

The Central Waqf Council Rules, 1998

UNION OF INDIA

India

The Central Waqf Council Rules, 1998

Rule THE-CENTRAL-WAQF-COUNCIL-RULES-1998 of 1998

- Published on 30 September 1998
- Commenced on 30 September 1998
- [This is the version of this document from 30 September 1998.]
- [Note: The original publication document is not available and this content could not be verified.]

The Central Waqf Council Rules, 1998 Published vide Notification G.S.R. 593(E), dated 30.9.1998, published in the Gazette of India, Extraordinary, Part 2, Section 3(i), dated 30.9.1998.

1068.

G.S.R. 593 (E), dated 30th September, 1998 - In exercise of the powers conferred by sub-sections (1) and (2) of section 12 of the Waqf Act, 1995 (43 of 1995), the Central Government hereby makes the following rules, namely:-

1. Short title and commencement .-(1) These rules may be called The Central Waqf Council Rules, 1998.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definition .-In these rules, unless the context otherwise requires,-

(a) "Act" means the Waqf Act, 1995 (43 of 1995); (b) "Chairperson" means the Chairperson of the Council; (c) "Council" means the Central Waqf Council established under section 9 of the Act; (ca) ["employee" means an employee of the Council.] (d) "Fund" means the Central Waqf Fund formed under sub-section (2) of section 10 of the Act; (e) "Member" means a member of the Council; (f) "Secretary" means the Secretary of the Council.

3. Register of members .-(1) The Council shall maintain a roll of members indicating their name, occupation and address and every member shall sign the same.

(2)The member of the Council shall intimate the change of his address, if any, to the Secretary of the Council who shall cause to make the entry in the roll of members.

4. Term of office, resignation and removal of members .-(1) Save as otherwise provided in these rules, every member shall hold office for a term of [three years from the date of constitution of the Council] such office and shall be eligible for re-appointment.

[Provided that if a member is appointed subsequent to the date of constitution of the Council, he shall hold office only for the remainder of the term, for which the Council has been constituted.]

[Inserted by Notification No. G.S.R. 693 (E) dated 25.9.2014 (w.e.f. 30.9.1998)](2)A member may resign his office by writing under his hand addressed to the Central Government and such resignation shall take effect from the date on which it is accepted by the Central Government or on the expiry of thirty days from the date of resignation, whichever is earlier.(3)The Central Government may remove a member from the Council if he-(a)becomes an undischarged insolvent;(b)is, in the opinion of the Central Government, unfit to continue in office by reason of infirmity of mind or body;(c)gets convicted and sentenced to imprisonment for an offence which in the opinion of the Central Government involves moral turpitude;(d)is without obtaining leave of absence from the Chairperson of the Council, absent from three consecutive meetings of the Council;(e)in the opinion of the Central Government, has so abused the position of member as to render that person's continuance in the office detrimental to the purposes of the Act.(4)[A Member shall cease to be a Member if he ceases to hold the office on the basis of which he was appointed as Member under any of the sub-clauses specified under clause (b) of sub-section (2) of section 9 of the Act.] [Inserted by Notification No. G.S.R. 693 (E) dated 25.9.2014 (w.e.f. 30.9.1998)]

5. Filling of casual vacancies .-In the event of occurrence of any vacancy in the office of a member by reason of his death, resignation, removal or otherwise, the Central Government may appoint another person in his place and the person appointed to fill the vacancy shall hold office only for the remainder of the term for which the member in whose place he was so appointed.

6. Committees of the Council .-(1) The Council may appoint, from amongst its members, such number of Committees as the Council deems necessary but not exceeding four, and assign to them such functions, duties and powers as it may consider necessary for the purpose.

(2)The members of the Committee shall hold office for such period as may be specified by the Council.(3)A member shall cease to be a member of a Committee if he ceases to be a member of the Council.(4)The Committee of the Council may meet frequently depending upon the exigencies of work.(5)The recommendations or decisions of the Committee shall be placed before the Council for

its approval: Provided that when the Council is not holding its meetings the recommendations or decisions shall be placed before the Chairperson by the Secretary of the Council and the Chairperson shall inform the Council of the recommendations or decisions taken in view thereof to the Council as soon as the Council meets: Provided further that if the Committee is unable to meet for reasons beyond its control, the Secretary of the Council may submit the matter falling within purview of such Committee directly to the Chairperson for directions: Provided also that all decisions taken by the Chairperson either on the recommendations of a Committee or otherwise shall be ratified forthwith by the Council.

7. Secretary to the Council .-(1) There shall be a Secretary to the Council, who shall be a Muslim;

(1A) The Chairperson shall make appointment to the post of Secretary, which shall be equivalent to a Group A post of the Central Government, on such terms and conditions as may be determined by the Central Government.](2) The Secretary shall be the Chief Executive Officer of the Council and shall exercise powers of control, supervision and management over the office and employees of the Council.(3) The Secretary shall give effect to the decisions of, and carry out the instructions that may, from time to time, be given by the Council or the Chairperson: Provided that when the Council is in the process of reconstitution or unable to meet for reasons beyond its control, the Secretary may seek the orders or approval of the Chairperson on an urgent matter: Provided further that all such orders or approval of the Chairperson shall be placed before the Council for its decision, as soon as the Council meets.(4) The Secretary shall ensure that all the records of the Council are properly maintained and kept in safe custody.(5) The Secretary shall be responsible for the presentation of the annual statement of accounts of the Council duly authenticated in the proper form to the auditor appointed by the Central Government for this purpose.(6)[The Secretary shall cause the annual statement of accounts duly audited by the auditor, to be placed before the Council for approval and adoption of the Council, together with his observations and replies of the Council thereto.] [Inserted by Notification No. G.S.R. 693 (E) dated 25.9.2014 (w.e.f. 30.9.1998)]

8. Meeting of the Council .-(1) There shall ordinarily be [four] meetings of the Council every year which may be increased to [five] [Substituted for the words "four" by Notification No. G.S.R. 693 (E) dated 25.9.2014 (w.e.f. 30.9.1998)], if necessary.

(2) An extraordinary meeting of the Council may be convened by the Secretary, if the Chairperson so desires, or if a requisition in that behalf is presented to the Chairperson by at least one-third members of the Council and such requisition shall set out matters for consideration in the meeting.(3) The date and venue of the meeting shall be such as may be decided by the Chairperson.(4) An ordinary meeting of the Council may be called by giving not less than [15 days] [Substituted for the words "one month's" by Notification No. G.S.R. 693 (E) dated 25.9.2014 (w.e.f. 30.9.1998)] notice in writing and an extraordinary meeting by giving not less than one week's notice in writing: Provided that an extraordinary meeting may be called by giving shorter notice if the urgency of the business to be transacted, so requires.

9. Procedure at meeting .-(1) An agenda for every meeting of the Council shall be prepared by the Secretary with the approval of the Chairperson and shall be circulated to the members [at least ten days in advance][for the ordinary meeting and two days in advance for the extraordinary meeting] [Inserted by Notification No. G.S.R. 693 (E) dated 25.9.2014 (w.e.f. 30.9.1998)].

(2)The quorum necessary for the transaction of business at a meeting of the Council shall be one-third of the total number of members.(3)Where a meeting has been adjourned for lack of quorum, the business which would have been brought before the original meeting if there had been a quorum present thereat, shall be brought before, and may be transacted at an adjourned meeting whether [a quorum exists] [Substituted for the words "there is quorum present" by Notification No. G.S.R. 240 (E) dated 22.3.2012 (w.e.f. 30.9.1998)] or not.(4)[The Chairperson or in his absence, any member of the Council present, as is decided by the Council, shall preside over the meeting of the Council.] [Substituted by Notification No. G.S.R. 240 (E) dated 22.3.2012 (w.e.f. 30.9.1998)](5)All matters brought before any meeting of the Council shall be decided by the majority of the votes of the members present and voting.(6)The Chairperson or the member presiding over a meeting shall have and exercise a second or a casting vote in all cases of equality of votes.(7)It shall be open to any member to raise any matter not included in the agenda with the permission of the Chairperson.(8)[The minutes of the meeting shall be recorded by the Secretary and circulated to the members, within a period of ten days after the approval of the Chairperson.] [Substituted by Notification No. G.S.R. 240 (E) dated 22.3.2012 (w.e.f. 30.9.1998)](9)At the next meeting of the Council, the approved minutes of the previous meeting shall be read and confirmed.

10. Invitees to the Council meeting .-The Chairperson of the Council may invite any person or persons to attend any meeting of the Council but such persons shall have no right to vote.

11. Travelling and daily allowances .-(1) Every member, not being an officer of the Government, performing journeys to attend meeting of the Council or in connection with any work relating to the Council shall be entitled to travel, at his discretion, by air or by rail in first class or in second class AC coach wherever available.

(2)Every such member shall be entitled to the following travelling and daily allowances, namely:-Travelling Allowance:(a)By Air(i)[One standard air fare (Economy Class);[* * *] [Omitted words "(ii) Incidental expenses subject to a maximum of rupees fifty." by Notification No. G.S.R. 693 (E) dated 25.9.2014 (w.e.f. 30.9.1998)](b)By Rail(i)First Class/II AC coach rail fare, as the case may be;(ii)Incidental expenses subject to a maximum of rupees fifty.Note. - I. In case of air journeys involving overnight halt (either due to non-availability of connective service or due to the cancellation of connective service) at intermediary stations, for which the Airlines does not provide, at its expense, any facility for boarding or lodging to the touring member, he shall be entitled in respect of such overnight halt, one-half of the daily allowance admissible to him [* * *] [Omitted by

Notification No. G.S.R. 709 (E) dated 8.10.2014 (w.e.f. 2.6.1989)]II. While performing journeys by air, he shall purchase return ticket, wherever it is available, when it is expected that the return journey can be performed before the expiry of the period for which the return ticket is available.[III. In respect of journeys by road from residence to the airport or railway station and from these points to the place where a meeting of the Council is being held, the claims for travelling allowance by the members of Central waqf Council shall be regulated in accordance with the such rules as are admissible to the Joint Secretary to the Government of India.] [Substituted by Notification No. G.S.R. 532(E) dated 2.7.2015 (w.e.f. 30.9.1998)]Daily Allowance:(a)[For each day of the meeting, the claims for dearness allowance by the members of Central Waqf Council shall be regulated in accordance with the such rules as are admissible to the Joint Secretary to the Government of India.] [Substituted by Notification No. G.S.R. 532(E) dated 2.7.2015 (w.e.f. 30.9.1998)](b)In addition to the daily allowance for the days of the meeting, he shall be entitled to full day allowance for the day preceding and the day following the day of the meeting if-(i)he arrives in the forenoon of the day immediately preceding the day of the meeting or on an earlier day;(ii)he departs in the afternoon of the day following the day of the meeting or on a later day:Provided that he shall be entitled to only one-half of the daily allowance for the day preceding the day of the meeting and the day following the day of the meeting if-(i)he arrives in the afternoon of the day preceding the day of the meeting; or(ii)he departs in the forenoon of the day following the day of the meeting.(3)When a person attends any meeting of the Council or its Committee as an invitee, he may be paid travelling allowance and daily allowance at the rates admissible to a member of the Council.(4)A claim of the member travelling by his own transport shall be restricted to rail fare by II Class AC coach by the shortest route.(5)Notwithstanding anything contained in sub-rules (1), (2) and (3), if a member of the Council, is a Member of Parliament, or a State Legislature, he shall not be entitled to any remuneration other than the allowances, defined in clause (a) of section 2 of the Parliament (Prevention of Disqualification) Act, 1959 (10 of 1959), or, as the case may be, other than the allowances, if any, which a member of the Legislature of the State may, under any law for the time being in force in the State relating to the prevention of disqualification for Membership of the State Legislature, receive without incurring such disqualification.

12. Travelling and daily allowances to members who are officers of Government .-(1) Every member, being an officer of the Government, shall be entitled to such travelling allowance and daily allowance as are admissible under the rules applicable to him for journeys performed on official duty.

(2)Where any travelling or daily allowance is paid to a member being an officer of the Government, the Council shall make necessary arrangements for the reimbursement of the amount so paid to the authority employing such officer.

13. [Recruitment and service conditions of Secretary and employees of the Council. - (1) The Council shall, from time to time, recommend for the creation of such posts to the Central Government for approval as are necessary for the efficient performance of the functions of the Council.

(2)The Chairperson shall make appointments to the posts of the Council, which shall be equivalent to Group A and Group B posts of the Central Government, on such terms and conditions as may be determined by the Central Government.(3)The Secretary shall make appointments to the posts of the Council, which shall be equivalent to Group C posts of the Central Government, on such terms and conditions as may be determined by the Central Government.(4)The appointing authority of the employees of the Council shall be the disciplinary authority and shall be competent to impose all kinds of punishments including dismissal as per the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.(5)In case of disciplinary proceedings against the employees of the Council, where the disciplinary authority is the Chairperson, the Council shall be the appellate authority and. where the disciplinary authority is the Secretary, the Chairperson shall be the appellate authority.(6)Except as otherwise provided by the Central Government, the scales of pay and terms and conditions of service of the various posts of the Council shall be the same as are applicable to the officers and other employees of the equivalent rank holding posts with corresponding scales of pay under the Central Government.]

14. Control of the Fund .-(1) The Secretary shall receive all payments to the fund and pass receipts on behalf of the Council.

(2)All monies received by the Council shall be deposited in the name and with the approval of the Council in the State Bank of India or any other nationalised bank as per instructions and guidelines of the Ministry of Finance issued in this regard from time to time:Provided that for the purpose of disbursement of salary to the staff of the Council, an account of the Council shall also be opened in a branch of a nationalised bank in the vicinity of the Council's office.

15. Power to sanction expenditure by Chairperson and Secretary .- [(1) Subject to the provisions made in the budget in this regard and the instructions of the Government of India relating thereto-

(a)The Chairperson may sanction a recurring expenditure up to [Rs. 1,00,000 (Rupees One Lakh)] and a non-recurring a expenditure up to [Rs. 5,00,000 (Rupees five lakh)] [Substituted 'Rs. 2,00,000 (Rupees two lakh only)' by Notification No. G.S.R. 532(E) dated 2.7.2015 (w.e.f. 30.9.1998)] per annum in each case.(b)The Secretary may sanction a recurring expenditure up to [Rs. 50,000 (Rupees fifty thousand)] [Substituted 'Rs. 20,000 (Rupees Twenty Thousand only)' by Notification No. G.S.R. 532(E) dated 2.7.2015 (w.e.f. 30.9.1998)] and a non-recurring expenditure up to [Rs. 1,00,000 (Rupees One lakh)] [Substituted 'Rs. 40,000 (Rupees forty thousand only)' by Notification No. G.S.R. 532(E) dated 2.7.2015 (w.e.f. 30.9.1998)] per annum in each case.][Any expenditure exceeding the limites specified in clause (a) or clause (b) shall be sanctioned by the Central Waqf Council and in case of urgency, the Chairperson may sanction the same which shall be brought before the Council for ratification post facto.] [Inserted by Notification No. G.S.R. 532(E) dated 2.7.2015 (w.e.f. 30.9.1998)](2)The Secretary or in his absence an officer subordinate to him, if so authorised, may draw cheques for the sanctioned expenditure.(3)The officer, so authorised by the Secretary, may supervise the maintenance of all registers in the Council's office and certify the entries made therein.

16. Annual Statement of Accounts .-The Council shall maintain accounts and other records and cause its books of accounts to be balanced on the last working day of the month of March in each financial year and the annual statement of accounts shall be as set out in the Form appended to these rules.

17. Powers of the Secretary in respect of staff and contingent expenditure .-

(1) The Secretary shall, in respect of all the staff of the Council under his control and supervision, have the power to sanction,-

(i)Increment;(ii)Leave;(iii)Allowances and advances as admissible to the Government employees.(2)[The Secretary shall have the power to sanction expenditure up to Rs. 10,000 (Rupees ten thousand only) for arranging refreshment such as high tea, lunch, dinner, etc., for members and invitees of the Council or its Committees during the meetings.]

18. [*]**

19. [*]**

FORM[See Rule 16]CENTRAL Waqf COUNCILNEW DELHIREceipt and Payment Account for the Year ending on 31st March.....

Receipts	Amount(Rs)	Payments	Amount (Rs)
(1)	(2)	(3)	(4)
PART I-Waqf ACCOUNT:		ESTABLISHMENT EXPENDITURE:	
Opening Balance			
Cash in hand		Salary and Allowances	
Cash in Bank			
Cash in Bank (General Investment Account)		Travelling Allowance	
Grants-in-aid from Government of India		Leave Travel Concession	
Loans from Government of India		Overtime Allowance	
Loans and Advances from other sources		Honorarium	
Donations		Bonus	
Benefactions			

Contribution(1%) from State Waqf Boards	Contributory Provident Fund (Employer's Contribution and Interest thereon) TRAVELLING ALLOWANCE AND DAILY ALLOWANCE TO MEMBERS (a)Central Waqf Council (b)Planning and Advisory Committee (c)Waqf Development Committee (d)Monitoring Committee (e)Education and Women Welfare Committee
Dividend on Investment (including interest on Savings Bank Account)	
Encashment of Fixed Deposit Receipts	RENT, RATES AND TAXES: Rent of Office Rent of Secretary's Residence
RECOVERIES OF ADVANCES: Festival Advance	
House Building Advance	OTHER CONTINGENCIES AND OFFICE EXPENSES:
Motor Car/Scooter Advance	Printing and Stationery
Cycle Advance	Postage and Telegram Telephone
Leave Travel Concession/Travelling Allowance Advance	
Temporary Advances (to be specified)	Books and periodicals
Other Receipts:	Conveyance Charges Liveries
Central Government Health Scheme	Bank Charges
Contribution	Maintenance and Repairs

Recovery of Rent
Miscellaneous Receipts
Sale proceeds of obsolete
assets

Entertainment/Hospitality
Legal Expenses
Audit fee
Advertisement
Other Miscellaneous
Expenditure

OTHER RECOVERIES:

Recovery of Contributory
Provident Fund
Subscription
Recovery of Contributory
Provident Fund Advance

NON-RECURRING

Income Tax

Furniture and Fixture

|-

Office
Machinery and
Equipment
(Including
typewriters,
duplicators,
computer, etc.)

General Provident Fund
Central Government
Employees Group
Insurance Scheme
(CGEGIS)
Security Deposits

Land and Building
Vehicles

LOANS AND ADVANCES:

House Building Advance
Festival Advance
Scooter Advance
Cycle Advance
Travelling Allowance/Leave
Travel Concession
Advance to staff
Travelling Allowance/Daily
Allowance to Secretary and
Staff
Temporary Advances

INVESTMENT:

Loans to State Waqf Board

Amount of repaid loans
Transferred to Revolving
Fund
Donations
OTHER PAYMENTS
Contributory Provident Fund
subscription
Contributory Provident
Fund-
Refund of loans
Income Tax
General Provident Fund
recoveries
Security Deposits
CLOSING BALANCE
Cash in Hand
Cash at Bank
Cash at Bank
(General Investment
Account)

Total(Part I)

**PART II REVOLVING
FUND:**

OPENING BALANCE:

Cash in Hand
Cash at Bank
Repayment of loans
transferred to Revolving
Fund
Encashment of Fixed
Deposit Receipts
Other Receipts
Total(Part II)

**PART II-EDUCATION
FUND**

OPENING BALANCE:

Cash in Hand

Loans to State Waqf Boards
for development and other
schemes
Investment in Fixed Deposits
Other Payments

CLOSING BALANCE:

Cash in Hand
Cash at Bank

Cash in Bank	Payment of scholarship for Technical Education		
6%donations from Loanee Waqfs	Ad hoc assistance to students		
	50%matching grant to vocational institutions		
Other donations for educational schemes	Grants for Reading Room/Library Scheme		
Dividend on investments (Interest on Fixed Deposit Receipts)	Expenditure on other educational schemes		
Encashment of Fixed Deposit Receipts	Investment in Fixed Deposits		
Refund by students	Other payments		
Refund of scholarship by State Waqf Boards	CLOSING BALANCE:		
Refund of grants given under Career Guidance	Cash in Hand		
Scheme/Reading Rooms/Library	Cash in Bank		
Recovery of ad hoc grants from students			
Miscellaneous Receipts			
Total(Part III)			
Total Part I			
Total part II			
Total part III			
Grand TOTAL			
CENTRAL Waqf COUNCIL Receipt and Payment Account for the Year ending on 31st March			
CONTRIBUTORY PROVIDENT FUND			
Receipts	Amount(Rs.)	Payments	Amount(Rs.)
(1)	(2)	(3)	(4)
Opening Balance			
Cash in Hand			
Cash in Bank			
Employees subscription to Contributory Provident Fund		Advance to Staff	

Refund of Advances	Final Withdrawals
Employer's contribution and interest thereon	Final payment
	Investment
Interest received on investment	Surplus interest transferred to Council's Account
Deficient to interest account on Provident Fund Account met by Council	CLOSING BALANCE
	Cash in Hand
Investment matured	Cash in Bank

TOTAL

CENTRAL Waqf COUNCILNEW DELHIIncome and Expenditure Account for the Year ending on 31st March.....

Expenditure	Amount(Rs.)	Income	Amount(Rs.)
(1)	(2)	(3)	(4)
ESTABLISHMENT			
Salary and Allowances		1% contribution from State Waqf Boards	
Travelling Allowances			
Leave Travel Concession		Government Grant/loan	
Over Time Allowance			
Bonus		Donations	
Contributory Provident Fund-		Benefaction	
Employer's Contribution and interest thereon			
Honorarium to Staff			
TRAVELLING ALLOWANCE/DAILY ALLOWANCES TO COUNCIL'S MEMBERS, ETC			
Central Waqf Council			
Planning and Advisory Committee			
Waqf Development Committee			
Education and Women Welfare Committee		Dividend on investments	
Monitoring Committee		Part I	
Office Contingencies:		Part II	
Printing and Stationery		Part III	
Rent, Rates and Taxes			

Recovery of Central
Government Health Scheme
Contribution

Telephone

Postage and Telegram

Liveries

Wages

Conveyance charges

Maintenance and Repairs:

(a)Building

(b)Office Equipments Journals and
Periodicals Bank Charges

Entertainment Expenses

Legal Charges

Audit Fee

Advertisements

Other Expenditure

Recovery of Rent

Miscellaneous Income

Less: Non-recurring expenses
(Capital nature)

Furniture and Fixture

Office Machinery and
Equipment (including
typewriters, duplicators and
computer)

Library Books

Vehicles

Excess of expenditure over
income

Part I

Part II

Part III

SURPLUS TRANSFERRED TO Waqf
FUND

Excess of Income over Expenditure)

TOTAL

CENTRAL Waqf COUNCILNEW DELHIBalance Sheet as on 31st March.....

Liability	Amount(Rs.)	Assets	Amount(Rs.)
(1)	(2)	(3)	(4)

PART I Waqf FUND

Capital Fund As per last Balance
Sheet (Equal to Assets)

Addition during the year

Written off during the year

Reserve and Surplus:

Add during the year

Less deficit during the year

Fixed Assets:

Land and Building-

As per last Balance Sheet

Addition during the year

Machinery and Equipments

-As per last Balance Sheet

Adding during the year

	Less: Written of
	Vehicles: As per last Balance Sheet
	Addition during the year
	Less: Written of
	Loans and Advances to State Waqf
	Boards:
Grants utilized for Development	
Loan :	
As per last Balance Sheet Paid	As per last Balance Sheet Paid
During the year	during the year
Less recovered during the year	Recovered during the year
Security/Earnest Money Deposit	Investment Waqf Fund Account:
Current Liabilities:	As per Balance Sheet
	Deposit during the year
	Encashed during the year
Contributory Provident Fund	
(contra)	
Balance as per last Balance Sheet	
Add Subscription during the year	Loans and Advances:
Add Employer's Contribution	Travelling Allowance/Leave Travel
	Concession
Add Dividend (interest) allowed	-As per last Balance Sheet
during the year	
	Addition
	Adjusted
	House Building Advance
	Motor Car/Scooter Advance
	Cycle Advance
	Festival Advance
	Flood Advance
	Other Advances
	Security paid
	Sundry Debtors:
	Advance to Suppliers
	Advance to Central Public Works
	Department, etc.
	Contributory Provident Fund
	Investment
	Advance to staff

	Closing Balance
	Closing Balance
	Cash in hand/Bank (General)
	Investment Account
	Cast at Bank
	Cash in Hand
TOTAL	
PART II-REVOLVING FUND	
Balance as per last Balance Sheet	Investment as per last Balance Sheet
Add during the year	Add during the year
Less loans paid during the year	Less Encashment
Add Dividend on investment	Loans and Advances to Waqf Board, etc.
	Closing Balance:
	Cash in Hand
	Cash at Bank
PART III-EDUCATION FUND	
Balance as per Last Balance Sheet	Investments:
Add 6%Donation	As per last Balance Sheet
Add other Donation	Add during the year
Add Dividend on Investments	Less encashed during the year
Less payments made during the year	Advance to Students
	Advance to Others
	Closing Balance:
	Cash in Hand
	Cash at Bank
TOTAL	