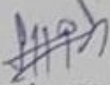


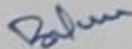
## Updation of official works / Record 2023-24

1. Proper maintained of official records ( Cash Books/Stock Registers, Fund Register etc).
2. AG audit para settled up to date.
3. Local Audit para settled up to date.
4. Amalgamated Fund
5. Budget and account etc.



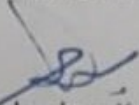
Hardev Singh  
JOA (IT) /DA

1. General Purchase and Maintain General Stock Register
2. CDF etc.



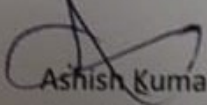
Baldev Singh  
Store Incharge

1. Proper maintained of official records ( Cash Books/Stock Registers, Fund Register etc).
2. University related students quarries.
3. Examination related quarries.
4. Examination related work (UG and PG).



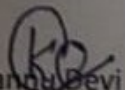
Sukhdarshan Kumar  
Univ. Clerk /DA

1. Admission process and related work i.e. Maintain Student Data
2. Hostel Fund (Cash Books )
3. Library Security , VMJS etc.
4. Proper maintained of official records ( Cash Books, Fund Register etc).

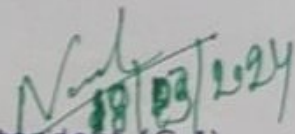


Ashish Kumar  
Computer Operation /DA

1. Admission process and related work of BCA/BBA
2. NSS and NCC Cash Books
3. Examination related work of BBA and BCA



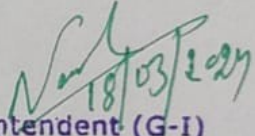
Kandu Devi  
Clerk BBA/BCA



Superintendent (G-1)  
Govt. College Nalagarh  
DDO Code: 200

1. **Updation of all service books are regularly and submitted to higher authorities in a timely manner for the session 2023-24**
  - I. Create a Schedule\*: Establish a timeline for regular updates (monthly or quarterly).
  - II. Assign Responsibility\*: Designate specific individuals or teams to handle the updates and submissions.
  - III. Gather Necessary Information\*: Ensure all required data is collected promptly.
  - IV. Review Procedures\*: Confirm that all updates comply with organizational policies.
  - V. Set Reminders\*: Use calendar tools or reminders for submission deadlines.
  - VI. Maintain Documentation\*: Keep records of updates and submissions for accountability.
  - VII. Conduct Periodic Checks\*: Regularly review the status of the service books to identify any pending updates.
2. Leaver Record (Teaching and Non Teaching Staff), ACR's , Official Correspondence etc.
3. Court Cases, RTI Applications, Public Grievances received through CM Help Line and centralized public grievances redress and monitoring system (CPGRAMS)

(Sanjeev Phume)  
Supdt-II D.A.

  
18/03/2024  
Superintendent (G-I)  
Govt. College Nalagarh  
DDO Code: 200G-I