



कार्यालय प्राचार्य, इंदिरा गांधी शासकीय स्नातकोत्तर महाविद्यालय

वैशालीनगर – भिलाई, जिला-दुर्ग (छ.ग.) 490023

ACCREDITED WITH GRADE 'B' (2.67 CGPA) BY NAAC BANGALORE

Phone No. 0788-2280806, Email.id-govt.collegevaishalinagar@gmail.com Website-www.iggcv.com

Report of The Salary/Income Tax/Internal Audit

The college is having an internal committee to monitor the pay fixation/income tax and internal audit related matters.

Objective;-

1. Pay fixation of all the employees and teachers to be done on time including regular increments.
2. Monthly deduction of income tax as well as checking of annual income tax statement of all the employees to ensure timely submission of the return.
3. Internal audit is to be done to ensure regular accounting of various expenses along with bills and vouchers are checked by the internal audit committee.

The committee consists of the following teachers:-

1. Dr. M. S. Patel- Convener- Asstt. Prof. Commerce
2. Dr. S. K. Bohre-Member- Asstt. Prof. Mathematics
3. Dr. R. K. Agrawal-Member- Asstt. Prof. Economics

Yearwise report of the committee is as follows:-

2016-17

Pay Fixation

Annual increment was applied to all the employees on 01-07-2016. No case of time scale pay fixation or arrears was brought in-front of the committee.

Income Tax

Income tax deducted every month and quarterly return was filed. Verification of annual income tax statement was done by the committee and accordingly all the investment vouchers were collected and TDS certificate was issued.

Internal Audit

Various types of account are maintained in the college like PD, AF, Govt., Janbhagidari, Rusa. An internal committee is formed every year to check and verify the above mentioned accounts. As official audit by the Govt. department and also by the AGCG is done time to time but the internal audit committee is formed to double check the accounting and maintenance of vouchers. Regular audit by the internal committee has been done.

2017-18

Pay Fixation

Annual increment of all the employees was applied on 1st July 2017 and was entered in their service book. Pay fixation of newly promoted lab technician Shri Rajkumar Chouhan was done by the committee.

Seventh pay fixation of all the teaching staff was done by the committee and also the arrears was calculated and deposited in the K deposit account as per the instructions of the State Govt.

Income Tax

Income tax deducted every month and quarterly return was filed. Verification of annual income tax statement was done by the committee and accordingly all the investment vouchers were collected and TDS certificate was issued.

Internal Audit

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2018-19

Pay Fixation

Annual increment of all the employees was applied on 1st July 2018 and was entered in their service book.

Income Tax

Income tax deducted every month and quarterly return was filed. Verification of annual income tax statement was done by the committee and accordingly all the investment vouchers were collected and TDS certificate was issued.

Internal Audit

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2019-20

Pay Fixation

Annual increment of all the employees was applied on 1st July 2019 and was entered in their service book. Time scale for some of the office staff was done by the committee. They are –Neeta Hemrom, Suneeta Katre, Rajesh Kshirsagar & Kalpana Sukhatme.

Income Tax

Income tax deducted every month and quarterly return was filed. Verification of annual income tax statement was done by the committee and accordingly all the investment vouchers were collected and TDS certificate was issued.

Internal Audit

Various types of account are maintained in the college like PD, AF, Govt., Janbhagidari, Rusa. An internal committee is formed every year to check and verify the above mentioned accounts. As official audit by the Govt. department and also by the AGCG is done time to time but the internal audit committee is formed to double check the accounting and maintenance of vouchers.

2020-21

Pay Fixation

Annual increment of all the employees was applied on 1st July 2020 and was entered in their service book. Time scale for some of the office staff was done by the committee. They are –Neeta Hemrom, Krishnakant Yadav, Gayatri Banchhor, Jhummarlal Dahre, Premlata Sonwani, Kalpana Patel & Kalpana Sukhatme.




Income Tax

Income tax deducted every month and quarterly return was filed. Verification of annual income tax statement was done by the committee and accordingly all the investment vouchers were collected and TDS certificate was issued.

Internal Audit

Various types of account are maintained in the college like PD, AF, Govt., Janbhagidari, Rusa. An internal committee is formed every year to check and verify the above mentioned accounts. As official audit by the Govt. department and also by the AGCG is done time to time but the internal audit committee is formed to double check the accounting and maintenance of vouchers.

1. Dr. M. S. Patel – Convener
2. Dr. S. K. Bohre- Member
3. Dr. R. K. Agrawal- Member



Principal
प्राचार्य

राजकीय इंदिरा गांधी स्नातकोत्तर विश्वविद्यालय
राजकोट