



**Office of the Principal  
Government Degree College Boniyar  
Boniyar-193122, Baramulla, J&K(UT)**

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**ORDER**

In order to ensure transparency, accountability, and proper financial management in respect of expenditure incurred on various academic, co-curricular, extracurricular, and official activities of the college, it is hereby ordered that **no claim for reimbursement of any expenditure** incurred on behalf of the college shall be entertained unless it is supported **by complete and proper documentation.**

Accordingly, every reimbursement claim pertaining to activities such as **NSS, NCC, Games & Sports, seminars, workshops, cultural programmes, official meetings, visits of dignitaries/VIPs, and all other college-related events** shall invariably be accompanied by the following documents:

1. A detailed report of the activity/event.
2. Original bills/vouchers/receipts duly authenticated by the concerned Convener/In-charge.
3. Geo-tagged photographs clearly depicting the conduct of the activity/event.
4. Attendance sheet, wherever applicable.

It is further ordered that **any reimbursement claim submitted without the requisite documentation or with incomplete records shall be liable to be rejected**, and no payment shall be processed until all prescribed documents are furnished.

  
**Principal  
Govt. Degree College  
Boniyar**

Dated: 02-07-2026

No.: GDCBN/26/212

Copy to:

1. Office record

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