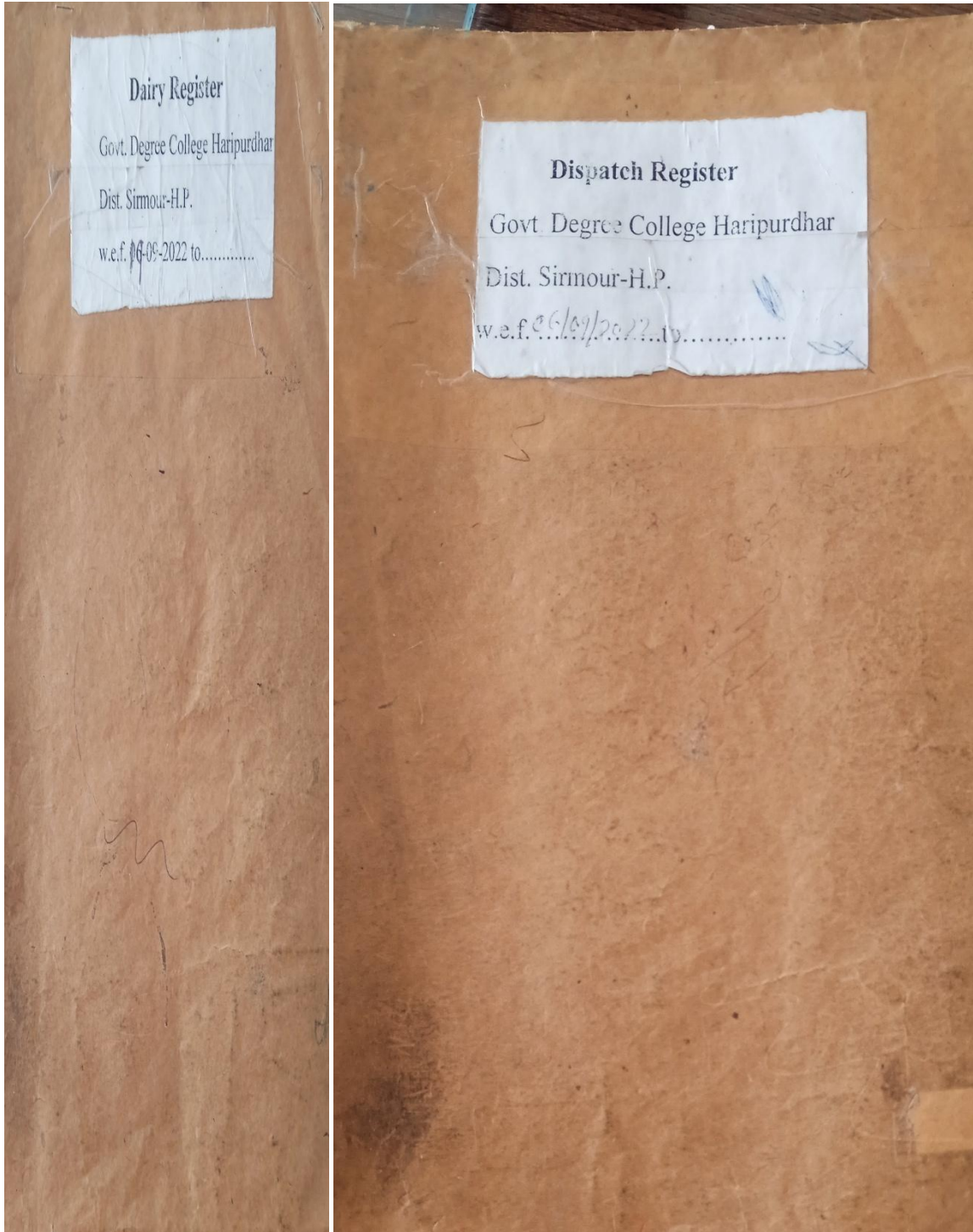


4.9 PROMPT RESPONSE TO OFFICIAL CORRESPONDENCE

Activity	Distribution of Scores	Marks Claimed
Prompt response to official correspondence	Yes=5	5
Total Scores	5	5

Yes, the college ensures prompt responses to official correspondence through proper maintenance of the diary register and dispatch register



क्र.सं.	दिनांक	विषय	विस्तार	प्रतिष्ठान	विवरण	दिनांक	प्रतिष्ठान	विवरण
197/24	NO. EDN-HE Disc. 17-11-24 dt. 03/07/24	Adl. Director of Ho. Educatn H.P. Shimla.	12/07/2024	Regarding NOC for purchase in s/o (Blue Park) Sharma A/P				
198/24	PER/4/2-2024 10.6.03/1118 dt. 03-7-24	Secy Ho. Educatn H.P. Shimla.	15/07/24	Enslon case in s/o Sh. Bohan Singh, J.L.A.				
199/2024	NO. 7-25/18 104 (RME) dt. 10-07-24	Additional Controller of Examinations HPU Shimla.	20/07/24	Regarding University Student Registration HPU.				
200/2024	सं. 104/2024 104/2024 dt. 18/7/24	अतिरिक्त निरीक्षक विश्वविद्यालय शिमला	20/07/24	विश्वविद्यालय में छात्रों की पंजीयन के संबंध में 21-7-24 25.7-2024				
201/24	NO. Nil Dated 12/7/24	ONKAR Jaiswal Advocate H.P. Shimla Court. Shimla		Legal Notice regarding non- implementation of the Judgment dated 24.11.2023 in dt. letter dated 24.11.2023 The Advocate Mr. Onkar Jaiswal				
202/24	NO. EDN-HE (8) 35-2/167- 2014-1-1004 Cases dated 18-07-2024	Director of Ho. Education H.P. Shimla		Regarding adjustment of intervening period v.t. of 08-12-2023 to 28-12-2023 (21 days) in s/o Ms. Roona Sharma A/P in Shimla				
203/24	NO. EDN-HE (8) A (1) Misc. 2023 dt. 20-7-2024	Additional Director of Ho. Education H.P. Shimla.		Meeting to discuss various Court cases involving financial implications.				
207/24	NO. EDN-HE (8) Misc/17 1/2024 dt. 03-7-24	Adl. Director of Ho. Educa. H.P. Shimla.		Regarding NOC for purchase in s/o s/o Rohit Sharma Assistant Professor of Mathematics.				
204/24	सं. 104/2024 (8) A (1) Misc. (6) 1/2023 - Misc/R71 dt. 18/07/2024	अतिरिक्त निरीक्षक (3-11-23 10/11) 1/2023 - 1/2023 - 1/2023 -		Regarding engagement of local PTA (Dom. A/P) in Educated Department				
205/24	NO. EDN-UD -NARS-B19 -1/2014-4/29 dt. 23-7-24	Principal Govt. College Nagarata Buxar Kangra	23/07/24	Regarding Salary Drawn Statement statement of IP40-28821 - A/P Commerce				

क्र.सं.	दिनांक	विषय	विस्तार	प्रतिष्ठान	विवरण	दिनांक	प्रतिष्ठान	विवरण
241/24	NO. EDN-H (8) B(6)-D19 (R&J) dt. 13/7/24	Director of Ho. Education H.P. Shimla	13/07/24	Regarding salary order of Sh. Rajendra Singh A/P in Shimla				
242/24	- Nil -	HP University Shimla	14-8-24	RAJENDRA SINGH				
243/24	NO. 19-2024 HPU (Acad)	Registrar HPU Shimla		Notification				
244/24	NO. EDN-SM/RSC Routelab (R) -5-2024	Principal of Panchsala H.P. Shimla		Submission of Ltr in re: Transfer along with Service Book. 16-8-24				
245/24	F.No-24/1/NSS/ DTE/2021	Dr. Anur Kumal Shrivastava Deputy Programme Officer		Scheme Guideline Worksheet Pickup Name STEY Scheme 2024-25 Pg 1/21				
246/24	No. 3-1/98/HPU Acad NET III	Section Officer (Acad) HPU Shimla-5		Letter of Demand Bank and their Demand				
247/24	No. 6CN-15/2023 FATT	Principal Govt PG College Nahan		Daily Report Smt Reena Bt. Jaiswal Ji Shimla				
248/24	- Nil -	Organiser NETEP 2024		National Conference Sept 17-18-2024 A/P in Physics				

दिनांक/संख्या	पत्र संख्या	विस्तार प्राप्त हुआ	विषय	विस्तार अतिरिक्त हुआ	निवृत्त नमबर संख्या सहित	अंतिम निवृत्त की तिथि
1	2	3	4	5	6	7
345	No. EDN-H (25) BLS Subband / HR Shiksha-1 2020	Director of Hr. Edu.	Information Regarding W/O Nil/ Absentee/ Retired Registered/ Ex-Gratia	8-3-25	Supdt+GI	
346	Principal C.D. Hanipal	Annual report 2024-25 Three copies	13-03-2025	Calendar Kumar Bansal/ Bhandu	Received on dated 10/3/25	
347	No. EDN-H (3) A P/2009 -Vol-II dt. 12-3-2025	Joint Director of Higher Education H.P. Shimla	Regarding of Fund/Bank A/c available in the College	15/03/2025	Statically Account/	
348	No. Nil Dated - Nil	M/S Yash Paul Vill. Nohar Bag PO. Churukhadhar Teh. Rajgarh, Dist. Bhimaur - H.P.	Quotation for wall writing/			
349	No. Nil Date: Nil	Balkis Art Benuke/PO Deedag, Teh. Rajgarh Dist. Shimaur	Quotation for wall writing			
350	No. Nil Dated Nil	M/S Bhagatani VPO Ghanderi Teh. Narsa/Chim	Quotation for wall writing/ Painting			

Dr. Poonam
Kumar, Incharge

क्र.सं.	पत्र की संख्या	पत्रे लगे का तार/दिनांक	लगाये गये विवरों का प्रकार
1	2	3	4
997	No. GCHD (S) - 207/2024-997 Rajasthan National Institute of Posts	18/07/2024 Add. Director of P.O. & C.D. Mr. P. Sharma	By e-mail
998	GCHD - Chem. / 107/2024 Subdivisional Officer, Chemicals Karnalkeon along with Station leave of 10 days Tamil. H.P. Meera.	13-07-24 15-7-24 Director of Health H.P. Shakti - 01	By e-mail
997	GCHD / Salary A/P 1022 Request for approval of location of Rajasthani H.P. Meera	13-07-24 15-7-24 Director of Health H.P. Shakti - 01	By hand
998	ग.स. (च.स.) (क) 107/2024 211-998 - 107/2024	18/07/2024 18/07/2024	By hand
999	No. GCHD - (MJC) G-15/2020-999 Request for approval of H.P. Meera	18/07/2024 18/07/2024	By hand
		22/07/2024	By hand

क्र.सं.	पत्र की संख्या	पत्रे लगे का तार/दिनांक	लगाये गये विवरों का प्रकार
1	2	3	4
1001	No. GCHD - (MJC) - 15/2024 Request for approval of location of Rajasthani H.P. Meera	22/07/2024	By hand
1002	No. GCHD - (MJC) - 15/2024 Request for approval of location of Rajasthani H.P. Meera	22/07/2024	By hand
1003	No. GCHD - (MJC) - 15/2024 Request for approval of location of Rajasthani H.P. Meera	22/07/2024	By hand
1004	No. GCHD - (MJC) - 15/2024 Request for approval of location of Rajasthani H.P. Meera	22/07/2024	By hand
1005	No. GCHD - (MJC) - 15/2024 Request for approval of location of Rajasthani H.P. Meera	22/07/2024	By hand
1006	No. GCHD - (MJC) - 15/2024 Request for approval of location of Rajasthani H.P. Meera	22/07/2024	By hand

