

REMINDERI - I

NO.CGMT-MH/ADMN-II/WLF/ANNUAL GRANT CORR/2019/1 DATED 08.04.2019

To
All SSA Heads
MH Circle

Sub: Submission of Audited Accounts Statement for the year 01.04.2018 to 31.03.2019 -
reg.

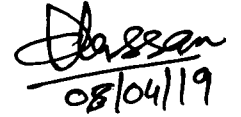
Ref: This office letter even no.1 dtd. 01.04.2019

In continuation of this office letter even no.1 dtd. 01.04.2019, no SSA has sent their
Audited Income & Expenditure statement of their concerned Staff Welfare Board for the
period 01.04.2018 to 31.03.2019 (proforma enclosed herewith).

All the SSA Heads are requested to look into the case personally and forward the above
information on email id : assttadm2@gmail.com, or on post reply in Maharashtra
Intranet Portal before 15/04/2019 please.

This may be treated as **"MOST URGENT"**

Encl.: as above.



08/04/19

(Gulab Hassan)
Asstt. Director (A-II)

Income & Expenditure A/c Statement for the period from 01.04.2018 to 31.03.2019

NAME OF SSA	Group A	Group B	Group C	Group D	Industrial	Total
EMPLOYEES						

1. Opening Balance as on 01.04.2018	..
2. Cash in hand as on 01.04.2018	..
3. Balancae in Bank as on 01.04.2018	..
A TOTAL	..

Receipt for the year 2018-19

1. Welfare grant received from BSNL HQ (Datewise)	..
2. Receipt from holiday home	..
3. Interest on Bank A/c.	..
4. Others	..
B TOTAL	..

Expenditure in the year 2018-19

1. Book Award	..
2. Scholarship	..
3. Death assistance	..
4. Honorarium to Treasurer	..
5. Medical Assistance	..
6. Prolonged Illness	..
7. Grant to Recreation Club	..
8. Excursion trip	..
9. Bank Charges	..
10. Grant to SSAs (Annexure -II to be filled by Circle)	..
11. Misc	..

C TOTAL ..**D TOTAL FUND AVILABLE (A + B)** ..**E TOTAL EXPENDITURE (C)** ..**F CLOSING BALANCE AS ON 31.03.2018**

(a) cash in hand ..

(B) cash in bank ..

G Total of (a + b) ..**F & G should tally****F = D-E**

SECRETARY

TREASURER
(SIGNATURE WITH SEAL)

AUDITOR