

RAJA VIRBHADRA SINGH GOVT. COLLEGE SEEMA



District Shimla, Himachal Pradesh – 171207

A NAAC accredited B++ Co – educational Institution

Affiliated to Himachal Pradesh University, Shimla

www.gpgcseema.edu.in Email: gcseema-hp@nic.in, gcseemahp@gmail.com Telefax: 01781-240167

4.10 Proper Maintenance of Official Records (Cash books/ Stock Registers, Fund Registers, Leave Records, Fine Fund etc)

RAJA VIR BHADRA GOVERNMENT COLLEGE SEEMA (ROHRU)
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No. GCSMA-SAR

Date: 26.08.2025

SAR-UPDATION REPORT: 2024-25

Certified that the requisite entry of office's documents as mentioned under serial No. 7,8,9,10,11 under Institutional Management Criteria of SAR Evaluation for Academic Year 2024-25 has been made and updated as under: -

Point No.	Detail	Action	Signature of Dealing Assistant.
7	Regular updation of Service Book for Academic Year 2024-25	Completed and done in stipulated period.	
8	Timely submission of ACR	Collected from all concerned employees and submitted by Reporting officer in time.	By Dr. Lalita Rawat Principal
9	Prompt response to Official Correspondence.	Regularly submitted in time/with prompt action	Kishor
10	Proper maintenance of official record. (Cash Books, Stock Register, Fund Registers, Leave Records, Fine Fund etc.)	Completely maintained by different Dealing Assistants within time	Kishor
11	Proper record of Students Attendance and CCA	CCA submitted/entered in time by all the concerned teachers and record retained in soft copy alongwith attendance record.	Kapur

Principal
RVS Govt. College Seema.
Distt. Shimla H.P.(171207)

Lokinder Singh
Supdt G-II

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Winter vacation for all teachers

S.No.	Name of employee with designation	Yog. Job	Kind of leave / Term	Period of leave / term
01	Shri Balraj Dasi Pan	Commuted	leave on medical ground with MC	01-01-2024 to 07-1-24
02	Sh. Parman Sharma	E/Leave		31-12-23 to 01-01-2024 (2 days)
03	Sh. Ramesh Pan. Cam. Chandan	E/Leave		02-01-2024 to 02-01-2024
04	Sh. Shikha Dasi Pan	E/Leave	extended up to 12-01-2024	03-01-24 to 10-01-2024
05	Sh. Rajendra Dasi Pan	E/Leave		11-01-2024 to 11-01-24
06	Shri. Raju Dasi Pan	Commuted	leave on Medical ground with MC	12-01-2024 to 10-1-24
07	Sh. Neel Kamal Chole	Casual	leave	08-01-2024 to 10-1-24
08	Sh. Dinesh Singh	C/Leave		08-01-2024 (1 day) 08-01-24
09	Sh. Dinesh Singh	C/Leave		12-01-2024
10	Sh. Raju Dasi Pan	Commuted	leave on M.G. with MC	extended 13-01-2024
11	Sh. Parman Sharma	C/Leave		14-01-24 to 14-01-2024
12	Sh. Bittu Pan. Sr. Asst.	E/Leave		15-01-24 to 15-01-2024
13	Sh. Lakshmi Devi Sr. Asst.	C/Leave		16-01-2024 to 16-01-24
14	Sh. Sita Pan. Sr. Asst.	Tour to try	200 office return	17-01-2024 to 17-01-24
15	Sh. Lakshmi Devi Pan. Sr. Asst.	Tour to try	200 office return	18-01-2024 to 18-01-24
16	Sh. Ram Dasi Pan	C/Leave		19-01-2024 to 19-01-24
17	Sh. Rama Ghanta Asst. Librarian	Joined on	dated 16-01-2024 AM	
18	Sh. Suresh Kumar Asst. Librarian	Joined on	dated 17-01-2024 PM	
19	Sh. Rama Ghanta Asst. Librarian	Joined on	dated 18-01-2024	
20	Sh. Lakshmi Devi Pan. Sr. Asst.	Joined on	dated 19-01-2024	
21	Sh. Parman Sharma	C/Leave		20-01-2024
22	Sh. Neel Kamal Chole	C/Leave		21-01-2024
23	Sh. Shikha Dasi Pan	C/Leave		22-01-2024
24	Sh. Raju Dasi Pan	E/Leave		23-01-2024
25	Sh. Suresh Kumar Asst. Librarian	Joined on	dated 24-01-2024	
26	Sh. Rama Ghanta Asst. Librarian	Joined on	dated 25-01-2024	
27	Sh. Balraj Dasi Pan	C/Leave		26-01-2024
28	Sh. Rajendra Singh Chhori SEA	Joined on	dated 27-01-2024	

Principal
Govt. College Seema Rohru
Teh. Rohru Dist. Shimla H.P.

Calendar Year 2025

Date	Name	Kind of leave / term	Period
01-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
02-01-25	Lakshmi Devi Pan	E/L - 11/25 to 11/25	1 day
03-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
04-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
05-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
06-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
07-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
08-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
09-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
10-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
11-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
12-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
13-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
14-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
15-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
16-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
17-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
18-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
19-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
20-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
21-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
22-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
23-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
24-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
25-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
26-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
27-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
28-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
29-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
30-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day
31-01-25	Rajula Pan	E/L - 11/25 to 11/25	1 day

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