



### Criteria 4.9 Prompt Response to official Correspondence

Official correspondences are made immediately possibly the same day. Online response /documents are sent the same day and offline correspondence/ letters are sent by hand or by post depending upon the nature of the correspondence.

पत्रवाहक पुस्तक					एसी- 38
दिनांक	जिसको भेजा गया	पत्र का विषय	पत्रवाहक का नाम	प्राप्तकर्ता के हस्ताक्षर	
24/2/24	Ms. Magarete Sebastian	Regd. Registration of Intermunity Person	Neelon	HT	
24/2/24	Ms. Arshay Kumar	Proposal for IT Training	Reema Devi	HT	
4/2/24	Smt. Lata Devi	HISEDC Rate Contract	- do -	HT	
2/2/24	Dr. P.P. Sharma	posting of events	- do -	HT	

राजकीय मुद्रणालय, शिबू प्रो. विमान-2713-सीटी एच एन / 2015-25-2-2016-20,000 पुस्तकें।

  

पत्रवाहक पुस्तक					10
दिनांक	जिसको भेजा गया	पत्र का विषय	पत्रवाहक का नाम	प्राप्तकर्ता के हस्ताक्षर	
25-4-24	Dr. P.P. Sharma	Regulating Programme report of NAAC status	Reema Devi	HT	
27/4/2024	Dr. Preet Thakur	Draft Proposal for Ranking of Govt Degree/colleges of H.P.	Neelon	HT	
30/4/2024	Sh. Prabhjot Doyal	Allotment of Stationery Budget Head of account 2023-24 for Education Department Him. Pr.	Neelon	HT	

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क्र.सं.	पत्र की संख्या	पत्र का विषय	प्राप्तकर्ता के हस्ताक्षर	दिनांक
04	No.EDN-HE(2) CG/1204	The file is transfered regarding expenditure of funds collected for Prabhjot Doyal. Mr. Sharma Director, Higher Education, Punjab, Financial year 2022-24.	Dr. Preet Thakur	24/1/2024
05	No.EDN-HE(2) CG/1204	Proposal for purchase of different articles during the financial year 2022-24.	Dr. Preet Thakur	24/1/2024
06	No.EDN-HE(2) CG/1204	Proposal for purchase of different articles during the financial year 2022-24.	Dr. Preet Thakur	24/1/2024
07	No.EDN-HE(2) CG/1204	Proposal for purchase of different articles during the financial year 2022-24.	Dr. Preet Thakur	24/1/2024
08	No.EDN-HE(2) CG/1204	Proposal for purchase of different articles during the financial year 2022-24.	Dr. Preet Thakur	24/1/2024
09	No.EDN-HE(2) CG/1204	Proposal for purchase of different articles during the financial year 2022-24.	Dr. Preet Thakur	24/1/2024
10	No.EDN-HE(2) CG/1204	Proposal for purchase of different articles during the financial year 2022-24.	Dr. Preet Thakur	24/1/2024

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क्र.सं.	पत्र की संख्या	पत्र का विषय	प्राप्तकर्ता के हस्ताक्षर	दिनांक
01	No.EDN-HE(2) CG/1204	The Reducing Officers Training online - Class - 5 D.N. 24/1/2024	Dr. Preet Thakur	24/1/2024
02	No.EDN-HE(2) CG/1204	The Director Education, Punjab	Dr. Preet Thakur	24/1/2024
03	No.EDN-HE(2) CG/1204	The Director Education, Punjab	Dr. Preet Thakur	24/1/2024
04	No.EDN-HE(2) CG/1204	The Director Education, Punjab	Dr. Preet Thakur	24/1/2024
05	No.EDN-HE(2) CG/1204	The Director Education, Punjab	Dr. Preet Thakur	24/1/2024
06	No.EDN-HE(2) CG/1204	The Director Education, Punjab	Dr. Preet Thakur	24/1/2024

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