

1. **Updating of all service books are regularly and submitted to higher authorities in a timely manner for the session 2024-2025.**
 - a) **Create a Schedule:** Establish a timeline for regular updates (monthly or quarterly)
 - b) **Assign Responsibility:** Designate specific individual or team to handle the updates and submissions.
 - c) **Gather necessary Information:** Ensure all required data is collected promptly.
 - d) **Review Procedures:** Confirm that all updates comply with organizational policies.
 - e) **Set Reminders:** Use calendar tools or reminders for submission for accountability.
 - f) **Conduct Periodic Checks:** Regularly review the status of the service books to identify any pending updates.
2. Leave 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)



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