

St. No. 50		Branch	Year
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Sundry Expenses

Sr. No.	Particulars	CY	PY
1	Refreshments		
2	Laundry charges		
3	Sweeper charges		
4	Washing expenses & cleaning material		
5	Xerox, Typing etc.		
6	Electrical goods (minor items)		
7	Rubber stamps		
8	Binding charges		
9	Leather bags etc.		
10	Transport, coolie, freight etc.		
11	Registration and license fees		
12	Garlands for daily pooja, foundation day expenses etc.		
13	Plastic goods & crockery		
14	Diwali Tips		
15	Festival expenses		
16	Training expenses other than faculty fees		
17	Uniform & umbrella		
18	Branch opening expenses		
19	Gifts & Prizes		
20	Books & Periodical / Subscription		
21	Conference expenses		
22	Gunny bags & thread		
23	Newspaper		
24	Diwali & New year greetings		
25	Recruitment expenses (Medical expenses)		
26	First Aid box & medicines		
27			
28			
29			
30			
	Total		

➤ **Reasons should be identified in case of abnormal increase of 10 % over PY.**