

Team AKGurukul-Accounts

Minutes

07.08.2020

Members present

Dr. Anupam Nagar

Shri Darshan Sheth

Shri Amit Bhatt

Shri Girish Padiyar

Shri Harsad Pandya

Shri Sumit Pankhaniya

Shri Mayur

Shri Meet Lakhani

In a meeting with the above members today at 4.30 pm, the following points were discussed:

- (i) Timings of the Trust office would be from 7.30 am. to 6.00 pm.
- (ii) All Trust office-members have been asked to coordinate with the Assistant Director Shri Darshan Sheth and assist in streamlining the accounts department.
- (iii) All efforts would be made by all concerned to make all-payments through the online/cheque mode. Cash-payments should gradually be discontinued.
- (iv) To fix the responsibility, for approved work-order & **verification** of bills, initials of the Assistant Director and Trust office staff, are to be taken before putting-up the matter to the Provost/Director for release of payment.
- (v) As per the directions/guidance of our Finance Head Shri Yogeshkumar Shah all bills have to be approved by the Provost/Director before making any payment.
- (vi) Shri Rajendra Kothari & Shri Rajendra Patil have been given the additional responsibility of supervising the work of all daily-wagers in the campus, hence no deductions are to be made in their salary.
- (vii) All Trust-office members should participate in all programmes of the Arya Kanya Gurukul campus.

**PROVOST/DIRECTOR
GURUKUL CAMPUS
ARYA KANYA VIDYALAYA TRUST PORBANDAR**