

**Office Of Shikshan Shulk Nirdharan Samiti,Bihar,Patna**

Letter No ..... 06 (अ१)

Dated...08/11/2017

To

The Principal  
Katihar Medical College,Katihar

Sir,

The office of the Educational Fee Fixation Committee vide letter No.21 dated 20.09.2017 and reminder dated 12.10.2017 had asked for documents for fixation of fee for the session 2017-18 onwards.

The following discrepancies were observed in the documents submitted by you which are as below:-

1. Break of the Budgeted receipts of cash be shared in the cash budget statement.
2. Depreciation chart to be provided since inception. Depreciation to be provided on straight line method.
3. Balance sheet in hard and soft copy to be provided since inception specially depreciation.
4. Please share the details of PF ,ESI, statements for the year ending 31-3-2017 and 30-6-2017 and TDS returns (filed by the College against deduction of TDS from Salary and others)for the the 4 quarters of 2016-17 and 2 quarters of 2017-18.
5. Detailed break of salary for the previous years.The college has shared the same for the projected years in the annexure.

Share the complete documents so that the Committee can proceed with fixation of fee on urgent basis.

Provide two sets of the required documents with spiral binding for convenience.

Provide soft copy in a CD/Drive and on e-mail id- [ssnirdharansamitee.bihar@gmail.com](mailto:ssnirdharansamitee.bihar@gmail.com)

Yours faithfully,

*V. P. Sinha*

*08-11-2017*

(Vijay Prasad Sinha)

Office Manager

S.S.Nirdharan Samiti, Bihar, Patna