

BRANCH DASHBOARD			
S No		Requirement	
1	Branch		
2	Region		
3	Due dates for report	15 th of the following months	
4	Report for Quarter	March , Jun, Sep, Dec	
5	Due date	3rd of the above months	
6	Year		
S No	Parameter	Requirement	Report Back (State none or content)
Budget and Accounts Updation			
1	Has Revenue Budget been submitted	Annual in May report back	
2	Has Capital budget been submitted	Annual in May report back	
3	Are accounts up to date as at date of report	Specify the last date and backlog if any	
4	Income	Income	
5	Expenditure	Expenses	
6	Profit / Loss as at	Specify last date of period and Amount of P / L	
7	Budget Profit / Loss for the relevant period		
Meetings and Minutes			
1	Number of MC meetings held	Specify number	
2	Have minutes been circulated	Specify Yes / No , number circulated and number pending	
Bank Operations			
1	New bank Accounts	Specify name and reason	
2	Closure of bank accounts	Specify name and reason	
3	Changes to cheque signatories	Specify name and reason	
4	Idle / Dormant Accounts	Specify Account number, Bank and Balance held	
5	BRS Prepared and reviewed	Name of person / date of review for all three months	
6	Maximum cash held	Specify maximum in the period	
7	Cash insurance value	Specify insurance policy and value	
Physical verification			
1	Have fixed assets been physically verified	Annual once	
2	Excess / Shortage - Amount	Annual once	
3	Number of times of cash count	Weekly	
4	Excess / Shortage - Amount	Weekly	
5	Number of times of cash surprise count	Three as required	
6	Excess / Shortage - Amount	Three as required	
7	Have stock of publications been verified	Quarterly	
8	Excess / Shortage - Amount	Quarterly	
9	Have library books been verified	Half yearly	
10	Excess / Shortage - Amount	Half yearly	
11	Loss of any books / records / vouchers	As and when it occurs	
CPE Programs			
1	Number of programs held		
2	Number of programs held with losses		
3	Net CPE program position		
Advances pending adjustment			
1	Total value of advances	Number of persons / value , excluding security deposits etc	
2	Advances pending for more than three months		
Capital Assets			
1	Capital Work in Progress		
2	Pending capital advances		
3	Budget		
4	Actual		
5	Excess / Lesser than budget		
Procurement			
1	Number of empanelled vendors	Number to be stated here	
2	Vendors related to MC members	Names and relationship and approx value of dealings	
3	Any cases of single suppliers for the branch	Suppliers and approx value	
4	Contracts not awarded to L1	Value and reason	
Scrap Sales			
1	Value of scrap sales	Value to be indicated here	
2	Cases not awarded to H1	Value and reason	
Faculty			
1	Number of empanelled faculty		
2	Any faculty related to MC members		
Pending grants			
1	Total value of pending grants	Total value , attach schedule of details	
Frauds / Thefts etc			
		Specify here	
Any other matters			
		Specify any other matters	
	Chairman		
	Vice Chairman		
	Secretary		
	Treasurer		