Total</b>	<b>31391</b>

**Life Insurance Corporation of India****Kerala State Government Servants Policies**

Statement showing deductions on account of Premium towards Life Insurance Corporation of India policies from Pay/Salary Bill for February 2019

Name of Treasury:

District Treasury Kattakkada

Designation of Drawing Officer:

Associate Professor (AGP) etc.

( This statement in Duplicate should be completed after verifying the Register of Insurance Premiums, vide-Annexure C, Appendix II of the Kerala Financial Code Vol II maintained in the Office. One copy to be send along with the Pay Bill and the other to be retained in the Office along with the copy of the Pay Bill )

Name and Address of Institution :- CHRISTIAN COLLEGE, KATTAKADA

DDO Code : 0201-16A-021

Code No :

0003372078

Esst TS New

SL No	PEN	Name of Policy Holder	Policy No.	Month to which the recovery	Premium (Before Rounding off) ₹	Amount deducted ₹	Remarks (Such as transfers etc.)
21	716657	Shyju G J Dr	783577876	february /2019	539	539	
22	733210	Smitha Pavianose	787229747	february /2019	536	536	
23	680199	Susan Prameela C P	783551414	february /2019	1550	1550	
24	468684	Vincent Joy N S	781591900	february /2019	249	249	
25	725835	Viyola J R	787229076	february /2019	1061	1061	
<b>Page Total</b>						<b>3935</b>	
<b>Total</b>						<b>35326</b>	

Thirty Five Thousand Three Hundred And Twenty Six

Place : Kattakada

Date : 22/02/2019



Dr. VINCENT JOY N.S

Signature of Drawing Officer &amp; Designation (Office Seal)

Christian College

Kattakada

For use of Treasury/ Bank

Name of Treasury/ Bank : \_\_\_\_\_



**EDUCATION (COLLEGIATE)  
CHRISTIAN COLLEGE, KATTAKADA**

Statement showing deduction towards  
**KERALA PVT COLG STAFF PF(122)**  
in the Estt pay Esst TS New for February 2019

DDO Code : 0201-16A-021

No.	Code	Name	Details	Amount
1	725851	Aby R L	T18503	4000
2	680123	Asha L Stephan	T16840	5000
3	680157	Bency Johnson	T16639	5000
4	468674	Charles Finny S L	T14318	5000
5	733205	Denesh Singh S Dr	T 18852	5000
6	733267	Divya Mohan	T18655	5000
7	733208	Dr L S Afinisha Deepam	T 18854	5000
8	766472	Dr Reeja R S	T19527	10000
9	166589	Hari V G	T17808	6000
10	712963	HIMA J BABU	T19525	2000
11	415105	Jayakumar C	T16642	5000
12	730706	Jiji Joseph Dr	T 18855	15000
13	680114	Josewin B	T16358	20000
14	468786	Lubaina A S	T16274	5000
15	468784	Mahesh S	T16112	10000
16	730758	Nicey L John	T 18856	5000
17	680155	Nishad N K	T16640	5000
18	468678	Paul Raj L S	T14592	15000
19	182455	Prathibha K	T17807	4000
20	166502	Premjith Kumar T B	T17775	5000
21	468680	Rajesh T	T16111	5000
22	468783	Ramani Bai R K	T13784	10000
23	716663	Ramsujithra R S	T18086	6000
24	468785	Resmi L	T16275	12000
25	468664	Sajikumar V R	T11367	10000
26	692336	Selin Joy B H	T17809	12000
27	468682	Shalini S V	T17809	7000
28	670935	SHEEJA TK	T16113	10000
29	716649	Sheena T V	T16717	6000
			T18010	3500
30	760271	Shiji E	T19526	1500
			T19526	1500
31	716666	Shiney Manoj D Dr	T18011	10000
32	730713	Shirly O Y Dr	T 18857	7000
33	716657	Shyju G J Dr	T18009	5000
34	733210	Smitha Pavianose	T 18853	25000
35	680110	Sreepriya R S	T16643	5000
36	680199	Susan Prameela C P	T16638	15000
37	468684	Vincent Joy N S	T13601	5000
38	452200	VINOD V ANAND	T18085	3000
39	725835	Viyola J R	T18504	5000
				<b>Total: 304000</b>

Rupees Three Lakh Four Thousand only.



*Vincent Joy N.S.*  
**Dr. VINCENT JOY. N.S.**  
Drawing and Disbursing Officer  
Christian College  
Kattakada

Spark Code : 53131579809777888346

SNO. Reg. No: 3101092

**Annexure III**

(vide G.O (P) No. 622/2013/Fin Dated 19/12/2013)

**National Pension System (NPS) to Non Gazetted Officers**

of Recovery (Regular Contribution) from the pay bill in the office Education (Collegiate) for the month of 2 / 2019 towards Employee Contribution under Tier - I

Treasury : District Treasury Kattakkada  
Officer Reg. No : 4017484

Name of Department : Education (Collegiate)  
Department Code : 16A  
DDO Code : 021  
DDO Reg. No : SGV160677B  
Bill No :  
Salary H/A : 2202-03-104-99-00-00

Sl.No	PEN	PRAN	Name of Officer	Designation	Item	Basic Pay (Rs)	Othes If any (Rs)	DA (Rs)	Total (7+8+9) (Rs)	Amount of Employee Contribution			Remarks
										Towards salary (Rs)	Towards Arrear (Rs)	Total (11+12) (Rs)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	841934	110132922900	Felix R	Assistant Professor (AGP 6000)	Salary	15600	6000	30024	51624	5162		5162	
2	838245	110112922901	Jisha V T	Assistant Professor (AGP 6000)	Salary	15600	6000	30024	51624	5162		5162	
3	838204	111102922902	Sajikumar A C	Assistant Professor (AGP 6000)	Salary	15600	6000	30024	51624	5162		5162	
4	766472	110057590683	Dr Reeja R S	Assistant Professor (AGP 6000)	Salary	21170	6000	37766	64936	6494		6494	
5	760271	110007249585	Shiji E	Assistant Professor (AGP 6000)	Salary	18320	6000	33805	58125	5813		5813	
6	733267	110004063594	Divya Mohan	Assistant Professor (AGP 6000)	Salary	20560	6000	36918	63478	6348		6348	
7	733210	110014121677	Smitha Pavianose	Assistant Professor (AGP 6000)	Salary	20560	6000	36918	63478	6348		6348	
8	733208	110024063593	Dr L S Afinisha Deepam	Assistant Professor (AGP 6000)	Salary	22830	6000	40074	68904	6890		6890	
9	733205	110094063595	Denesh Singh S Dr	Assistant Professor (AGP 6000)	Salary	22830	6000	40074	68904	6890		6890	
10	730758	110094013778	Nicey L John	Assistant Professor (AGP 6000)	Salary	20560	6000	36918	63478	6348		6348	



11	730706	110004013777	Jiji Joseph Dr	Assistant Professor (AGP 6000)	Salary	22830	6000	40074	68904	6890	6890
12	712963	110043754188	HIMA J BABU	Assistant Professor (AGP 6000)	Salary	18320	6000	33805	58125	5813	5813
Grand Total:											73320

Grand Total(as in column 13): Rupees. 73320/- (in Figures)  
 Rupees: Seventy Three Thousand Three Hundred And Twenty (in words)








Spark Code : 53131579809777888346



*Vincent Joy*  
 Signature of the QDO  
 with designation and date  
**Dr. VINCENT JOY. N.S**  
 Drawing and Disbursing Officer  
 Christian College  
 Kattakada

Name
Abby RL
Asha L Stephen
Bency Johnson
Charles Finny
Dinesh C
73320

History and verification of Service

Sl. No.	Period		Post scale of pay in full and Office with Station	Nature of appointment **	Pay and other allowances	Signature of the Head of Office	Remarks *
	From	To					
1	2	3	4	5	6	7	8
						 DEPUTY DIRECTOR OF COLLEGIATE EDUCATION SOUTH ZONE, KOLLAM 	Pay revision Amount of an amount of Rs. 15539/- (fifteen thousand five hundred and thirty nine only) from 01.07.2014 to 31.01.2016 (1st instalment) with interest has been ordered to be credited to PF account of person concerned include this bill vide Order No. B5/8055/17 dated 31.08.2017.
						 Prof. L. S. PAUL RAJ Drawing and Disbursing Officer Christian College Kattakada	Paternity leave for 10 days from 09.11.2017 to 18.11.2017. Prefixed Nil Suffixed 17.11.2017. Order No. CCK(M)21/17. dt. 09.11.2017. 
						 Prof. L. S. PAUL RAJ Drawing and Disbursing Officer Christian College Kattakada	Com. L for one day i.e. 1.12.2017 prefixed nil Suffixed. 2.12.17 & 3.12.17 Order No. CCK (M) 14/2017 dt. 1/12/2017 
							Pay revision

\* Remarks column may be utilised to record in narration form in red ink the details of leave granted, leave availed of etc.  
 \*\* i.e. whether substantive, officiating, provisional etc.



Sl. No.	Examination passed	University/ Institution	Year of passing	Reg. No.
1.	SSLC	Board of Public Exam, Kerala	March/1995	98379
2.	B.Sc. Botany I Class	Uty. of Kerala	April/2000	83742
3.	M.Sc. Botany I Class	Uty. of Kerala	April/2002	50081
4.	B.Ed Natural Science I Class	Uty. of Calicut	March/2003	121
5.	Ph.D Botany	Manonmaniam Sundaranar University	August/2012	2551

Verified from original certificate  
 M. Snehalekha  
 Dr. M. SNEHALAKHA  
 Principal  
 Christian College  
 Kattakada

## 10. Details of Training


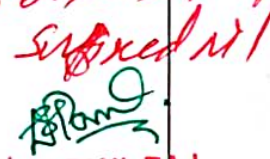



Sl. No.	Name of the Course of Training	Name of Institution	Period of Training		Remarks if any
			From	To	
1.	U.G.C sponsored Refreshed course.	University of Kerala	25-06-2015	to 15-07-2015	
2.	U.G.C. sponsored Orientation Programme.	University of Kerala	10/08/2016	to 06/09/2016	

Dr. VINCENT JOYNS  
 Principal  
 Christian College  
 Kattakada

## 11. Personal Marks of Identification

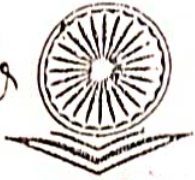
1. A black mole on the right cheek.
2. A wound scar near the right elbow.

History and verification of Service

SL No.	Period		Post scale of pay in full and Office with Station	Nature of appointment **	Pay and other allowances	Signature of the Head of Office	Remarks *
	From	To					
1	2	3	4	5	6	7	8
						 PRINCIPAL Christian College Kattakada, TVM. (dt.) Dr. E. VALSALA KUMAR	Refund of excess salary Rs. 1687/- as per Chalan No. 020127032017000059 dtd. 27/3/17 R.D.T. Kattakada
						 Prof. L. S. PAUL RAJ Drawing and Disbursing Officer Christian College Kattakada	Com. L for 4 days from 3.7.17 to 6.7.17 prefixed 1.7 x 2.7.17 order no. M/67/17 dt. 3/7/17
						 Prof. L. S. PAUL RAJ Drawing and Disbursing Officer Christian College Kattakada	Maternity leave for 180 days from 07.09.2017 to 05.03.2018 prefixed 01.09.2017 to 05.09.2017 (Quam holidays) Suffixed Nil Order No. CCK(M)14/2017 dt. 07.09.2017.
						 Prof. L. S. PAUL RAJ Drawing and Disbursing Officer Christian College Kattakada	Com. L for 4 days from 13.03.18 to 16.03.18 prefixed nil, order no. CCK(M)6/2018/NTS dt. 19/3/18
						 Prof. L. S. PAUL RAJ Drawing and Disbursing Officer Christian College Kattakada	Com. L for 4 days from 20.03.18 to 23.03.18 prefixed nil Suffixed 24.3.18 x 25.3.18 order No. CCK (M) 6/2018/TS (3) Rejoined duty on 26.03.18 dt. 11/4/18

\* Remarks column may be utilised to record in narration form in red ink the details of leave granted, leave availed of etc.  
 \*\* i.e. whether substantive, officiating, provisional etc.





ज्ञान-विज्ञान विभूषणे



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग

मानव संसाधन विकास मंत्रालय, भारत सरकार

नैऋत्य प्रादेशिक कार्यालय

UNIVERSITY GRANTS COMMISSION

(Ministry of Human Resource Development, Govt. of India)

SOUTH WESTERN REGIONAL OFFICE

P.K. Block, Palace Road, Gandhinagar

BENGALURU - 560 009

Phone : (000) 2228 0300 Fax : (000) 2228 0301

E-mail : ugc.swro.bangalore@gmail.com

Diary No. 89

**PFMS Unique Code : cckfist2014**

**No.F.FIP XII Plan/ KLKE040**

15-Jul-19

The Accounts Officer

South Western Regional Office

University Grants Commission

P.K. Block, Palace Road, Gandhinagar, Bangalore

Sub: Release of Grants-in-aid to CHRISTIAN COLLEGE, KATTAKKADA, for the year 2019-2020 under Faculty Development Programme.

Sir/Madam,

I am directed to convey the sanction of the University Grants Commission for payment of grant of Rs.125363/- (Rupees only) to the Principal CHRISTIAN COLLEGE, KATTAKKADA, towards the salary of the substitute teacher as indicated below the expenditure to be incurred during 2019-2020.

**Confirmation No.from the beneficiary bank**

C071909135978 / 20-Jul-19

**Name of the substitute: ASHA KRISHNAN**

**Name of the Teacher Fellow: SREEPRIYA R S**

Amount already paid	Period of Substitute	Grant being sanctioned	Unspent balance, if any/ Adjusted	Grant being released now Grant in aid GENERAL(31) (Rs)
0	05-Jul-17 to 15-Sep-17	125363	Nil	125363

2. The sanctioned amount is debitable to 19(xxv)Committed Liabilities(Old UGC Schemes)(Gen) and is valid for payment during the financial year 2019-2020 only.

3. The amount of the Grant shall be drawn by the Accounts Officer/Drawing and Disbursing Officer, South Western Regional Office, UGC, Bangalore on the Grants-in-aid bill and shall be disbursed to and credited to the Principal of the College through Electronic mode as per the following details:

- Details (Name & Address) of Account Holder: CHRISTIAN COLLEGE, KATTAKKADA,
- Account No: 67146716770
- Name & adress of Bank branch: STATE BANK OF TRAVANCORE, KATTAKADA,
- MICR Code: 695009203
- IFSC Code: SBTR0000040
- Type of Account: SB

- The grant is subject to the adjustment on the basis of utilisation certificate in the prescribed proforma submitted by the College.
- The college shall maintain proper accounts of the expenditure out of the grants which shall be utilised only on approved items of expenditure.
- The College may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/guideline there under from time to time.
- The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.
- The assets acquired wholly or substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilised for the purposes other than those for which the grant was given without proper sanction of the UGC and should at any time the College ceased to function, such assets shall revert to the University Grants Commission.
- A Register of Assets acquired wholly or substantially out of the grants shall be maintained by the College in the prescribed proforma.

Contd.2



10. The grantee institution shall ensure the Utilization of grants-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization thereof, the simple interest @ 10% per annum as amended from time to time on unutilised amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.

The refund of unspent grant in aid/ or interest, if any, be credited ONLY in following UGC account through e-mode (RTGS/NEFT) under intimation of this office.

Name of the Bank : Canara Bank, Cunningham Road, Bangalore

Account No: 0431101033961

Type of Account : Savings Bank

IFSC Code : CNRB0000431

MICR Code : 560015014

Holder of Account : University Grants Commission, Bangalore


11. The College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST and OBC) and horizontal ( for person with disability etc.)) in teaching and non-teaching posts.
12. The College shall fully implement the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963, and Official Languages (Use for Official Purposes of the Union) Rules, 1978 etc.
13. The sanction is issued in exercise of the delegation of powers vide UGC office order No.130/2013[F.No.10-11/12(Admn. IA B)] dated 28/5/2013.
14. The College shall take immediate action for its accreditation by National Assessment and Accreditation Council (NAAC), NBA/authorised accreditation body.
15. The accounts of the College will be open for audit by the Comptroller and Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
16. The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by the Government.
17. The funds to the extent are available under the Scheme.
18. This issues with the approval of UGC vide diary No.89 dated \_\_\_\_-\_\_\_\_ as revalidated by Chairman, UGC for the financial year 2019-20 vide his diary no. 89 dated \_\_\_\_-\_\_\_\_.
19. An amount of Rs.0 out of the grant of Rs. 0 sanctioned vide letter No.F.FIP XII Plan/KLKE040 dated 7/15/2019 has been utilized by the College for the purpose for which it was sanctioned and noted in Grants-in-aid Register at Page No. 312
20. The grant is sanctioned on the basis of the information/documents provided by the college. In case of any discrepancy in the above information and the college is found ineligible for the above grant at the time of expert committee meeting the college is liable to refund the sanctioned grant along with interest.
21. The college shall ensure involvement of Technical advice on and supervision of specifications and construction standards.
22. "The College shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009" and amendments thereof.
23. The College/ Individual may strictly follow the provisions of GFR, 2017 while procuring goods and services out of UGC grant.

Yours faithfully,

  
(Dr.K. Samrajyalakshmi)  
Joint Secretary

Copy to

1. The Principal  
CHRISTIAN COLLEGE  
KATTAKKADA - 695 572  
(He/She is requested to abide by these instructions/guidelines of sanction order.)
2. ASHA KRISHNAN  
CHRISTIAN COLLEGE, KATTAKKADA, , 695 572
3. Officer of Director General of Audit, Central Revenues, AGCR Building, I.P.  
Estate, New Delhi
4. The Director  
Department of Collegiate Education  
Vikas Bhawan, Thiruvananthapuram, Kerala-695 033 -  
THIRUVANANTHAPURAM
5. The Dean/Director, College Development Council  
KERALA UNIVERSITY  
KERALA - 695 034
6. Office copy

  
(Dr. S Salil)  
Education Officer



800/2016  
04/10/16.



भारतीय लेखा तथा लेखापरीक्षा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
प्रधान महालेखाकार (सामान्य एवं सामाजिक क्षेत्र  
लेखापरीक्षा) का कार्यालय, केरल, तिरुवनन्तपुरम - 695001  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(GENERAL & SOCIAL SECTOR AUDIT),  
KERALA, THIRUVANANTHAPURAM - 695 001

No.SGSII(HQ)II/I/11-261/135  
Dated: 30.09.2016

To

✓ The Principal  
Christian College,  
Kattakkada, Thiruvananthapuram.

Sir,

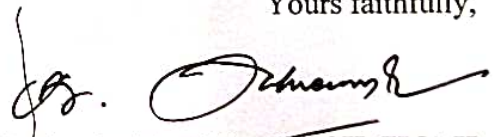
Sub: - Report on the Local Audit of the accounts of **Christian College, Kattakkada** for the year 2015-16.

I forward herewith the report on the Local Audit of the accounts of your Institution for the year 2015-16 and request you to furnish the replies to the audit objections through the Regional Deputy Director of Collegiate Education, Kollam expeditiously. A reference is invited to Article 63 (C) of Kerala Financial Code Vol. I wherein the need for furnishing complete replies to all objections of the Local Audit Report within four weeks of its receipt is stressed.

The report has been prepared on the basis of information furnished and made available by the Auditee Institution. The Office of the Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram disclaims any responsibility for any misinformation and/or non information on the part of Auditee.

The receipt of the report may please be acknowledged.

Yours faithfully,

  
Senior Audit Officer/SGSII (HQ) II

Copy of the letter along with the copy of the Local Audit Report is forwarded to:-  
The Regional Deputy Director of Collegiate Education,  
South Zone, ASR Tower, Chamakkada  
Kollam-691001

The receipt of this report may please be acknowledged. The replies of the Principal, Christian College, Kattakkada may be communicated to this office with specific remarks so as to reach this office within four weeks from the date of receipt of this letter.

Senior Audit Officer/SGSII (HQ) II

**Report on the audit of accounts and registers of Christian College Kattakkada,  
Thiruvananthapuram for the year 2015-16**

**PART I**

**A. Introductory**

The Christian College, Kattakkada which is affiliated to the University of Kerala was established in the year 1965. The college functions under the Directorate of Collegiate Education of Government of Kerala. The college is offering 8 undergraduate courses, 3 PG courses and add on courses and continuing education classes.

The audit of the accounts and registers of Christian College, Kattakkada for the year 2015-16 under section 14 of CAG's DPC Act was conducted from 29.08.2016 to 31.09.2016

**B. Officers in charge**

Shri. Prasanna K Mathew was holding the charge of Principal during the period covered in audit and Shri. E. Valsala Kumar is the Principal at the time of audit.

**C. Financial Position**

Details of receipts and expenditure for the last three years are shown below:

(Rupees in lakh)

Year	Receipts				Expenditure			
	Plan	Non plan	UGC	Other source	Plan	Non plan	UGC	Other source
2013-14	-	433.03	15.24	8.87	-	433.03	15.24	8.86
2014-15	0.59	483.56	4.42	10.78	0.59	483.56	4.42	10.77
2015-16	1.81	510.42	26.44	9.49	1.81	510.42	16.10	9.49

**PART II**

**A. Major Irregularities**

Nil

**B. Other Important Irregularities**

**I. Lapses noticed in the utilization of General Development Assistance by UGC for the development of Undergraduates and post graduates**

UGC in the XIIth plan decided to provide grants under General Developmental Assistance as 'Block Grant' for the development of undergraduates and post graduates.



- b. Voucher dated 18.03.2016 (co-operative society) bears the serial number 164, whereas the voucher dated 20.03.2016 bears the serial number 163.

It was obvious that the vouchers are fraudulent.

6. Evaluation of the progress of the students was not done at college level so as to assess the status of achievement of the scheme. As Government had introduced the scheme for the uplift of the educationally weak students, the defective implementation led to non attainment of the objective which is brought to notice for remarks.

### **Part III - Outstanding paras of Previous Inspection Reports**

Following audit paragraphs are outstanding for want of final reply.

LAR No.	Para No.
11-110 (2007-08 to 2008-09)	IIB -VI
11-154 (2012-13)	IIB - III,V (a and b)
11-199 (2013-14)	IIB - I, II, III, IV, V, VI

### **Part IV - Best Practices**

Nil

### **Part V - Acknowledgement**

The co-operation of the auditee unit in the matter of conduct of audit and timely production of records was good, except the following,

The following officials were found to be suspended during the periods shown against them. The corresponding files/ orders of suspension and reinstatement, have not been produced for verification. File concerned with renovation of stadium was also not produced.

Sl.no	Name and designation	Period of suspension
1	P. Christudasan, (Head accountant)	24-11-14 to 20-01-15
2	Dr. Maria Starvin (Chemistry)	10-2-15 to 31-10-15
3	Sri John Robert (Head accountant)	21-12-15 to 07-06-16

  
Senior Audit Officer