



Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



K. B. Hidayatullah Road, Camp,
Pune - 411001. (MS), India



+91-20-2645 4240 / 2644 6319.



www.poonacollege.edu.in
principal@poonacollege.edu.in

Professor (Dr.) Aftab Anwar Shaikh

M.Com, Ph.D (Busi. Admin.)

PRINCIPAL



+91 98226 21579



dranwarshaikh@gmail.com

CRITERION- VI

| | |
|----------------------|---|
| KEY INDICATOR | 6.3 Faculty Empowerment Strategies |
| METRIC NO. | 6.3.1 |

- The institution has effective welfare measures for teaching and non-teaching staff

SALARY ADVANCES AND FINANCIAL ASSISTANCE TO NON-TEACHING STAFF

(Sample Documents)



Anjuman Khairul Islam's
POONA COLLEGE
 OF ARTS, SCIENCE & COMMERCE
 (Affiliated to University of Pune)



S 24-10-18

Paid to Ayyub Khan R. Pathan (Peon)

K.B. Hidayatullah Road, Camp, Pune - 411001. Tel. : 020-26454240 / 26446319

| PARTICULARS | Rs. | Ps. |
|--|-------|-----|
| Cash / Cheque No. 40147 | | |
| Being amount paid towards grant of Financial Assistance as per mail copy attached. (Loan against salary) | 30000 | |
| | | |
| | | |
| | | |
| | | |
| ₹ Thirty Thousand only. TOTAL | 30000 | |

Date 28/09/2018
 Voucher No. _____
 Debit A/c _____
 Cash Folio No. _____
 Petty Cash Folio No. _____
 Ledger Folio No. _____
 Remarks _____

Gen.Sec./ Trustee

Principal

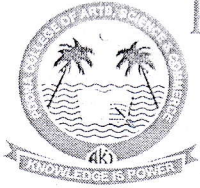
Accountant

H.O.D.

Registrar

31/10/18

Receiver's Signature



Y & M Anjuman Khairul Islam's
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

K.B. Hidayatullah Road, Camp, Pune - 411001. Maharashtra, India

Tel.: +91-20-26454240 / 26446319. Fax: +91-20-26453707

Email : principal@akipoonacollege.ac.in Website:www.akipoonacollege.ac.in



Ref: PC/SC/Fin. Assistant/ 83 /2018-19

Date :22/09/2018

To,

Hon. Hani Ahmed Farid,

Gen. Secretary,

Y & M Anjuman Khairul Islam,

Mumbai.

Subject: Forwarding of application of Mr. Ayyubkhan Rahimkhan Pathan
for financial assistance.

Respected Sir,

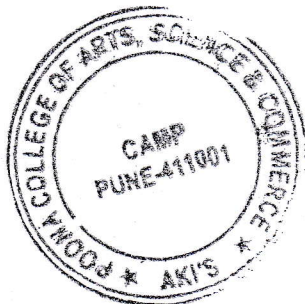
I am forwarding herewith an application received from Mr. Ayyubkhan Rahimkhana Pathan, working as a peon in our college for getting financial assistance for security deposit.

In this regard, management may take any suitable decision.

Thanking you,

Yours faithfully,

(Dr. Aftab Anwar Shaikh)
Principal



Principal
Poona College of Arts, science & Commerce
Camp, Pune-411 001
Principal Office

From,
Ayyubkhan Rahimkhan Pathan
Peon,
Poona College,
Camp, Pune
Date: 08/09/18

To,
The Principal,
Poona College,
Camp, Pune - 01.

Sub: Advance for security deposit.

Respected Sir,

I the undersigned is working in your college as a peon. Sir, as you know that I am getting nominal salary and I am residing in rented home with my family. I have to change my current home as the owner of the house is insisting to vacate the house. I am searching new home but everyone is asking huge security deposit.

I am in urgent need of Rs. 50,000/- (Rupees Fifty thousand only) for new house security deposit and advance rent. You can deduct the said amount from my salary in monthly installment of Rs. 2,000/-.

I request you to kindly give me advance of Rs. 50,000/-. I will be ever grateful to you for this kind act.

Thanking you in anticipation.

Yours sincerely,

अय्युबखान राहमखान

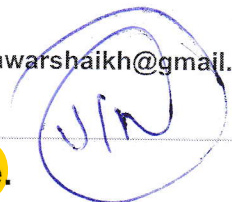
(Ayyubkhan Rahimkhan Pathan)

9/28/2018

Gmail - Mr. Ayyub khan R. Pathan, Peon for grant of financial Assistance.

 Gmail

Dr Anwar Shaikh <dranwarshaikh@gmail.com>



Mr. Ayyub khan R. Pathan, Peon for grant of financial Assistance.

1 message

YateemKhana Madrasa <yateemkhanaaki@gmail.com>

Mon, Sep 24, 2018 at 4:36 PM

To: Dr Anwar Shaikh <dranwarshaikh@gmail.com>

This has reference to your letter dated 22.09.2018 and enclosed application of Mr. Ayyub khan R. Pathan, Peon for grant of financial Assistance.

The request made has been approved and Rs.30,000/- has been sanctioned, repayable @ Rs.2000/- per month.

(Syed Naseeruddin)
Admin Officer (Gen)

Y. & M. Ajuman Khairul Islam, H.O.,

Baitul Aman Co-operative Housing Society Limited, 1st Floor, 2nd Maulana Azad Road, Hasrat Mohani Chowk, Nagpada, Mumbai – 400 008.

: 📞 : 23094389 / 23010931 / 23091221, E-mail: yateemkhanaaki@gmail.com

: 🖨 : Please don't print this e-mail unless you really need to.

*Done chye
Take offhand
28/9*



Anjuman Khairul Islam's
POONA COLLEGE
OF ARTS, SCIENCE & COMMERCE
(Affiliated to University of Pune)



Paid to

Ubaidullah Ansari

20/3/20

K.B. Hidayatullah Road, Camp, Pune - 411001. Tel. : 020-26454240 / 26446319

| PARTICULARS | Rs. | Ps. | |
|---------------------------------------|---------------|-----|----------------------------|
| Cash / Cheque No. <u>136945</u> | | | Date <u>09/03/2020</u> |
| Being amount paid towards | <u>150000</u> | | Voucher No. _____ |
| Loan against monthly salary | | | Debit A/c _____ |
| for financial needs of his family | | | Cash Folio No. _____ |
| As per management approval | | | Petty Cash Folio No. _____ |
| mail copy & details enclosed. | | | Ledger Folio No. _____ |
| | | | Remarks _____ |
| <u>₹ One Lakh Fifty Thousand only</u> | | | |
| TOTAL | <u>150000</u> | | |

Gen.Sec./ Trustee

Principal

Accountant

H.O.D.

Registrar

Receiver's Signature

17/3/2020

14/03/20

From :

Mr. Ubaidullah Mohd Umer Ansari,
Room No 45/28, Maratha Mandir Road,
Mumbai - 400008
(M) - 8097770706

Date: 14.02.2020

To,
The Gen. Secretary,
Y & M Anjuman Khairul Islam Trust
Mumbai - 400008

Through Principal Poona College

Subject: - Application for the Loan.

Respected Sir,

I the undersigned Mr. Ubaidullah Mohd. Umer Ansari, working as a Peon at AKI Poona College of Arts, Science and Com, Camp Pune, would like to request you to sanction me a loan of Rs. 1,50,000/- due to financial needs of my family.

I will be highly obliged and grateful to you and I assure you that I will refund my loan from monthly salary @Rs.10,000/- in equal installments of 15 months.

Thanking You,

Yours Sincerely

Ubaidullah

Mr. Ubaidullah Mohd. Umer Ansari

A/c's To Pay

Principal

*Registration
2/15/2020*

*Refer a letter
28/2/2020*

As per Salary statement for the month of Feb 2020, no bank loan deduction is observed. Hence no bank liability is considered & bank loan may be recommended. Considered.

28/2/20



Anjuman Khairul Islam's
POONA COLLEGE
OF ARTS, SCIENCE & COMMERCE
 (Affiliated to University of Pune)



UJA
UBI

Paid to Shaikh Anwar

Zakir (Lab Stationary)

K.B. Hidayatullah Road, Camp, Pune - 411001. Tel. : 020-26454240 / 26446319

20/11/19

| PARTICULARS | Rs. | Ps. | Date <u>11/11/2019</u> |
|--|--------------|-----|----------------------------|
| Cash / Cheque No. <u>127714</u> | | | Voucher No. _____ |
| Being amount paid towards | <u>50000</u> | | Debit A/c _____ |
| Loan against monthly salary | | | Cash Folio No. _____ |
| As per approval mail | | | Petty Cash Folio No. _____ |
| Copy attached | | | Ledger Folio No. _____ |
| <i>Deduction from Nov Salary 2019.</i> | | | Remarks _____ |
| <u>₹ Fifty Thousand only.</u> TOTAL | <u>50000</u> | | |

Gen.Sec./ Trustee

Principal

Accountant

H.O.D.

Registrar

[Signature]

20/11/20

Receiver's Signature



Dr. Majeed Mulla <majeedmulla64@gmail.com>

Fwd: Regarding Loan application of Mr Shaikh Anwar Zakir (Lab. Attendent)

1 message

Dr Anwar Shaikh <dranwarshaikh@gmail.com>
To: Majeed Mulla <majeedmulla64@gmail.com>

Mon, Nov 11, 2019 at 2:53 AM

----- Forwarded message -----

From: **YateemKhana Madrasa** <yateemkhanaaki@gmail.com>
Date: Sat, Nov 9, 2019 at 1:47 PM
Subject: Regarding Loan application of Mr Shaikh Anwar Zakir (Lab. Attendent)
To: POONA COLLEGE <principal@poonacollege.edu.in>, Dr Anwar Shaikh <dranwarshaikh@gmail.com>

With reference to your letter dated 04/11/2019, received by our office dated 08/11/2019, we would like you to know that the request made by Mr Shaikh Anwar Zakir (Lab.Attendent) through is application for sanctioning of Rs 50,000/- as loan has been approved, provided he gives an undertaking in the prescribed proforma on Rs 100 Stamp paper recording the recovery of the same through deduction of Rs 2000/- from his monthly salary.

(Syed Naseeruddin)
Admin.Officer(Gen)

Y. & M. Ajuman Khairul Islam, H.O.,

Baitul Aman Co-operative Housing Society Limited, 1st Floor, 2nd Maulana
Azad Road,Hasrat Mohani Chowk, Nagpada, Mumbai – 400 008.

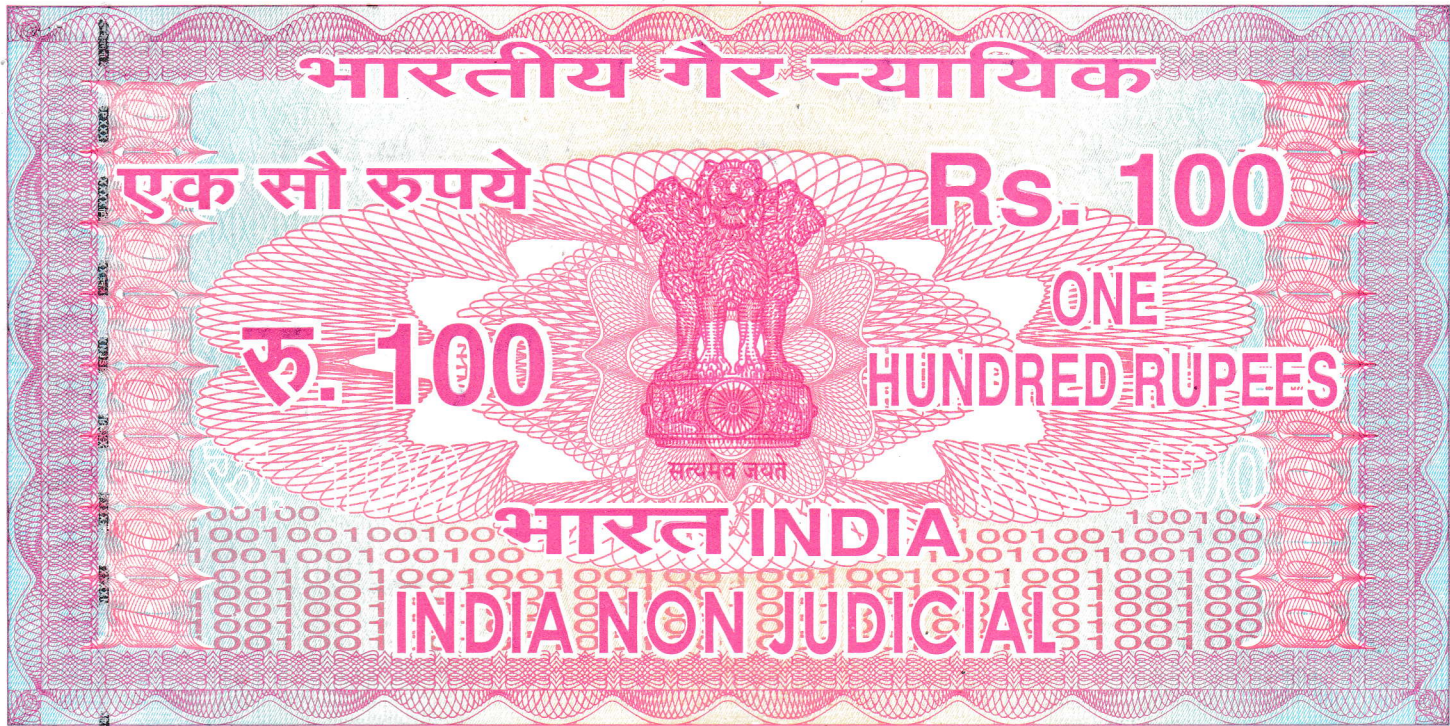
:☎ : 23094389 / 23010931 / 23091221, E-mail: yateemkhanaaki@gmail.com

:📧 : Please don't print this e-mail unless you really need to.

--
Dr. Anwar Shaikh,
+91 9822621579
dranwarshaikh@gmail.com

A/c's To Pay
Principal

Verified
Remark If any _____
Accountant Sign.



महाराष्ट्र MAHARASHTRA

© 2019 ©

VV 614592

वंधापत्र/प्रतिज्ञापत्र/बैंक कामी

मुद्रांकनास बापर **AFFIDAVIT**

जे. एच. गांधी ४८५, सेंटर स्ट्रीट, पुणे-१.

र.नं. 19212 किंमत 10L ता 11 NOV 2019

नांव अनवर लखीर शिंदे

पत्ता अहमदनगर ये

हस्ते अनवर

अनवर
ला.न. २२०११२७

संम्य केंडर



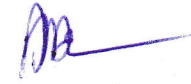
सदर स्टॅम्प रीपर कर लिपि
अॅण्ड लस्यसन्स, करारनामा, MOU
गाडी खरेदी विक्री, समंती पत्र केल्यास
हस्ते व्यक्ती जबाबदार राहणार

10.11.19

Undertaking

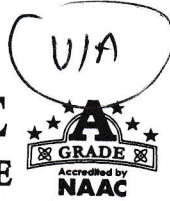
I the Anwar Lakhir Shinde (Chak Attal) received
like to initially thanks you a Management for
something a loan of Rs. 50000 (fifty thousand)
loan for my housing purpose from Management etc
as per my application dt. 4.11.2019.
In accordance to same I hereby put an
Undertaking to college authorities to deduct

Rs. 2000/- (Two Thousand ^{only}) for my regular salary
against the security of said loan till its completion.


SHARIF AHMAD LALIK
(Lab Att.)



Anjuman Khairul Islam's
POONA COLLEGE
OF ARTS, SCIENCE & COMMERCE
 (Affiliated to University of Pune)



Paid to Mohammad Tanveer
Sheikh

K.B. Hidayatullah Road, Camp, Pune - 411001. Tel. : 020-26454240 / 26446319

| PARTICULARS | Rs. | Ps. |
|---|------------------------|-----------|
| Cash / Cheque No. <u>560681</u> | <u>35000</u> | <u>00</u> |
| <u>Being amt. paid towards</u> | | |
| <u>an advance against monthly</u> | | |
| <u>salary. working as a</u> | | |
| <u>peon in un-aided section.</u> | | |
| <u>as per application and</u> | | |
| <u>details enclosed.</u> | | |
| ₹ <u>Thirty five thousand only</u> TOTAL | <u>35,000/-</u> | |

Date 8/3/17
 Voucher No. _____
 Debit A/c _____
 Cash Folio No. _____
 Petty Cash Folio No. _____
 Ledger Folio No. _____
 Remarks _____

[Signature]
 Gen.Sec./Trustee

[Signature]
 Principal

 Accountant

 H.O.D.

[Signature]
 Registrar

[Signature]
 Receiver's Signature

[Stamp]
 22/03/2017

To,
The Principal
Poona College of Arts, Sci & commerce,
Pune - 411001.

Date : 13/02/2017

V/S

Subject : Request to get Advance against Monthly Salary.

Respected Sir,

This is to request you that, I am working as Peon in un-aided section since 11 years, and my monthly salary now is Rs. 10,000/-. Since my salary is very meagre and it is becoming unaffordable for me to pay my House rent & my 3 Childrens School Fees due to which all this liabilities are pending for payment for last six month, Hence I humbly request you to sanction me a loan of Rs. 35,000/- (Thirty Five Thousand) to clear all this dues & I assure you to deduce monthly Rs. 2000/- (Two Thousand) from my salary against this loan.

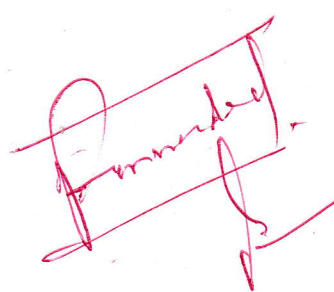
Sir Please consider my request since, I am badly need of fund.

Thanking You

Yours Faithfully



(Mohammad Tanveer Shaikh)



Mr. HANI A. FARID subd.
This person is from unaided section (Peon) and its in dire need of loan money for his children's fees & uniforms. Requesting to consider his application sympathetically

TL

23/2/17

Muhammad Rafique Sarkhawas <mrafiques@gmail.com>
Draft To: YateemKhana Madrasa <yateemkhanaaki@gmail.com>

Fri, Feb 24, 2017 at 1:54 AM

Mr.Naseeruddin an. M

----- Forwarded message -----

From: "hani" <hani@ducol.com>

Date: Feb 24, 2017 2:09 PM

[Quoted text hidden]

Muhammad Rafique Sarkhawas <mrafiques@gmail.com>
To: yateemkhanaaki@gmail.com

Fri, Feb 24, 2017 at 1:55 AM

----- Forwarded message -----

From: "Muhammad Rafique Sarkhawas" <mrafiques@gmail.com>

Date: Feb 23, 2017 6:06 PM

Subject: Peon's plea for loan

To: "Hani Farid" <hani@ducol.com>, "Hanif Lakdawala" <haniflakdawala@gmail.com>

Cc:

[Quoted text hidden]

Tanvir.jpg
214K

Muhammad Rafique Sarkhawas <mrafiques@gmail.com>
To: yateemkhanaaki@gmail.com

Fri, Feb 24, 2017 at 2:00 AM

Mr.Nazeruddin sb.

Please go through the application attached herewith from a peon for a loan.

Mr.Hani Sahab has replied affirmatively.

Kindly present before him the printout of application,of the mail messages of me and his reply.

Please send me the scan copy of the application with the remarks of the General secretary,Mr.Hani Sahab.

Thanking you,

With regards,

Rafique Sarkhawas

----- Forwarded message -----

From: "hani" <hani@ducol.com>

Date : 06/03/2017

UNDERTAKING

I Tanveer Abdul Kadar Shaikh, working in Poona College (Zoology Department) as Peon have applied for a Personal loan to management they sanctioned Rs- 35000/- (Thirty five thousand only)

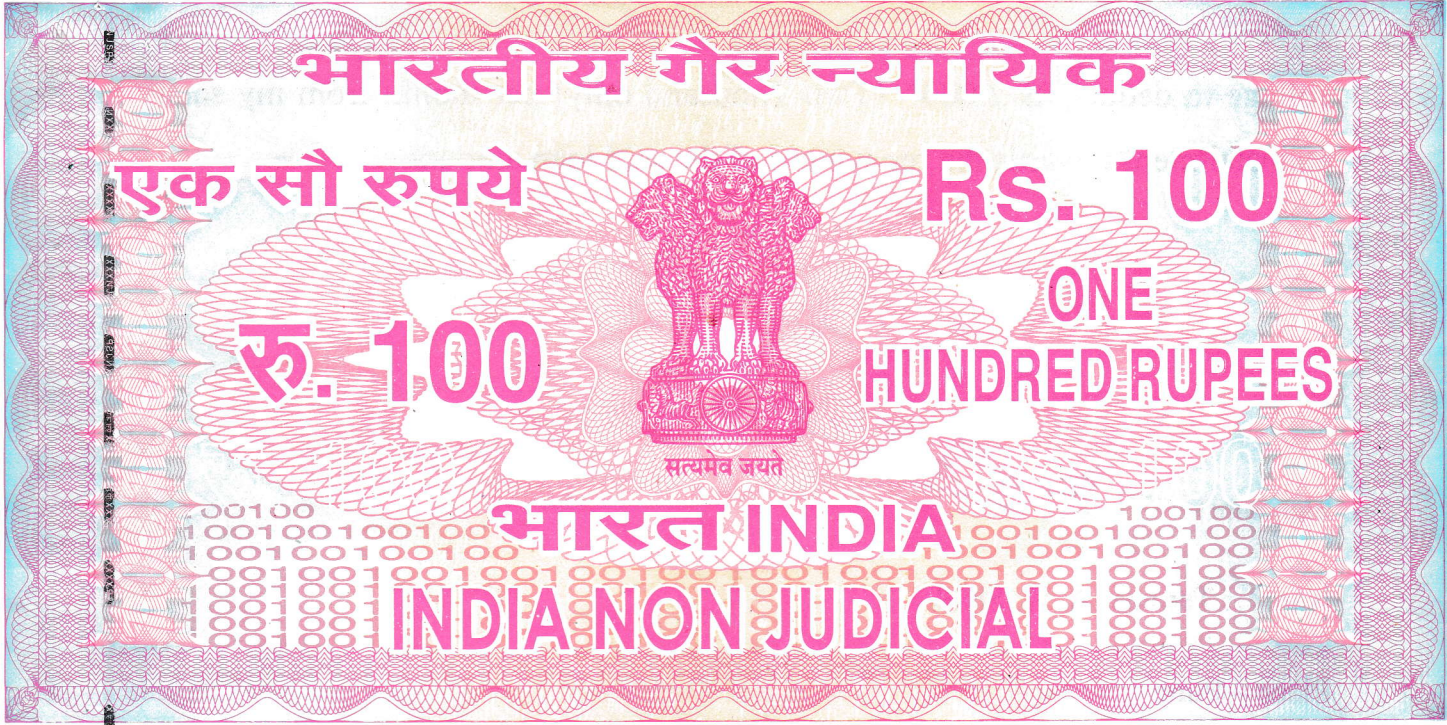
In hereby authorize the College to deduct the monthly 2000/- (Two thousand) installment (EMI) from my salary per month.

Tanveer Shaikh

Tanveer Sk. Abdul Kadar.

Place - Pune

Approved
6/3/17



महाराष्ट्र MAHARASHTRA

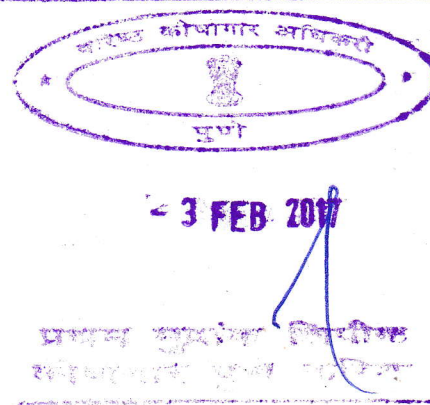
कारणासाठी ० 2016 ०

RN 764276

मुद्रांक खरेदी केल्यापासून ६ महिन्यात कपण बंधनकारक आहे.

फक्त प्रतिज्ञापत्रासाठी (College)

- अनु. क्र.: 528 दि.: 7/3/17 मुल्य: 100/-
- १) मुद्रांक विभाग येणाऱ्याचे नांव : ..तन्वीर शिखे
- २) पत्ता : ..1075 न्यू मीना 40 पुणे 2
- ३) हस्त व्यक्तीचे नांव : ..तन्वीर
- ४) पत्ता : ..



3 FEB 2017

मुद्रांक घेतल्याची प्रती

सौ. योगिनी मिलिंद सकुंडे
८३०, चवानी पेठ, पुणे-४२
ता.नं. २२०१११२

शासकीय कार्यालयात/पत्राचारामार्फत विभागात दाखल करण्यासाठी मुद्रांक कागदाची आवश्यकता नाही. (शासन आदेश नं. ०१/०७/२००४ नुसार)

UNDERTAKING

I TANVEER ABDUL KADAR SHAIKH, working in Poona College (Department of Zoology) as Peon have applied for a personal loan to Management of Rs 35,000/- (Rupees Thirty five Thousand only) & I hereby authorize the

college to deduct Rs 2,000/- (Two Thousand only) per month from my salary as an installment towards the repayment of the said loan amount.

Signature: 

Name : Tanveer A. K. Shaikh

Place – Pune

Date : 07/03/2017.

