

IMPORTANT

No. SPS 2377/17618-V-A
Directorate of Education,
Maharashtra State,
POONA. 8th October, 1977

To
The Principals of all aided
Non-Govt. affiliated colleges
of Arts, Science, Commerce and
Education in Maharashtra State.

Subject :- Non-Govt. aided colleges of
Arts, Science, Commerce & Education
Scheme of payment of salary and
allowances of the Teaching and Non-Teaching staff
through Bank.....

Sir/Madam,

As you are aware, Govt. have laid down a scheme of payment of salaries & allowances at sanctioned rates, through Banks to ensure regular and full payment to the Teaching and Non-Teaching staff of the aforesaid colleges in the State as per G. R. E. & Y. S. D. No. NGC-1277/122166-XXXII (Cell) dated 21/9/77. A copy of the said G. R. has already been sent to you separately which must have been received by you by now.

2. The scheme as set out in the Appendix to the said G. R. shall come into force with immediate effect i. e. the payment of salary and allowances for Oct., 1977 shall be paid to the employees of Non-Govt. aided colleges as per the Scheme laid down by Govt. referred to above. With a view to enable the Principals to ensure proper implementation of the scheme, the following instructions are issued for their guidance and immediate further action :-

I) The Management of every aided Non-Govt. college of Arts, Science, Commerce and Education shall open Bank accounts as indicated below in one of the Banks mentioned and in the manner laid down in paras I (i) & (ii) of the Scheme.

- College salary payment account,
- College Non-salary expenditure Account,
- Other Misc. expenditure Account,
- College P. F. Account.

These Accounts should be separate one, independent of any other accounts which the College may have such as endowment Fund account, P. L. Account, etc.

A report regarding opening of such Bank Accounts should be submitted to this Directorate as directed previously vide this Directorate's letter No. SPS 2377/17618-V-A dt 28th Sept., 1977. However, the same information be again reported to this Directorate as under -

- Account number of the College salary payment Account
- Account number of the College Non-salary expenditure Account
- Account number of the other miscellaneous expenditure Account
- Account number of the College P. F. Account
- Whether the Accounts are joint Accounts or single Accounts
- If the Accounts are joint Accounts, the name and designation of the representative of the Management who is authorised by the Management to work jointly with the Principal. A copy of the resolution to this effect as per Para I (ii) should be sent to this Directorate.

A copy of the above report should also be sent to the O. S. D. for Higher Education grants of the Region concerned. This Directorate will release the further grants payable to the college only after receipt of report regarding opening of separate Bank Accounts as mentioned above.

II) The Teaching and Non-Teaching staff of the college should be directed to open their accounts in the same bank in which the college has opened its accounts and to report the number of their Accounts to the Principal of the college so as to enable the college to mention it in the salary payment Bill to be submitted to the Bank.

(P. T. O.)

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III) Immediately after opening of such accounts, the Principal should take steps to credit the suspense balance of the funds (receipts) referred to in Part II of the scheme given in the Appendix of the G. R. as directed therein, and the amounts newly credited to the salary payment account and the Non-salary expenditure Account respectively should be reported to this Directorate under intimation to the Officer on Special Duty for Higher Education grants of the Region concerned.

It is the duty of the Principal of the college concerned to see that there is a sufficient balance in salary payment account of the college at the time of submitting salary payment bill to the Bank. If it is not so, the facts should be brought to the notice of this Directorate immediately before 25th of the month under intimation to the Officer on Special Duty for Higher Education Grants of the Region concerned.

IV) The Principal of the college shall then prepare the bill of salary and allowances of all the approved Teaching and Non-Teaching staff of the College in form I appended to the G. R. under reference (copy enclosed for ready reference) and submit the same to the Bank concerned latest by 25th of every month with instructions to the Bank as directed therein. A copy of the salary Bill in form I along with information regarding receipt and expenditure of the month concerned in form 'A' shall also be sent by the Principal to the Directorate and the Officer on Special Duty for Higher Education grants of the Region concerned for their information and record.

The Principal will send such information along with a copy of the bill of the salary and allowances every month. This will enable this Directorate and the Officer on Special Duty for Higher Education grants of the Region concerned to assess the financial position of the College.

V) On receipt of intimation from the Bank regarding the salary Account of the employee being credited with the amount due to them the College authorities will obtain signatures of all the employees on the acquittance with 20 N. P. revenue stamp duly affixed.

VI) The Principal will give instructions to the Bank to—

- a) Credit to the College P. F. Account, the deductions made in this behalf from the employees individual salary bill.
- b) Debit to the Non-Salary Account to the extent of the total amount due from the Management by way of management contribution to the College P. F. Account and credit the same to the College P. F. Account.

VII) The Principal of the College should collect from the Bank the amounts deducted as Income Tax, Professional Tax, L. I. Premium etc. from the gross amount of salary and allowances of the employees of the college and shall remit the same to the respective authorities in any case before 10th of the same month.

3. The Officers on Special Duty for Higher Education Grants of all the Regions have been directed to prepare a Master Register of all colleges showing various types of information about the colleges and their staff in their region. The Principal is, therefore, requested to send the information in the accompanying statements B & C to the Officer on Special duty for Higher Education Grants concerned so as to reach him before 25-10-77 at the latest under intimation to this Directorate.

4. A list of Non-Govt. affiliated Arts, Science, Commerce and Education Colleges with Code numbers etc. is sent herewith for your information. The Code number of your College be noted and used hereafter in all matters.

Yours faithfully,

S. D. BAL

Director of Education (H. E.)

M. S. Poona

Received
25-10-77
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DISTRICT POONA

Code No.	Name of the College with Postal address	Code No.	Name of the College with Postal address
1	2	1	2
PA/AS- X	1 The Principal, N. Wadia College, Poona 411001	PA/ASC-12	The Principal, Poona College of Arts, Science & Commerce, Poona 411001
PA/E- X	2 The Principal, Tilak College of Education, Poona 411030	PA/ASC-13	The Principal, Modern College of Arts, Science & Commerce, Poona 411005
PA/AC- X	3 The Principal, Shri Shahu Mandir Mahavidyalaya, Poona 411009	PA/AC- 14	The Principal, St. Mira's College for Girls, Poona 411001
PA/C- X	4 The Principal, St. Vincent College, Poona 411001	PA/E- 15	The Principal, Adarsha Comprehensive College of Education & Research, Poona 411004
PA/AS- X	5 The Principal, Fergusson College, Poona 411004	PA/E- 16	The Principal, Adhyapak Mahavidyalaya, Aranyeshwar, Poona 411009
PA/AS- X	6 The Principal, S. P. College, Poona 411030	PA/ASC-17	The Principal, Arts, Science & Commerce College, Otur, Dist. Poona
PA/AS- X	7 The Principal, M. E. S.'s Abasaheb Garware College, Poona 411004	PA/AC- 18	The Principal, Shri Shiv Chhatrapati College of Arts & Commerce, Junnar, Dist. Poona
PA/AC- 8	The Principal, Annasaheb Awate College of Arts & Commerce, Manchar, Dist. Poona	PA/AC- 19	The Principal, Arts & Commerce College, Hadapsar, Poona 411028
PA/AC- 9	The Principal, C. T. Bora Arts & Commerce College, Sirur (Ghodnadi), Dist. Poona	PA/AC- 20	The Principal, Shri Jain College of Arts & Commerce, Chinchwad, Poona 411033
PA/AC- 10	The Principal, Indrayani Mahavidyalaya, Talegoan Dabbade, Dist. Poona	PA/E- 21	The Principal, S. N. D. T. College of Education for Women, Poona 411004
PA/ASC-11	The Principal, Dr. B. N. Purandare College, Lonavala, Dist. Poona	PA/C- X	22 The Principal, Garware College of Commerce, Karve Road, Poona 411004

DISTRICT POONA (Contd.)

9

1	2	1	2	
PA/C-	23	The Principal, Ness Wadia College of Commerce, Poona 411001	PA/AC- 27	Shri Mughutrao Sahebrao Kakade Mahavidyalaya (Arts & Commerce), Someshwarnagar (Nira), Dist. Poona
PA/AC-	24	The Principal, Arts & Commerce College, Indapur, Dist. Poona	PA/AC- 28	The Principal, Waghire College of Arts & Commerce, Saswad, Dist. Poona.
<u>PA/ASC-25</u> X		The Principal, Tuljaram Chaturchand Arts, Science & Commerce College, Baramati, Dist. Poona	PA/SC- 29	The Principal, College of Science & Commerce, Rajgurunagar, Dist. Poona
<u>A/C-</u> X	26	The Principal, D. E. Society's B. M. College of Commerce, Poona 411004.		