



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

OFFICE OF THE PRINCIPAL, GDC-DARLAGHAT, DISTT. SOLAN (HP)		
LIST OF FILES PERTAINING TO ESTABLISHMENT BRANCH		
S.No.	FILE No.	SUBJECT
1	(E-1)/2017	Appointment & Instructions
2	(E-2)/2017	Transfer/Relieving/Joining of all Categories
3	(E-3)/2017	ACRs of all categories
4	(E-4)/2017	Seniorly list of all categories & Confirmation cases corr.
5	(E-5)/2017	Estt. Return & other returns Quarterly
6	(E-6)/2017	Medical Leave File of Contract employees
7	(E-7)/2017	Casual Leave File
8	(E-8)/2017	Leave other than Casual File
9	(E-9)/2017	Punjab Pay Scale revision circulars & fixation/Pay fixation under FR-22(1)a(1)/ACPs Cases.
10	(E-10)/2017	Service Book correspondence/service rule amendments
11	(E-11)/2017	Orientation Refresher Courses
12	(E-12)/2017	Bio-Metric Attendance File
13	(E-13)/2017	Head's Meeting/Conference correspondence File
14	(E-14)/2017	Office Orders File
15	(E-15)/2017	Pension Case correspondence File
16	(E-16)/2017	Inspection/Surprise Visits File
17	(E-17)/2017	All kinds of Permission cases file
18	(E-18)/2017	Creation of post/Function of College
19	(E-19)/2017	RTI Correspondence File
20	(E-20)/2017	Assembly Question File
21	(E-21)/2017	Court Matters File
22	(E-22)/2017	Panels for Promotion of all Categories case submission corres.
23	(E-23)/2017	Sexual Harassment report and correspondence file
24	(E-24)/2017	Important Instructions/orders from higher authorities
25	(E-25)/2017	CM Sankalp Yojana Help Line No. 1100.
26	(E-26)/2017	Correspondence regarding AISHE Portal
27	(E-27)/2020	Disciplinary action File
28	(E-28)/2020	Miscellaneous File
29	(E-29)/2019	Departmental Examination Correspondence File
30	30/17	Transfer of Land in Education Deptt. File
31	31/17	Building Correspondence File
32	38/17	Building Rent File
33		Teacher's Profile File

Charge handed over to  
 Sh. Ishwar Dutt Sharma (Supatt. G-II)  
 30/11/2020  
 Yogesh Kumar (Clerk)

Charge taken over from  
 Sh. Yogesh Kumar (Clerk)  
 30/11/2020  
 Ishwar Dutt Sharma Supatt.

Principal  
 GDC Darlaghat

Charge List of Registers in r/o GDC-Darlaghat, Distt. Solan (HP)

S.No.	Name of Register	From	To
1	Order Book	13-07-2017	Contd.
2	Leave Register	23-05-2017	Contd.
3	Biometric Attendance Register	12-02-2020	Contd.
4	Ministerial Staff Attendance Register	16-06-2017	31-12-2019
5	Ministerial Staff Attendance Register	01-01-2020	Contd.
6	Ruled Register 02 Numbers	Blank	
7	File Covers	10 Nos	
8	Files Board	07 Nos	

Charge handed over to  
Sh. Ishwar Dutt Sharma Supdt G-II  
Yogesh Kumar (clerk) <sup>upto 20/5/2020</sup>

Charge taken over from  
Sh. Yogesh Kumar Clerk  
Ishwar Dutt Sharma (Supdt.)

ds  
Principal  
GDC Darlaghat



**GOVERNMENT DEGREE COLLEGE DARLAGHAT  
DISTRICT SOLAN, H.P. 171102**

Phone No. 01792-248888  
email: gdcdarlaghat@gmail.com

Change List of Service Books in r/o Govt. Degree College, Darlaghat, District Solan.

S. No.	Name of Officials	Designation	Personal File if any (yes/No)	Remarks
1	Dr. Dev Kant Sharma	Assistant Prof.	No	
2	Dr. Rakesh Singh	Assistant Prof.	Yes	Sent to DHE Shimla for fixation
3	Dr. Suraj Kumari	Assistant Prof.	Yes	Sent to AG Shimla for DCE
4	Smt. Anju Devi	Assistant Prof.	Yes	
5	Sh. Sandeep Kumar	Assistant Prof.	Yes	
6	Ms. Manila Gupta	Assistant Prof.	Yes	
7	Smt. Parul Beri	Assistant Prof.	Yes	
8	Sh. Arun Kumar	Assistant Prof.	Yes	
9	Sh. Mohan Lal Negi	Supdt. Gr.-II	No	Sent to AG Shimla
10	Sh. Mukesh Gandhi	Sr. Assrt.	No	
11	Sh. Yogesh Kumar	Clerk	Yes	S Book & Original File sent
12	Sh. Surender	JOA	(Photostat)	GSSS-Suin-Surhanti
13	Smt. Kanta Devi	Peon	No	
14	Smt. Champa Devi	Peon	No	
15	Smt. Meera Devi	Peon	No	
16	Sh. Dinesh Kumar	Peon	No	
17	Sh. Khem Raj	Peon	No	

Charge handed over to  
Sh. Ishwar Dutt Sharma (Supdt. Gr-II)

*30/07/2020*  
Yogesh Kumar Clerk

Charge taken over from  
Sh. Yogesh Kumar (Clerk)

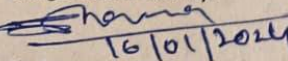
*Ishwar Dutt Sharma*

Principal  
GDC Darlaghat

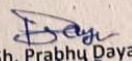
List of Files pertaining to ACCOUNTS BRANCH in r/o GDC Darlaghat, District Solan HP as on 16/01/2024

S. No.	File No.	Subject	RMKS
1.	(A-1)/2017	BUDGET ESTIMATE PLAN/NON PLAN CORR. FILE	
2.	(A-2)/2018	CORR. OF TA/MR & COUNTERSIGNED OF ALL BILLS FROM HIGHER AUTHORITIES	
	(A-3)/2017	CORRES. REG. DDO POWERS.	
4.	(A-4)/2017	ALLOTMENT OF IP NO. CPS A/C NOS. & ALL TYPE OF SANCTION OF GPF (REF/NON REF)	
5.	(A-5)/2019	CORRES. REGARDING WA/UA/TE/MR ETC.	
6.	(A-6)/2020	POLICY MATTER FILE PERTAINING TO ACCOUNTS & EDU. FINANCIAL DATA/RECOVERY OF OVER PAYMENT	
7.	(A-7)/2017	ALL KINDS OF AFFIDAVIT PERTAINING TO DEPENDENCY FOR MEDICAL CLAIM & OTHER	
8.	(A-8)/2020	CORRES. REG. HBL, OTHER ADV. AND INTEREST BEARING ADV. FROM BANK RECOVERY THEREOF	
9.	(A-9)/2020	CORRES. REG. MR CLAIM FOR RETIREES IF ANY	
10.	(A-10)/2017	CHALLAN REGISTER	
11.	(A-11)/2020	HP GROUP INSURANCE SCHEME 04/1985 & GPAIS	
12.	(A-12)/2020	CORRES. REGARDING ELECTION & SUBMISSION OF ELECTION TA BILLS	
13.	(A-13)/2017	NUMERICAL/ STATISTICAL DATA CORRES. FILE	
14.	(A-14)/2017	LPC & DRAWN STATEMENT CORRES. FILE	
15.	(A-15)/2017	E-SALARY CORRES. FILE	
16.	(A-16)/2017	ECS & E-SALARY BILLS FILE W.E.F. 04/2023 to Continue.....	
17.	(A-17)/2017	(A) INCOME TAX CORRES. FILE (B) FORMS 16 A W.E.F. 2017-18 ONWARDS -	
18.	(A-18)/2019	GST CORRES.	
19.	(A-18)/2019	REG. OBTAINING CONTI. SANCTION CASES FROM HIGHER AUTHORITIES 'D' FORMS	
20.	(A-19)/2019	GeM PORTAL CORRES. FILE	
21.	(A-20)/2019	DDO ALLOCATION AND EXP REPORT OF ALL SOEs AND RECONCILIATION STATEMENT WITH TREASURY	
22.	(A-21)/2017	AUTHORITY LETTER	
23.	(A-22)/2017	AG AUDIT FILE	
24.	(A-23)/2017	OE AND M&S	
25.	(A-24)/2020	INSTRUCTION/CIRCULAR RELATED TO ESALARY AND (B Part) HCA/ADA/IR/HRA & OTHER	
26.	(A-25)/2018	FREE WI-FI (TELEPHONE BILLS)	
27.	(A-26)/2017	OTHER GENERAL CORRES. FILE	
28.	ECS SALARY & ONLINE BILL FILE	01-07-2017 TO 31-03-2018 (2 FILES) BILL NO 100001 TO 100044 01-04-2018 TO 31-03-2019 (2 FILES) BILL NO 100001 TO 100056 01-04-2019 TO 31-03-2020 (2 FILES) BILL NO 100001 TO 100064 01-04-2020 TO 31-03-2021 (1 FILE) BILL NO 100001 TO 100057 01-04-2021 TO 31-03-2022 (1 FILE) BILL NO 100001 TO 100048 01-04-2022 TO 31-03-2023 (1 FILE) BILL NO 100001 TO 100087	CLOSED
29.	Additional file	Pending MR & TE Bills	
Charge list of articles & register in r/o Govt. Degree College Darlaghat			
30.	Cash book	01-08-2017 to continue	01
31.	PBR	01-07-2017 to continue	01
32.	APR	01-07-2017 to continue	01
33.	TOKEN REG.	31-08-2017 to continue	01
34.	BILL CONT. REG.	31-08-2017 to continue	01
35.	ESTABLISH MENT REG.	24-06-2017 to continue	01
36.	MONTHLY EXP. REG.	08/2017	13 Nos.
37.	STAMPS		

Charge Handed Over by:-

  
16/01/2024  
Sh. Surender, JOA (I.T.)

Charge taken over by:-

  
16/01/2024  
Sh. Prabhu Dayal, Sr. Asstt. GDC Darlaghat

List of Files pertaining to HPU in r/o GDC Darlaghat, District Solan HP-2022 as on 21/03/2024

S N	File No.	Subject	Remarks
1.	No. EDN-GDC-DLG (HPU-1 to 13)/2017 ( Total= 14(13 Files +1 file) Admission files from 2017 onwards	B. A. 1 <sup>ST</sup> SEMESTER ADMISSION FILE, B.COM. 1 <sup>ST</sup> SEMESTER ADMISSION FILE ,B.A. 3 <sup>RD</sup> SEMESTER ADMISSION FILE, B. COM. 3 <sup>RD</sup> SEMESTER ADMISSION FILE,B.A./B.COM 4 <sup>TH</sup> SEMESTER ADMISSION FILE,B.A. 5 <sup>TH</sup> SEMESTER ADMISSION FILE,B. COM. 5 <sup>TH</sup> SEMESTER ADMISSION FILE,B.A.1 <sup>ST</sup> YEAR 2018 ADMISSION FILE,B.COM 1 <sup>ST</sup> YEAR 2018 ADMISSION FILE,B.A.1 <sup>ST</sup> YEAR 2019 ADMISSION FILE,B.COM 1 <sup>ST</sup> YEAR 2019 ADMISSIONFILE,B.A.2 <sup>ND</sup> YEAR 2019 ADMISSION FILE,B.COM 2 <sup>ND</sup> YEAR 2019 ADMISSION FILE, Admission File 2020 B.Com 1 <sup>st</sup> Year Admission File 2021-2022, B.Com 2nd Year Admission File 2021-2022, B.Com 3rd Year Admission File 2021-2022, BA 1st Year Admission file 2021-22, BA 2 <sup>nd</sup> Year Admission file 2021-22, BA 3 <sup>rd</sup> Year Admission file 2021-22,	
2.	No. EDN-GDC-DLG (HPU-14)/2017	ALL TYPE OF NOTICE	
3.	No. EDN-GDC-DLG (HPU-15)/2017	HPU STUDENTS REGISTRATION CORRES. FILE	
4.	No. EDN-GDC-DLG (HPU-16)/2017	CSCA CORRESPONDENCE FILE	
5.	No. EDN-GDC-DLG (HPU-17)/2017	CO- CURRICULAR ACTIVITIES FILE	
6.	No. EDN-GDC-DLG (HPU-18)/2017	STUDENTS CHARACTER CERTIFICATE FILE	
7.	No. EDN-GDC-DLG (HPU-19)/2017	RUSA CORRESPONDENCE FILE ( PM USHA)	
8.	No. EDN-GDC-DLG (HPU-20)/2017	SPORTS FILE	
9.	No. EDN-GDC-DLG (HPU-21)/2017	ANNUAL REPORT CORRESPONDENCE FILE	
10.	No. EDN-GDC-DLG (HPU-22)/2017	HPU ACADEMIC BRANCH CORRESPONDENCE FILE	
11.	No. EDN-GDC-DLG (HPU-23)/2017	HPU SECRECY CORRESPONDENCE FILE	
12.	No. EDN-GDC-DLG (HPU-24)/2017	HPU CONDUCT CORRESPONDENCE FILE	
13.	No. EDN-GDC-DLG (HPU-25)/2017	HPU ADMISSION FEE & FUNDS CORRESPON. FILE	
14.	No. EDN-GDC-DLG (HPU-26)/2017	HPU EVALUATION CORRESPONDENCE FILE	
15.	No. EDN-GDC-DLG (HPU-27)/2017	STUDENT ENROLLMENT CORRES. FILE	
16.	No. EDN-GDC-DLG (HPU-28)/2017	STUDENTS PRACTICAL CORRES.FILE	
17.	No. EDN-GDC-DLG (HPU-29)/2017	AFFILIATION CORRESPONDENCE FILE	
18.	No. EDN-GDC-DLG (HPU-30)/2017	NOTIFICATIONS REG. RESERV. POLICY IN HPU	
19.	No. EDN-GDC-DLG (HPU-31)/2017	HPU EXAMS. CORRES. FILE	
20.	No. EDN-GDC-DLG (HPU-32)/2017	HPU ESTT. NOTIFICATIONS FILE.	
21.	No. EDN-GDC-DLG (HPU-33)/2017 Included (33,53,54)	HPU EXAMS STAMP IMPRESSION , ATTENDANCE RECORD,SEATING PLAN RECORD & INVIGILATOR DUTY FILE	
22.	No. EDN-GDC-DLG (HPU-34)/2017	STUDENTS LEAVE FILE	
23.	No. EDN-GDC-DLG (HPU-35)/2017	STUDENTS NAME STRUCK OFF FILE	
24.	No. EDN-GDC-DLG (HPU-36)/2017	STUDENTS ADMISSION REJECTED FILE	
25.	No. EDN-GDC-DLG (HPU-37)/2017	HPU EXAMS CONTINUATION SHEET RECORD FILE	
26.	No. EDN-GDC-DLG (HPU-38) /2017	HPU RESULT FILE BA 1 <sup>ST</sup> SEMESTER FILE 38 TO 47	
27.	RESULT FILE FOR THE BATCHES	(2018-2019, 2019-2020 & 2021-2022)	
28.	No. EDN-GDC-DLG (HPU-48)/2017 (INCLUDED 48 & 49)	INTERNAL ASSESSMENT SEMESTER SYSTEM & ANNUAL SYSTEM	
29.	No. EDN-GDC-DLG (HPU-50)/2017	HPU EXAMINATIONS VOUCHER FILE	
30.	No. EDN-GDC-DLG (HPU-51)/2017	HPU EXAMS. CENTRE SUPDT FILE	
31.	No. EDN-GDC-DLG (HPU-52)/2017	HIGHER EDUCATION CAREER COUNSELLING CELL	
32.	No. EDN-GDC-DLG (HPU-55)/2017	ALL TYPE OF FORMS	
33.	No. EDN-GDC-DLG (HPU-56)/2017	MISC. NOTIFICATIONS, CIRCULARS, INSTRUCTIONS ETC. FILE	
34.	No. EDN-GDC-DLG (HPU-57)/2017	MTT FILE	
35.	No. EDN-GDC-DLG (HPU-58)/2017	ELECTORAL LITERACY CLUB	
36.	No. EDN-GDC-DLG (HPU-59)/2017	COLLEGE MAGAZINE FILE	
37.	No. EDN-GDC-DLG (HPU-60)/2020	GENERAL CORRESPONDENCE FILE	
38.	No. EDN-GDC-DLG (HPU-61)/2020	Marks Sheet CORRESPONDENCE FILE	
39.	No. EDN-GDC-DLG (HPU-61-1)/2020	MERITORIOUS STUDENTS	
40.	No. EDN-GDC-DLG (HPU-62)/2020	MIGRATION FILE VOL-1 & II	
41.	No. EDN-GDC-DLG (HPU-63)/2020	DISASTER MANAGEMENT FILE	
42.	No. EDN-GDC-DLG (HPU-64)/2020	Scholarship	
43.	No. EDN-GDC-DLG (HPU-65)/2020	ANTI DRUG PREVENTION FILE	
44.	No. EDN-GDC-DLG (HPU-66)/2020	POSH Act	

Charge Handed Over by:-  
Smt. Incha Bala (JOA IT)

Charge taken over by:-  
Sh. Surrender JOA (IT)

Principal  
GDC Darlaghat

Registers, Articles, Files and other items related to University in r/o GDC Darlaghat

1.	Admission withdrawal register	1 Closed
2.	Diary/Despatch Register	1 Each
3.	Dak stamp Register	1
4.	MTT Stock Register W.E.F SEP. 2017	1
5.	MTT/PRACTICAL OTHER EVS ANSWER SHEETS REGISTER W.E.F. SESSION 2017 ONWARDS	1
6.	MTT ATTENDENCE REGISTER	1
7.	UNIVERSITY ANSWER BOOK STOCK REGISTER W.E.F 10/2017	1
8.	DAILY CONSUMPTION OF ANSWER SHEETS (HPU) W.E.F. 10/2017	1
9.	UNIVERSITY EXAM DAILY CONSUMPTION REGISTER W.E.F. 10/04/2019	1
10.	HPU EXAS FUND CASH BOOK REGISTER W.E.F. OCT. NOV. 2017	1
11.	HPU APR REGISTER W.E.F. OCT-NOV 2017	1
12.	STUDENT ENROLMENT REGISTER	1
13.	RESULT REGISTER ANNUAL SYSTEM W.E.F. 2018-19	1
14.	ACTIVITY REG. Issue to Smt. Lata Sharma Ass. Librarian	1
15.	DMC ISSUING REGISTER Roll NO 3202280006, 3172280030, 1192280045, 1172280037, 1192280027, 3192280006, 3192280001 Total=7	1
16.	EVALUATION REGISTER	1
17.	DAILY DUTY REGISTER	1

Charge Handed Over by:-

*Indu*  
Smt. Indu Bala (JOA IT)

Charge taken over by:-

*Surender*  
Sh. Surender JOA (IT)

*Rdn*  
Principal  
GDC Darlaghat

List of Files pertaining to GENERAL BRANCH in r/o GDC Darlaghat as on 21/03/2024

Sr. No	Particulars	Quantity	Rmks
1.	Funds Collection Register	01 Conti.	03
2.	Stock Register Permanent (Vol-II)	01 Conti.	01
3.	Stock Register Cons. Article (Vol-II)	01 Conti.	01
4.	Fee Receipt stock Register	01 Conti.	01
5.	Printing & Stationery Stock Register	Vol.I	01
6.	Red Ribbon Club Stock Register	01 Conti.	01
7.	Red Ribbon Club Stock Register	01 Conti.	01
8.	News Paper Entry Register	01 Conti.	01
9.	Rover & Ranger Stock Register	Certificate Sr. No. 0058808, 13,15,17,22,24,25,28,29,49,51, 67, 68, 75 & 86 Total =15 (Fifteen Certificates) 15	
10.	NSS Certificate issuance Register	01 Conti.	01
11.	Complaint Register caster Discrimination (SC/ST)		01
12.	Stock Register (Permanent)		01
13.	Stock Register Cons. Article		01
14.	Receipt Register w.e.f. 18/06/2019 to 22/10/2019		01
15.	Receipt Register w.e.f. 13/08/2020 to 18/12/2020		01
16.	Receipt Books Used Sr. No 32751 to 32800=01, Sr. No 32801 to 32850=01, Sr. No 000001 to 000025=01, Sr. No 000026 to 000125=01, Sr. No 000126 to 000225=01, Sr. No 01 to 93 Used. Sr. No 94 to 100=01, Sr. No 101 to 200=01, Sr. No 201 to 300=01, Sr. No 301 to 400=01, Sr. No 401 to 500=01, Sr. No 501 to 600=01, Sr. No 601 to 700=01, Sr. No 701 to 800=01, Sr. No 801 to 900=01, Sr. No 901 to 1000=01, Sr. No 1001 to 1100=01		01
17.	Cheque issue Register	August 2017 to continue	01
18.	Cash book Building Fund	July 2017 to continue	01
19.	Cash book Library Fund	July 2017 to continue	01
20.	Cash book University Fund	July 2017 to continue	01
21.	Cash book Amalgamated Fund	November 2022 to continue	01
22.	Cash Book NSS	January 2022 to continue	01
23.	Cash Book Road Safety	September 2017 to Sep. 2022	01
24.	Cash Book Miscellaneous Fund	Vr. No.01 to 12	01
25.	Voucher file Building Fund	Vr. No.01 to 15	01
26.	Voucher file University Fund	Vr. No.48 to 101	01
27.	Voucher file Amalgamated Fund	Vr. No. 01 to 03	01
28.	Voucher file NSS	Vr. No.01	01
29.	Voucher file RRC	NA	01
30.	Voucher file Miscellaneous Fund	2017-18, 2018-2019 & 2019-2020	03
31.	Voucher file Amalgamated Fund	Vr. No. 01 to 48	03
32.	Fine fund files	2017 to 2022-2023	02
33.	Passbook Building Fund	01 Conti.	01
34.	Passbook Library Fund	01 Conti.	01
35.	Passbook University Fund	01 Conti.	02
36.	Passbook Amalgamated Fund	01 Conti.	06
37.	Passbook Book NSS	01 Conti.	06
38.	Passbook Miscellaneous fund	Sr. No. 116621 to 116670	
39.	Cheque book Library Fund	Sr. No. 116683 to 116720	
40.	Cheque book Building fund	Sr. No. 451840 to 451870	
41.	Cheque book Amalgamated fund	Sr. No. 062971 to 063005	
42.	Cheque book University Fund	Sr.No.154433 to 154450	
43.	Cheque book NSS	Sr. No. 449809 to 449865	
44.	Cheque book Miscellaneous fund	Sr. No. 295547 to 295555	
45.	Cheque book current account	International Conf.	01 File
46.	Expenses File	G-1/2020	01 File
47.	Physical Verification file	G-2/2020	01 File
48.	Vending Machine Corres. File	G-3/2020	01 File
49.	Road Safety Correspondence along with Vr. file	G-4/2020	01 File
50.	Caste based discrimination Corrs. File	G-5/2020	01 File
51.	Smart Class room corres. File	G-6/2020	01 File
52.	Donated items file	G-7/2020	01 File
53.	All types of funds corres. File	G-8/2020	01 File
54.	NSS Corres. File	G-9/2020	01 File
55.	Current account correspondence file	G-10/2024	01 File
56.	General correspondence file		

Handed over by Subender (JOA) I.T.

21/03/24

Principal  
GDC Darlaghat

Handed over to Ms InduBela  
21/03/24