

# Monthly Statement of Imamia School / Imamia Study Center, Tanzeemul Makatib

Imamia School//Imamia Study Center \_\_\_\_\_ Month \_\_\_\_\_ 20\_\_\_\_ A.D.

Teacher's Name	Class	Teacher's Name	Class	Number of Teaching Days _____
1. _____	_____	5. _____	_____	_____
2. _____	_____	6. _____	_____	Number of Holidays _____
3. _____	_____	7. _____	_____	_____
4. _____	_____	8. _____	_____	Weekly Holiday _____



Note : 1. This page has to be filled compulsorily by the teacher. Entries like 'Repeated/Different Pages/Under-revision are not enough. But it is necessary to write down lesson no. and page no.  
 2. Do not delay in sending this statement, due to delay in Finance statement, instead send only the Education Statement duly-filled immediately.

Total Number	Teacher	K.G.- I	K.G.- II	Class - I	Class - II	Class - III	Class - IV	Class - V	Total No. of Students	Remarks
Average Attendance				Type of Leave	Casual Leave	Medical Leave	Half Pay	Without Pay		
Lessons taught in current month	Hindi	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page		
	Mathematics	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page		
	English	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page		
	Science	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page		
	Social Science	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page	Lesson Page		
Details of Leave Applicant	Name of Leave Applicant	From	Till	Type of Leave	Casual Leave	Medical Leave	Half Pay	Without Pay		

Signature of Incharge/Manager \_\_\_\_\_ Date \_\_\_\_\_ Imamia School//Imamia Study Center Timings From \_\_\_\_\_ to \_\_\_\_\_ Next Month's Timings From \_\_\_\_\_ to \_\_\_\_\_

H.Q. Report : \_\_\_\_\_ Secretary's Orders : \_\_\_\_\_

# Monthly Statement of Imamia School / Imamia Study Center, Tanzeemul Makatib

## FINANCE

Ph.No. \_\_\_\_\_

Imamia School/Imamia Study Center No. \_\_\_\_\_

**Note:** 1. Do not write down requisition of books or any application on this statement.

2. If the statement is not received for two consequent months, 10% of the grant will be deducted. If the statements are not received regularly for six months, 50% of the grant will be deducted after the statements are received. In case of failure of submission of monthly statement for twelve months, no grant shall be sanctioned and remitted.

Imamia School/Imamia Study Center Vill/Mohalla \_\_\_\_\_ Post \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Sl. No.	Income	Amount		Particulars	Sl. No.	Expenditure	Amount		Particulars
		Rs.	Ps.				Rs.	Ps.	
01	Central Grant (Cash)				01	Reserve Fund			
02	Central Grant (Books)				02	Teacher's Salary			
03	Central Relief Allowance				03	Relief Allowance			
04	Aid from Government				04	Salaries of Other Staff			
05	Aid from other sources				05	Stationery			
06	Chanda (Petty Donation) Fund				06	Furniture & Fixture			
07	Chutky (Pinch) Fund				07	Postage			
08	Ghalla (Commodity) Fund				08	Purchase of Books			
09	Taqreeb (Ceremony) Fund				09	Repair/Rent of Building			
10	Religious Amounts (Zakat etc.)				10	Prizes to Students			
11	Sahm-e-Imam				11	Repayment of Loan			
12	Donation				12	Miscellaneous			
13	On A/C of Text Books				13	'Education Week' & 'Education Day'			
14	Miscellaneous				14	Advance paid to Teachers			
15	Loan								
16	Advance Repayment by Teachers								
<b>TOTAL</b>						<b>TOTAL</b>			
<b>Reserve Fund</b>					<b>Reserve Income &amp; Expenditure</b>				
Reserve Fund Opening Balance					Opening Balance				
Reserve Fund at Present					Total Income in Current Month				
Repayment to Reserve Fund					Total Expenditure in Current Month				
Total Reserve Fund					Saving				
Loan Taken from Reserve Fund					<b>Details of Savings</b>				
Balance in Reserve Fund					Cash				
					In Bank				

Date \_\_\_\_\_

Signature of Manager/Deputy Manager

Bank's Name & Address
By what name the Account is held
Account Number
Month for which the grant has been received

Head Quarter's Report

H.Q. Secretary's Orders

Date \_\_\_\_\_