

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

4.9 Prompt Response to Official Correspondance

RAJA VIR BHADRA GOVERNMENT COLLEGE SEEMA (ROHRU)
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No. GCSMA-SAR Date: 26.06.2025

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	<i>Kishab</i>
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	<i>Kishab</i>
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.	<i>Lapud</i>

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

[Signature]
Lokinder Singh
Supdt G-II

आवक व प्रेषित पत्रिकाएँ

क्र.सं.	पत्र की तिथि	पत्र के माध्यम से प्राप्त/प्रेषित	पत्र के माध्यम से प्रतिक्रिया का समय
447	17/5/25	Seema Govt. College	
448	18/5/25	Relating to the Seema Govt. College	
449	19/5/25	Regarding the Seema Govt. College	
450	20/5/25	Supply and	
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