



SUPPORTING DOCUMENT

2.4.1

NUMBER OF SANCTIONED POSTS



**Audit and inspection report of St. Bede's College Shimla
w.e.f. 28.4.2001 to 1.5.2001.**

The audit and inspection of St. Bede's College Shimla has been conducted w.e.f. 28.4.2001 to 1.5.2001 for the period from 4/97 to 3/2001. The report is submitted for the perusal of the worthy Director of Education.

MANAGEMENT EXISTS
ARTS AND SCIENCE GROUPS
RUNNING

Para-1 -Establishment Matters-

There exists 38 posts of teaching staff and 26 posts of non-teaching staff in the College. Postwise detail is appended:-

Teaching			Non-teaching		
Sanctioned post	Post in position	Vacant	Sanctioned post	Post in position	Vacant
1.	2.	3.	1.	2.	3.
1. Principal 1	1	-	Supdt.Gr.II,1	1	-
2. Lects.Eng. 1	4	1	Sr.Asstt. 1	1	-
English					
3. Lects. Hindi 2	2	-	Clerks 2	1	1
4. Lects. French 1	1	-	Peon-cum-Driver 1	1	-
5. Lects. History 1	1	-	Chewkidar 1	1	-
6. lects. Economics 2	2	-	Tabla Inst-ructor 1	1	-
7. Lects. Music Vocal 1	1	-	Library Atten-dant 1	-	1
8. Lects. Music Instrumental 1	1	-	Lab.Attendant 12	12	-
9. Lect.Pel.1 science	1	-	JLA(Junior Labo-ratory Atten-dant) 3	3	-
10.Lect. Geography 3	3	-	Mechanic 1	1	-
11.Lect. Psychology 2	2	-	Mali 1	1	-
12.Lect.Home Science 2	2	-	Sweeper 1	1	-
13.Lects.Phy. 3	3	-			
14.Lect.Chemiestry 5	5	-			
				26	24
					2



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15.Lects.Botany	2	2	-
16.Lects.Zoology	2	2	-
17.Lects.Maths	2	2	-
18.Lects.Phy.Edu- cation	1	1	-
19.Librarian	1	-	1
	38	36	2

Para-II

Maintainance of Service Books

On the verification of service books of the employees, it is noticed that they have reconstructed the service books of all the employees on the advise of the Department. Though all entries pertaining to annual increments and pay fixations have been recorded in the service books but service verifications on year to year basis is yet to be made. Besides, this appointment entries with letter no. and date of competent authority has not been made in the service books, The Principal may be asked to complete these entries on priority.

Para-III

On examining the service book of Mr. Jose Kurian, Supdt. Gr.II, it is noticed that pay fixation on promotion to the post of Supdt.Gr.II, has not been got approved from the Director of Education. The principal may be asked to get the needful done. Besides, earned leave availed by Mr. Jose Kurian has not been signed and verified by the Principal.

Para-IV

One Sh. Ravi Dutt Minhas JLA has wrongly been sanctioned family planning incentive @ Rs. 150/- w.e.f. 1.1.96 instead of Rs. 100/-. Actually he was to be given this benefit in the time scale of 3120-5160/- instead of 4400-5000. So the recovery of overpayment @ Rs. 50 /- permonth w.e.f. 1.1.96 to 31.3.2001 comes to Rs. 3150/-. The Principal to recover this amount from the official in lumpsum and deposit the same in the PLA account under intimation to this Directorate and infuture he may be given this incentive @ 100 PM from April onwards.

para-V

From the perusal of the record it reveals that the appointment of Smt. Anjali Wadhawan JLA on the post of librarian (UGC scale) of 2200-4000 has wrongly been made by the Management for the period of 8 months i.e. 1.3.99 to 31.10.99. Though the Deptt. has given its permission to fill up the post of librarian on 3 months basis in the first instance but the factual position was not brought to the notice of the Deptt. On going through the record of the interview held in the college in which Departmental nominee was also associated, it revealed that none of the candidate appeared in the interview were found eligible for the post of librarian being less requisite qualifications for the said post i.e. M.Lib.Science. The



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Srno:	Name with post	Date of Birth	Date of retirement
1.	Mr.Mansa Ram,Mali	9.11.1950	30.11.2010
2.	Sh.Thakur Singh,Chewkidar	15.4.1946	30.4.2006

S.R. Kaundal
30/5/2001
S.R.Kaundal(Supet.Gr.II)
Budget & Accounts Branch
Directorate of Education
H.P.Shimla.

Salig Ram Sharma,
S.O.(F&A)
Directorate of Education
Himachal Pradesh.