

ANNEXURE VII
ATTACHED TO AND FORMING PART OF INCOME AND EXPENDITURE
ACCOUNT FOR THE YEAR ENDED 31ST MARCH,.....
ESTABLISHMENT EXPENSES

| Particulars | Figures for the current year | Figures for the previous year |
|--|------------------------------|-------------------------------|
| Repair and maintenance of buildings and premises | | |
| House-keeping--Office maintenance | | |
| Repairs and maintenance of equipment | | |
| Repair and maintenance of telephone | | |
| Equipment | | |
| Electricity | | |
| Insurance | | |
| Rates and taxes | | |
| Printing and stationery | | |
| Books/Journals etc. | | |
| Postage telegraphs telephones etc. | | |
| Travelling and conveyance | | |
| Legal and professional charges | | |
| Education/training/R and D/grievances/redressal expenses | | |
| Audit fees | | |
| Software | | |
| Publicity and advertisement | | |
| Recruitment expenses | | |
| Expenses of meetings of authority and advisory committee and others | | |
| Entertainment expenses | | |
| Other expenses | | |
| (Specify type of expenses if amount exceeds 5 per cent of gross income/receipts) | | |
| Total | | |