

**OFFICE OF THE
DISTRICT / HIGH COURT / SUB-DIVISIONAL LEGAL SERVICES
AUTHORITY / COMMITTEE**

Form of
Item-wise Quarterly Statement of Accounts of the Expenditure (SAE)
(For the 1ST / 2ND / 3RD / 4TH Qtr. ending on 30.06.10 / 30.09.10 / 31.12.10 / 31.03.11)

No.F.2(1)- DLSA / HC.LSC / SDLSC / ## / ACTT/STT-UC/10/..... Date :.....

Nature of activities with date	Item-wise Statement of Accounts of the Expenditure (SAE)	Fund utilised		Total
		NALSA FUND	STATE FUND	
01. Honorarium (a) Payment of Honorarium @ Rs./- to the Chairman (b) Payment of Honorarium @ Rs./- to the Member-Secretary (c) Payment of Honorarium @ Rs./- to the LSW (Gr.I / II) (d) Payment of Honorarium @ Rs./- to the LSW (Gr.D) / Gr.D Staff of the Court All other Official Expenses : (a) Being the cost of..... (b) Being the cost of..... (c) Being the cost of..... (d) Being the cost of..... (e) Being the cost of..... (f) Being the cost of.....	Rs.X 3 = Rs. Rs.X 3 = Rs. Rs.X 3 = Rs. Rs.X 3 = Rs. Rs. Rs. Rs. Rs. Rs. Rs.	Rs. Nil	Rs.	Rs.
02. Lok Adalat held on	Rs. Rs. Rs. Rs. Rs. Rs.	Rs.	Rs. Nil	Rs.
03. LA Camp held on	Rs. Rs. Rs. Rs. Rs. Rs.	Rs.	Rs. Nil	Rs.
04. Micro Legal Literacy Camp held on	Rs. Rs. Rs. Rs. Rs. Rs.	Rs.	Rs. Nil	Rs.
05. Awareness Programmes relating to MGREGA matters held on	Rs. Rs. Rs. Rs. Rs.	Rs.	Rs. Nil	Rs.
GRAND TOTAL		Rs.	Rs.	Rs.

(Rupees) only

Verified and found correct.

Member-Secretary
DLSA / HC.LSC / SDLSC.,
.....

HOW TO PREPARE SAE PROPERLY

Nature of activities with date	Item-wise Statement of Accounts of the Expenditure (SAE)	Fund utilised		Total
		NALSA FUND	STATE FUND	
02. LOK ADALAT HELD ON :				
01. Payment of Honorarium @ Rs. 400/- to 07 No. of Presiding Judges	Rs. 400 X 07 = Rs. 2,800/-	Rs.	Rs.	
02. Payment of Honorarium @ Rs. 150/- to 14 No. of Conciliators.	Rs.150 X 14 = Rs. 2,100/-	Rs.	Rs.	
03. Payment of Honorarium @ Rs.150/- to 10 No. of Auxiliary Workers including Doctors	Rs.150 X 10 = Rs. 1,500/-	Rs.	Rs.	
04. Payment of Honorarium @ Rs. 100/- to 07 No. of Stenographers of the Court	Rs.100 X 07 =Rs. 700/-	Rs.	Rs.	
05. Payment of Honorarium @ Rs.75/- to 07 No. of Group-C Staff of the Court	Rs.75 X 07 =Rs. 525/-	Rs.	Rs.	
06. Payment of Honorarium @ Rs 60/- to 14 No. of Group-D Staff of the Court	Rs.60 X 14 =Rs. 840/-	Rs.	Rs.	
07. Being the cost of Stationary Articles	Rs.....	Rs.	Rs.	
08. Being the cost of Rubber Stamp, Pen, etc.	Rs.....	Rs.	Rs.	
09. Being the cost of Banner	Rs.....	Rs.	Rs.	
10. Being the cost of Mineral Water	Rs.....	Rs.	Rs.	
11. Being the cost of Postal Stamp	Rs.....	Rs.	Rs.	
12. Being the cost of Printing of Notices	Rs.....	Rs.	Rs.	
13. Being the cost of Printing of Order-sheets	Rs.....	Rs.	Rs.	
14. Being the cost of Light refreshment	Rs.....	Rs.	Rs.	
15. Being the cost of.....	Rs.....	Rs.	Rs.	Rs.....
03. LA CAMP HELD ON:.....				
01. Payment of Honorarium @ Rs. 200/- to 02 No. of Resource Persons	Rs.....	Rs.	Rs.	
02. Being the cost of Transportation	Rs.....	Rs.	Rs.	
03. Being the cost of Public Address System	Rs.....	Rs.	Rs.	
04. Being the cost of Banner	Rs.....	Rs.	Rs.	
05. Being the cost of Light refreshment to 150 No. of participants including functionaries	Rs.....	Rs.	Rs.	
06. Being the cost of.....	Rs.....	Rs.	Rs.	Rs.....
04. MLL CAMP HELD ON:.....				
01. Conveyance (for a van for a distance of 15 to 20 Kms)	Rs. 1000/-	Rs.	Rs.	
02. Being the cost of Printing of Pamphlets	Rs. 250/-	Rs.	Rs.	
03. Being the cost of Misc. Expenses	Rs. 750/-	Rs.	Rs.	Rs. 2,000/-
05. AWARENESS PROGRAMMES RELATING TO MGREGA MATTERS HELD ON :.....				
01. Being the cost of Transportation	Rs. 1000/-	Rs.	Rs.	
02. Being the cost of Stationary Articles	Rs. 250/-	Rs.	Rs.	
03. Being the cost of Misc. Expenses	Rs. 750/-	Rs.	Rs.	Rs. 2,000/-
	GRAND TOTAL	Rs.	Rs.	Rs.

NB : 01. Only the **Item-wise Paid Expenditure(s)** are to be shown in the SAE in the manner as indicated above, or as nearly as possible;

02. **Grand Total** in the SAE (i.e., the amount spent during the relevant quarter) must be **equal to** the sum of money shown in the UC as **utilized** during the relevant quarter; and

03. **Every UC must be supported by SAE** to facilitate immediate release of Fund.