**OFFICE OF THE GOVT. ISLAMIA HIGH SCHOOL SIRANWALI (DASKA)**

No. Date

**SUBJECT: INCHARGE NSB AND FTF FUNDS.**

With reference to the subject cited above **M. KAFEEL ANJUM** **SST Sc**. Is assigned the additional duty as incharge of NSB and FTF funds.

**Aims and Objectives**

* To maintain all record register related to NSB and FTF funds with the collaboration of Mudassar Rasheed J/C.
* To check and verify all the bills of payments made through NSB and FTF funds.
* To maintain school council meeting and related proceedings.

No & Date Even:

C. C.

1. DEO (SE) Sialkot with the request that the concerned teachers are responsible for mentioned duties.
2. Concerned teachers.
3. Office file.