

4.10. Proper maintenance of official records
(Cash books/Stock registers, Fund registers,
Leave records, Fine fund etc.

56
EDN- GDC-JKL- Estt. 06-2024 -257-258

Office of the Principal

Government College Jukhala, District Bilaspur (H.P.) 09-09-2024

Office Order

Subject: Regarding Job Role of Superintendent Grade -1(college) and delegating DDO powers

In accordance with the communication received from the Government of Himachal Pradesh, Department of Higher Education, and as per the letter no. EDN-A-Kha (1)-5/2021 dated 19 August, 2024, and Endorsement from the office of Director of Hr Education vide Endst No. EDN-H(1) B(15) 1/2009 dated 22/08/2024, the following duties, responsibilities, and DDO powers are hereby delegated to Superintendent Grade-I at Govt College Jukhala District Bilaspur with immediate effect:

1. General Duties and Responsibilities:

1. **Management of Correspondence (DAK):** Responsible for marking and managing all DAK. Ensure timely dissemination of communications to the Principal and adherence to timelines for disposal of matters.
2. **Handover and Takeover Processes:** Oversee the proper handover and takeover of charges during the transfer or retirement of officers and officials.
3. **Annual Stock Verification:** Ensure annual verification of college stock under the direction of the Head of Institution.
4. **Audit Compliance:** Address and settle audit paras raised by AG Audit and Local Audit.
5. **Handling Confidential Matters:** Directly deal with secret, confidential, urgent, or complex files as retained by you.
6. **Supervision of Establishment and Financial Data:** Ensure that data related to establishment, enrollment, budget, expenditure, and college funds is collected, compiled, and updated regularly.
7. **Fee and Fund Management:** Supervise the proper maintenance of fee and fund registers and ensure timely submission of budget proposals.
8. **Service Book Maintenance:** Maintain service books in both hard and soft forms, with assistance from Superintendent Grade-II if required.
9. **Timely Fee Deposits:** Ensure that all collected fees are deposited into the Government Accounts promptly.
10. **Processing Employee Bills:** Ensure timely processing and disposal of TA/DA and Medical bills for the staff.
11. **Pension Cases:** Facilitate the timely submission of pension cases for retiring employees.
12. **Resource Conservation:** Supervise the conservation of water, electricity, and other physical resources within the college premises.
13. **Electronic Equipment Maintenance:** Ensure all electronic equipment, including biometric attendance systems and CCTV cameras, are functional and optimally utilized.
14. **Land Encroachment Monitoring:** Report any encroachment of college land to the Principal and take necessary remedial action as directed.


15. **Vacation Duties:** Perform responsibilities as assigned by the Principal during vacation periods.
16. **Accommodation and Hostel Management:** Supervise the upkeep of government accommodation and student hostels, especially if they remain unutilized for short periods.
17. **IT Return Filing:** Oversee the timely filing of IT returns for the college.
18. **Audit Paras Action:** Ensure necessary actions are taken on audit paras from AGHP, LAD, and CA.
19. **Staff Mentorship and Training:** Mentor and guide ministerial staff, addresses deficiencies, and arrange capacity-building programs for office staff in consultation with the Principal.
20. **Annual Confidential Reports (ACRs):** Ensure timely submission of ACRs, establishment returns, inquiry reports, etc.
21. **RTI Compliance:** Act as the Assistant Public Information Officer (APIO) for timely response to RTI queries.
22. **Information Submission:** Ensure timely submission of information to higher authorities and other stakeholders.
23. **Data Management:** Regularly update college data on relevant portals and websites.
24. **Committee Records Management:** Ensure that committee in-charges deposit records with the college office before transferring or relieving.
25. **NAAC Accreditation Support:** Facilitate the NAAC accreditation and institutional ranking processes as required.
26. **Committee Participation:** Actively participate in college committees as a convener or member, as appointed by the Principal.
27. **Promotion of Co-curricular Activities:** Contribute to the organization and promotion of co-curricular and extracurricular activities.
28. **Utilization Certificate Submission:** Ensure timely submission of utilization certificates for grants received from various sources.
29. **Student Services Facilitation:** Assist in student admissions, registrations, university examinations, midterm examinations, and scholarship processes.
30. **College Store Supervision:** Oversee the management and maintenance of the college store.
31. **Security Staff Monitoring:** Conduct surprise visits to monitor the duties of security / Chowkidar personnel and report to the Principal.
32. **Additional Responsibilities:** Perform any other duties assigned by the Principal or higher authorities from time to time.

2. Specific Instructions Regarding Sanction and Approval Processes:

1. **Sanction of Financial Transactions:** All financial transactions requiring sanction should be processed by Superintendent Grade-I as the Drawing and Disbursing Officer (DDO). These transactions include but are not limited to salary payments, reimbursement claims, office expenses, and student fee management.
2. **Approval from Principal:** Superintendent Grade-I must ensure that all financial transactions and significant administrative actions are submitted for approval before execution. The Principal retains final approval authority over these matters.
3. **Maintenance of Financial Records:** Accurate records of all financial transactions, including vouchers, receipts, and payment records, must be maintained and made available for review by the Principal or audit authorities.


4. **Budgetary Control:** Superintendent Grade-I is responsible for preparing and monitoring the college's budget in consultation with the Principal, ensuring that all expenditures align with the allocated budget.
5. **Utilization Certificates and Grant Management:** Ensure the timely preparation and submission of utilization certificates for grants received. All grant expenditures must be duly approved by the Principal and aligned with the grant's intended purpose.
6. **Procurement and Expenditure Approvals:** All procurement processes should follow government guidelines, and approval must be obtained from the Principal for significant purchases.
7. **Compliance with Financial Rules:** Strict adherence to financial rules and regulations as per government and institutional guidelines must be ensured.
8. **Reporting and Communication:** Regularly report on financial matters to the Principal, including updates on budget status, significant expenditures, and any discrepancies.

The Superintendent Grade-I will ensure that all work is carried out efficiently, under the overall control and supervision of the Principal. Any issues or deviations should be immediately reported to the Principal for appropriate action.


Principal
Govt College Jukhala
District Bilaspur, HP
Distt. Bilaspur (H. P.)
DDO Code 237

Copy to:

1. The Director of Higher Education, Himachal Pradesh, Shimla-01.
2. Superintendent Grade-I, Govt College Jukhala, for necessary compliance.
3. Guard File.


Principal
Govt College Jukhala
District Bilaspur, HP
Distt. Bilaspur (H. P.)
DDO Code 237



List of Service Books & Personel Files of Employees of Govt. Degree College Jukhala District Bilaspur (H.P.)

Service Books of In service Employees

Sr. No.	Name of Official	Designation	S/ Book	Remarks
1	Sh. Sudama Ram	Associate Prof. Geography	1	S/Book at DHE Shimla
2	Sh. Rajesh Kumar	Associate Prof. Eco.	1	—
3	Dr. Jaswant Singh Saini	Associate Prof. Botany	1	—
4	Dr. Kashmir Singh Thakur	Associate Prof. Music-V	1	—
5	Sh. Virender Kumar	Assistant Prof. Commerce	1	—
6	Sh. Raj Kumar	Assistant Prof. Physics	1	—
7	Smt. Sonia Rathour	Assistant Prof. Zoology	1	Trf. to GC Bilaspur
8	Smt. Dimpal Chauhan	Assistant Prof. Chemistry	1	—
9	Sh. Ram Prakash Chauhan	Assistant Prof. Chemistry	1	—
10	Sh. Prem Chand	Assistant Prof. English	1	—
11	Sh. Rajesh Thakur	Assistant Prof. Hindi	1	—
12	Sh. Rajender Singh	Assistant Prof. Maths	1	—
13	Sh. Vinod Kumar	Assistant Prof. Phy. Edu.	1	—
14	Sh. Amit Kapil	Assistant Prof. History	1	—
15	Sh. Aman Sharma	Assistant Prof. Sanskrit	1	—
16	Ms. Deepali	Assistant Prof. Pol. Science	1	—
17	Sh. Ashwani Kumar	Supdt. Gr.-I	1	Vol-I & II
18	Ms. Nirmla Devi	Supdt. Gr.-II	1	Trf. to BEEO Sadar
19	Sh. Prem Lal	S.L.A.	1	—
20	Sh. Nand Lal	Clerk	1	—
21	Sh. Santosh Kumar	L.A.	1	—
22	Sh. Prem Lal	L.A.	1	—
23	Smt. Santosh Kumari	L.A.	1	—
24	Sh. Shyam Lal	L.A.	1	—
25	Sh. Jeet Ram	L.A.	1	—
26	Smt. Vidya Devi	Peon	1	—
27	Smt. Kaushlaya Devi	Peon	1	—
28	Smt. Sunita Devi	Peon	1	—
29	Sh. Kanshi Ram	Peon cum Chowkidar	1	—
	G.Total		29	
1	Certificate/ Documents Files of Staff		1	—
2	OC/RC Documents File		1	—

Handed Over By

Smt. Nirmla Devi
Supdt. Gr.-II

Taken Over By

Sh. Pawan Kumar
Supdt. Gr. II

Principal
G. C. Jukhala
Bilaspur (H. P.)

Service Books of Retirees /Expired Employees O/O the Govt. College Jukhala, District Bilaspur (H.P.)

1	Dr. Dharam Singh	Principal	1	Vol-I & II ✓
2	Late Sh. Kartar Singh	Associate Prof.	1	✓
3	Sh. Shyam Lal	Associate Prof.	1	Vol-I & II ✓
4	Sh. Ramesh Dhiman	Supdt. G-II	1	✓
5	Sh. Sudarshan Kumar	Associate Prof.	1	Sent to AGHP Shimla for X Pension Revision
6	Ms. Poonam Bhardwaj	Associate Prof.	1	
7	Dr. Satya Rattan Gautam	Associate Prof.	1	
8	Sh. Ranjeet Singh	Asstt. Librarian	1 ✓	
9	Smt. Satya Devi	Peon	1 ✓	
10	Sh. Mohinder Singh	Peon	1 ✓	
11	Smt. Indari Devi	Peon	1 ✓	
12	Smt. Gorkhi Devi	Peon	1 ✓	
13	Late Sh. Ramesh Chand	Peon	1 ✓	
	G. Total		13	

Personal Files

1	Dr. Veena Sharma	A.P.	1	
2	Ms. Pooja Sharma	A.P.	1	
3	Dr. Nitesh Kumar	A.P.	1	
4	Ms. Dipika Sharma	A.P.	1	
5	Mrs. Aarti Negi	A.P.	1	
6	Mrs. Namrata Pathania	A.P.	1	
7	Smt. Satya Devi	Peon	1	
8	Smt. Gorkhi Devi	Peon	1	
9	Sh. Ramesh Chand	Peon	1	
10	Sh. Nand Lal	Clerk	1	
	G.Total		10	

Handed Over By

M. W. 08/9/23
Smt. Nirmla Devi
Supdt. Gr.-II

Taken Over By

Pawan Kumar 8/9/23
Sh. Pawan Kumar
Supdt. Gr.II

1.1 11/9/2023.
Countersignatures

Principal
Govt. College Jukhala
District Bilaspur (H.P.)

List of Files O/O the Principal Govt. Degree College Jukhala , District Bilaspur (H.P.)174033

Sr. No.	File No.	Subject	Qty	
1	EDN-GDC-JKL-01	Creation of posts/Notification File	1	/
2	EDN-GDC-JKL-02	Joining/ Releiving	1	/
3	EDN-GDC-JKL-03	Pension / Retirement File	1	/
4	EDN-GDC-JKL-04	Pay Fixation file	1	/
5	EDN-GDC-JKL-05	Court Cases	1	/
6	EDN-GDC-JKL-06	Establishment File	1	/
7	EDN-GDC-JKL-07	Seniority File	1	/
8	EDN-GDC-JKL-08	Seminar/ Training	1	/
9	EDN-GDC-JKL-09	CM Help Line (1100)	1	/
10	EDN-GDC-JKL-11	Govt. Accomodation & Notification file with Residence Allotment Register	2	/
11	EDN-GDC-JKL-12	ACRs all Categories	1	/
13	EDN-GDC-JKL-16	Affiliation File	1	/
14	EDN-GDC-JKL-17	Sick Room File	1	/
15	EDN-GDC-JKL-18	UGC File	1	/
17	EDN-GDC-JKL-21	Building File & Solar Panel	2	/
18	EDN-GDC-JKL-22	Red Ribben Club	1	/
19	EDN-GDC-JKL-24	NSS Correspondance File & Audit Report File	2	/
	EDN-GDC-JKL-25	NCC File	1	/
20	EDN-GDC-JKL-27	BS& G/ Rover Ranger File	1	/
22	EDN-GDC-JKL-28	Rusa Grant		/
23	EDN-GDC-JKL-32	College Website		/
24	EDN-GDC-JKL-33	Library File	1	/
25	EDN-GDC-JKL-34/1&34/2	Casual Leave /Earned Leave File, C.L. Register	2	/
26	EDN-GDC-JKL-36	Local Funds Audit File	1	/
27		Bill Vouchers of Funds Audit Paras 4/2014 to 3/2020(Para No. 09,10,11,12,13,14 & 16)	1	/
28	EDN-GDC-JKL-37	AG Audit File	1	/
29	EDN-GDC-JKL-38	Science File	1	/
31	EDN-GDC-JKL-50	Misc File	1	/
32	EDN-GDC-JKL-51	NAAC File	1	/
33	EDN-GDC-JKL-55	SC/ST/OBC Complaint file	1	/
		Computer Lab File	1	/
		Attendance Register(Ministerial Staff) w.e.f. 01/01/2021 to contd..	1	/
		Attendance Register(Labotary Staff) w.e.f. 01/11/2022 to Contd..	1	/
		Peon Diary w.e.f. Sept, 2013 to Contd..	1	/
		Night Chowkidar Duty Register w.e.f. April, 2008 to Contd..	1	/
		Vacations / Station Leave register	1	/
		Attendance Register(Ministerial Staff) w.e.f. Sept, 2015 to May, 2018	Closed	/
		Attendance Register(Ministerial Staff) w.e.f. June, 2018 to 31st Dec, 2018	Closed	/

Charge Handed Over By

Smt. Nirmla Devi
Supdt. Gr.-II

Charge Taken Over By

Sh. Pawan Kumar
Supdt. Gr.II

Principal
G. C. Jukhala
Bilaspur (H. P.)

List of Closed Files Establishment of the Principal Govt. Degree College Jukhala , District Bilaspur (H.P.)

Sr. No.	File No.	Subject	No. of File	Remarks
1	EDN-GDC-JKL-02	Joining/ Releiving	1	Vol-III ✓
2	EDN-GDC-JKL-03	Pension / Retirement File	1	Vol-III ✓
3	EDN-GDC-JKL-06	Establishment File	2	Vol-I ✓
4	EDN-GDC-JKL-07	Seniority File	1	Vol-I ✓
5	EDN-GDC-JKL-08	Seminar/ Training	1	Vol-I ✓
6	EDN-GDC-JKL-21	Building File	1	Vol-I ✓
7	EDN-GDC-JKL-34	Casual Leave /Earned Leave File	2	Vol-I ✓
8	EDN-GDC-JKL-37	A.G. Audit File	1	Vol-I ✓
9	EDN-GDC-JKL-50	Misc File	1	Vol-I ✓

Charge Handed Over By

08/9/23
Smt. Nirmla Devi
Supdt.Gr.-II

2.1 11/9/2023
Principal
G. C. Jukhala
Bilaspur (H. P.)

Charge Taken Over By

8/9/23
Sh. Pawan Kumar
Supdt. Gr.II

**List of Funds Cash Books alongwith Funds Stock Registers O/O the Govt. Degree College Jukhala
District Bilaspur (H.P.)**

Sr. No.	Fund Cash Book (Current)	Cash Book	Vol	Remarks
1	Amalgamated Fund	1	Vol-II	June ,2012 to Contd..
2	Building Fund	1	Vol-II	March, 2019 to Contd..
3	Library Security Fund	1	Vol-II	March, 2023 to Contd..
4	NSS Fund	1	Vol-II	June, 2019 to Contd..
5	P.T.A. Fund	1	Vol-I	June, 2014 to Contd..
6	Road Safety Fund	1	Vol-I	March, 2022 to Contd..
	G.Total	6		
	Stock Register/ Ledger			
1	Ledger Amalgamated Fund	1	Vol-I	Aug, 2021 to Contd..
2	Amalgamated Fund Stock Register	1	Vol-I	Sept, 2021 to Contd...
3	Building Fund Stock Register	1	Vol-I	March, 2022 to Contd..
4	PTA Stock Register	1	Vol-I	Nov, 2011 to Contd...
5	Funds Cheque Issue Register	1	Vol-I	Aug, 2014 to Contd..
6	Temporary Advance Payment Register	1	Vol-I	Dec, 2021 to Contd..
7	Bursar Payment Register	1	Vol-I	April, 2020 to Contd..
	G.Total	7		

Closed Funds Cash Books

1	HP University Fund	2	Vol-I& II	
2	Cultural Activity/ Fine Fund	2	Vol-I& II	
3	Campus Dev./Furniture Replacement	1	Vol-I	
4	Geography/ Music Fund	2	Vol-I &II	
5	Identity Card/ Book Replacement	2	Vol-I &II	
6	Medical/Student Aid Fund	1	Vol-I	
7	Library Security Fund	1	Vol-I	
8	Magzine Fund	1	Vol-I	
9	House Exams Fund	2	Vol-I &II	
10	Rover Ranger Fund	2	Vol-I &II	
11	Computer Internet facility	1	Vol-I	
12	Red Cross Fund	1	Vol-I	
13	Chemistry Practical	1	Vol-I	
14	Physics Practical	1	Vol-I	
15	Botany Fund	1	Vol-I	
16	Zoology Fund	1	Vol-I	
17	Sports Fund	1	Vol-I	
18	Commerce Practical	1	Vol-I	
19	Games Development & Society Club	1	Vol-I	
20	Amalgamated Fund	1	Vol-I	
21	Building Fund	1	Vol-I	
22	NSS Fund	1	Vol-I	
	G.Total	28		

Handed Over By

Smt. Nirmla Devi
Supdt. Gr.-II
08/9/23

Principal
G C Jukhala
Bilaspur (H. P.)
11/9/2023

Taken Over By

Sh. Pawan Kumar
Supdt. Gr.II
08/9/23

List of Funds Voucher Files Office of the Principal Govt. Degree College Jukhala , District Bilaspur (H.P.)

Sr. No.	Funds Voucher File (Current)	No. of File	Remarks
1	Amalgamated Fund Voucher File ✓	1	w.e.f. April, 2023 to Contd..
2	Building Fund Voucher File ✓	1	w.e.f. Feb, 2021 to Contd..
3	Library Security Fund Voucher File ✓	1	w.e.f. April, 2022 to Contd..
4	NSS Fund Voucher File ✓	1	w.e.f. April, 2021 to Contd..
5	P.T.A. Fund Voucher File ✓	1	w.e.f. April, 2022 to Contd..
6	Road Safety Fund Voucher File ✓	1	w.e.f. March, 2022 to Contd..
7	Online Admission UCO Bank A/c Jukhala ✓	1	w.e.f. Aug, 2020 to Contd..
	G.Total	7	
1	Misc. Fund Voucher File ✓	1	Non -Auditable
2	College Dev. Voucher File ✓	1	
	G.Total	2	
Funds Voucher Files (Closed)			
1	Amalgamated Fund Voucher File ✓	2 ✓	Closed Fund Voucher Files
2	University Fund Voucher File ✓	1 ✓	
3	Campus Dev. /Furniture Rep. Fund Voucher File ✓	1 ✓	
4	Medical/Student Aid Fund Voucher File ✓	1 ✓	
5	Rover Ranger Fund Voucher File ✓	1 ✓	
6	Computer Internet Fund Voucher File ✓	1 ✓	
7	Red Cross Fund Voucher File ✓	1 ✓	
8	Chemistry Practical Fund Voucher File ✓	1 ✓	
9	Zoology Fund Voucher File ✓	1 ✓	
10	Sports Fund Voucher File ✓	1 ✓	
11	PTA Fund Voucher File ✓	2 ✓	
	G.Total	13	

Handed Over By

9/12/23
Smt. Nirmla Devi
Supdt. Gr.-II

21.11/9/2023
Principal
G. C. Jukhala
Bilaspur (H. P.)

Taken Over By

8/12/23
Sh. Pawan Kumar
Supdt. Gr.II

Detail of Funds Pass Books O/O the Govt. Degree College Jukhala District Bilaspur (H.P.)				
Sr. No.	Name of Fund	Bank A/C No.	No. of Pass Book	Remarks
Saving Bank A/c Running currently in HP St. Co-Op Bank Jukhala				
1	Amalgamated Fund	12510101458	1	Current
2	Building Fund	12510101456	1	Current
3	Library Security Fund	12510101461	1	Current
4	PTA Fund	12510101423	1	Current
5	NSS Fund	12510102930	1	Current
6	Eco Club	12510106241	1	Current
7	Old Student Association Fund	12510106765	1	Current
8	Scholarship	12510106677	1	Current
9	College Dev. / Red Ribbon Club / Road safety Fund	12510101436	1	Current
10	Miscellaneous Fund	12510107379	1	Current
11	Student Aid /Donation Fund	12510107646	1	Current
12	FDR worth Rs. 2.00 Lakh of Amalgamated Fund (Auto Renewal)		1	FDR
13	Admission A/c of UCO Bank Jukhala	058101100 39663	1	Current
G.Total			13	
Closed Bank A/c Pass Books		A/C Closed on dated		
1	HP University Fund	12510101403	2	12/1/2021
2	Cultural Activity & Fine Fund	12510101457	2	8/6/2021
3	Campus Dev. & Furniture Replacement Fund	12510101459	1	8/6/2021
4	Geography & Music Fund	12510101460	1	8/6/2021
5	Identity Card & Book Replacement	12510101462	2	8/6/2021
6	Medical & Student Aid Fund	12510101464	1	8/6/2021
7	Magzine Fund	12510101465	1	8/6/2021
8	House Exams Fund	12510101466	1	8/6/2021
9	Rover Ranger Fund	12510101468	1	8/6/2021
10	Computer Internet facility	12510103239	1	8/6/2021
11	Red Cross Fund	12510106426	1	8/6/2021
12	Chemistry Practical Fund	12510106761	1	8/6/2021
13	Physics Practical Fund	12510106762	1	8/6/2021
14	Botany Fund	12510106763	1	8/6/2021
15	Zoology Fund	12510106764	1	8/6/2021
16	Sports Fund	12510103235	2	8/6/2021
17	Commerce Practical	12510107405	2	8/6/2021
18	Games Dev. Society Club	12510101467	1	4/8/2021
19	NSS Fund	12510102929	1	11/11/2020
20	Building Fund	12510101456	1	
21	P.T.A. Fund	12510101423	1	
22	College Dev. Fund	12510101436	3	
23	Amalgamated Fund	12510101458	3	
24	Admission A/c of UCO Bank Jukhala	058101100 39663	6	
G.Total			38	

Handed Over By

Smt. Nirmla Devi
Supdt. Gr.-II

Taken Over By

Sh. Pawan Kumar
Supdt. Gr.II

Principal
G. C. Jukhala
Bilaspur (H. P.)

Detail of Funds Cheque Books In the Office of Principal Govt. Degree College Jukhala District Bilaspur (H.P.)

Sr. No.	Fund Name	A/c No.	Cheque Book Qty	Cheque No.	Used LF	Unused LF	Balance Cheque No.	Canceled Cheque
Running Bank Accounts Cheque Books								
1	Amalgamated Fund	12510101458	1	415201 to 415225	4	21	415205 to 415225	0
2	Building Fund	12510101456	1	060376 to 060400	3	22	060379 to 060400	0
3	PTA Fund	12510101423	1	405726 to 405750	15	10	405741 to 405750	0
4	NSS Fund	12510102930	1	011401 to 011500	5	95	011406 to 011500	0
5	Eco Club	12510106241	1	019801 to 019850	0	50	019801 to 019850	0
6	College Dev. Fund	12510101436	1	011301 to 011400	4	96	011305 to 011400	0
7	Student Aid /Donation Fund	12510107646	1	065126 to 065150	4	21	065130 to 065150	0
8	Admission A/c UCO Bank Jukhala	058101100 39663	1	000021 to 000045	0	25	000021 to 000045	0
		G.Total	8		35	340		
Closed Cheque Books of Funds Account								
1	Amalgamated Fund	12510101458	5	021551 to 021600	49	0	Closed	1
				909301 to 909350	49	0	Closed	1
				035676 to 035700	22	0	Closed	3
				028451 to 028500	48	0	Closed	2
				060401 to 060425	24	0	Closed	1
2	Building Fund	12510101456	1	460251 to 460275	23	0	Closed	2
3	PTA Fund	12510101423	2	460326 to 460350	25	0	Closed	0
				029201 to 029250	48	0	Closed	2
4	NSS Fund	12510102930	1	034601 to 034625	24	0	Closed	1
5	College Dev. Fund	12510101436	2	460226 to 460250	24	0	Closed	1
				029801 to 029850	50	0	Closed	0
6	Admission A/c UCO Bank Jukhala	058101100 39663	1	000001 to 000020	18	0	Closed	2
Closed Cheque Books of Closed Bank Account								
1	University Fund	12510101403	1	460301 to 460325	1	24	460302 to 460325	0
2	Cultural Activity & Fine Fund	12510101457	1	460276 to 460300	20	5	460296 to 460300	0
3	Campus Dev.& Furniture Replacement	12510101459	1	041301 to 041325	11	14	041312 to 041325	0
4	Geography & Music Fund	12510101460	1	907251 to 907300	15	32	907268 to 907300	3
5	Identity Card & Book Replacement	12510101462	1	909351 to 909400	13	35	909365 to 909400	2
6	Medical & Student Aid Fund	12510101464	1	019701 to 019750	4	45	019706 to 019750	1
7	Magazine Fund	12510101465	1	460176 to 460200	5	20	460181 to 460200	0
8	House Exams Fund	12510101466	1	460351 to 460375	21	3	460373 to 460375	1
9	Rover Ranger Fund	12510101468	1	019751 to 019800	16	34	019766 to 019800	0
10	Computer Internet facility	12510103239	1	465551 to 465575	11	12	465563 to 465575	2
11	Red Cross Fund	12510106426	1	019851 to 019900	1	49	019852 to 019900	0
12	Chemistry Practical	12510106761	1	035576 to 035600	5	20	035581 to 035600	0
13	Physics Practical	12510106762	1	035601 to 035625	5	20	035606 to 035625	0
14	Botany Practical Fund	12510106763	1	035626 to 035650	2	23	035628 to 035650	0
15	Zoology Practical Fund	12510106764	1	035651 to 035675	7	17	035659 to 035675	1
16	Sports Fund	12510103235	1	460151 to 460175	24	0	0	1
			1	029251 to 029300	39	10	029291 to 029300	1
		G.Total	29					

Handed Over By
Smt. Nirmia Devi
Supdt. Gr.-II

08/9/23

Principal
G. C. Jukhala
Bilaspur (H. P.)

Taken Over By
Sh. Pawan Kumar
Supdt. Gr. II

08/9/23

O/O The Principal,
Govt. College Jukhala
Distt. Bilaspur (H.P)

Dated

Jukhala

22 July, 2019

Office Order

Distribution of assignments among the office functionaries in the college.

<u>S.No.</u>	<u>Designation</u>	<u>Assignment / Duties</u>
01	Smt. Nirmla Devi (Supdt. G-II)	All establishment Matters, Service Book, RTI ,NAAC, UGC, NSS Affiliation, PTA, Sports Fund, Amalgamated Fund , Cash Book, Cheque Books, all t he funds A.G. Audit, Local Audit, C.L./ E/Leave record, Court case
02	Sh. Sanjeev Sharma (Sr. Assistant)	Accounts. PBR Register, All Govt. Fund / salary Bill/ T.A M.R, O.E, TTA, GPF, Pay Arrear, Elec. Bill, PMIS ,Telephone Bill, Pay Fixation case, Monthly exp., Income Tax, Assembly Question, Govt. Quarter,
03.	Sh. Nand Lal (Clerk)	University Matters, Admissions, Registration, Exam., Evaluation, DMC Fee, Fine, Dairy, Dispatch, Store, purchase, stock register

Yojna
Principal
G. C. Jukhala
Principal, H. P.
G.C. Jukhala
Distt. Bilaspur (H.P)