

Government Degree College Kaffota
District Sirmaur, Himachal Pradesh
Ranking of Government Colleges in HP

Criterion 4 Institutional Management

Key Indicator 4.10 Proper maintenance of official records

Metric 4.10 Proper maintenance of official records



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Cash Book

Cash
रोकड़

T. R. 4.
[Treasury Rule 77(1)]
को. नि. 4
[को. वि. 77 (1)]

OFFICE OF... *Principal*.....
कार्यालय *G.D.C. Kaffota*
RECEIPTS.....
रसीद

Date तिथि	No. of Receipts where necessary रसीद संख्या जहाँ आवश्यक है	Particulars विवरण	Pay वैतन		Allowances अर्पित		Contingencies आकस्मिक व्यय				Miscellaneous विविध		Total जोड़		Classification वर्गीकरण	
			Rs. ₹	P. ₹	Rs. ₹	P. ₹	In recoupment of permanent advance स्थाई अग्रिम की प्राप्ति	Advance payment अग्रिम प्रदायगी	Rs. ₹	P. ₹	Rs. ₹	P. ₹	Rs. ₹	P. ₹		
		<i>Dakuma</i>														<i>NIL</i>
02/02/2026	(1)	Payment through (SoD) for the month of 02/26 vide Bill No SMROA 216022026 - 001 NON-PHAN.	68454										68454			
	(II)	Payment through (SoD) for the month of 02/26 vide Bill No SMROA 216022026 - 002 NON-PHAN.	291362										291362			
	(III)	Payment through (C) Gratuities Bill No 100037 dt 27/2/2026										18867	18867			
	1.	Sub. Total →	975908									18867	994775			
	2.	Balance in hand														<i>NIL</i>
	3.	Grant Total →	975908									18867	994775			

Principal
Govt. Dagra College Kaffota
Birmour (H.P.)-173029

Self-Assessment Report, 2025

Book
बही

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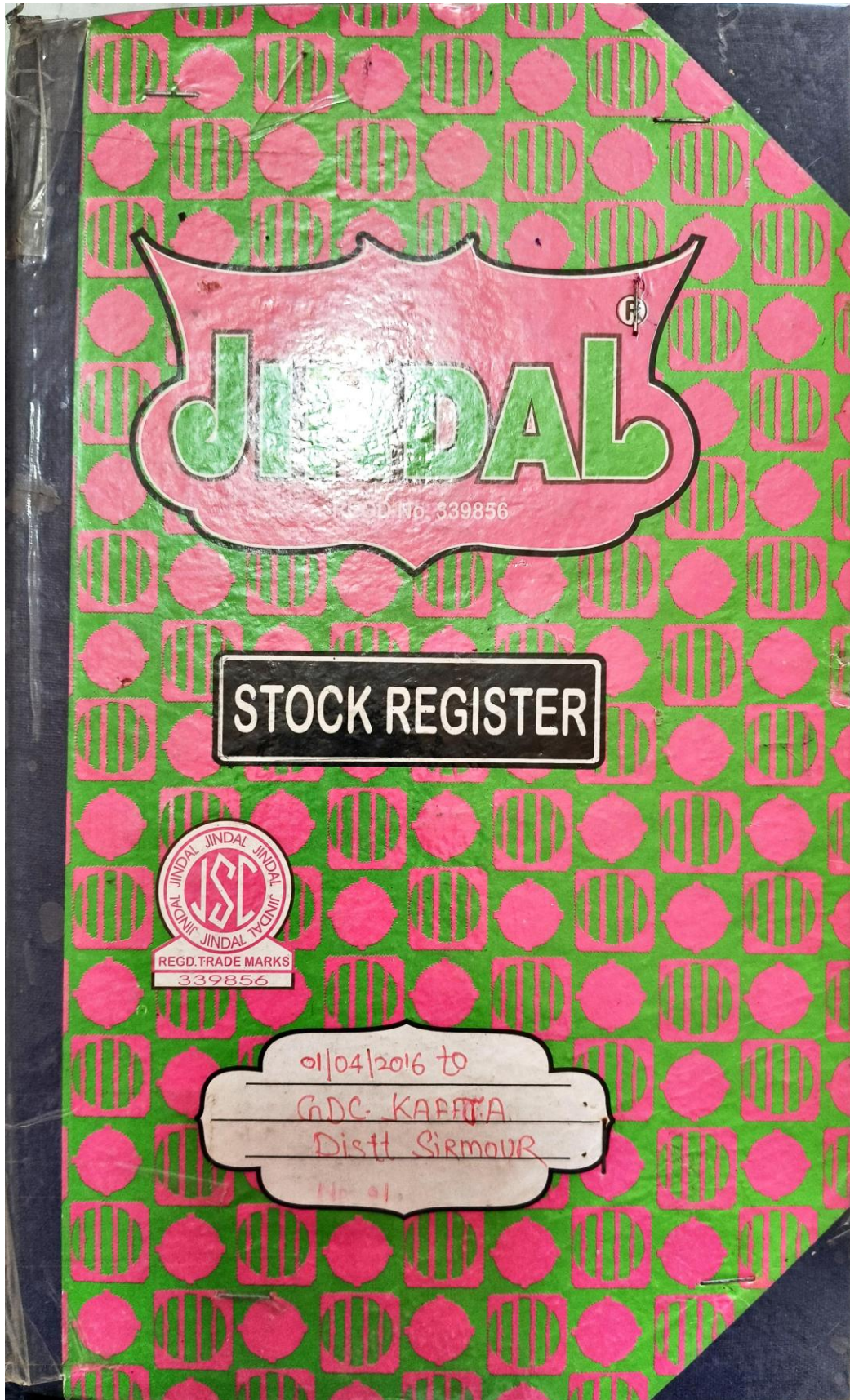
Month of... 02/2026... 200
मास..... 200

PAYMENTS
प्रदायिका

Date दिनांक	Sub-voucher numbers उप-वाक्य संख्या	Particulars विवरण	Pay रकम		Allowances भत्ते		Contingencies आकस्मिक व्यय				Miscellaneous विविध		Total जोड़		Classification वर्गीकरण	
			Rs. ₹0	P. ₹0	Rs. ₹0	P. ₹0	Rs. ₹0	P. ₹0	Rs. ₹0	P. ₹0	Rs. ₹0	P. ₹0	Rs. ₹0	P. ₹0		
		Balance														
02/02/26	(1)	Payment made vide Bill No. SM/ROA/21602204 - 001 -												220150-00		
	1	Sh. Kuldip Singh Pr.	320150-00											34620-00		
	2	Smt. Sumitra Devi Asst. Pr.	34620-00											34620-00		
	3	Sh. Vipin Singh Asst. Pr.	34620-00											34620-00		
	4	Ravendra Asst. Prof.	34620-00											84735-00		
	5	Sh. Parraj Nadav Asst. Pr.	84735-00											69735-00		
	6	Sh. Dinesh Kumar Asst. Pr.	69735-00											69735-00		
	7	Sh. Vikram Singh Asst. Pr.	69735-00											10171-00		
	8	Sh. Nalin Kumar Asst. Pr.	10171-00											34620-00		
	9	Sh. Aniket Pandit Asst. Pr.	34620-00											684546-00		
		Total Bill Amount	684546-00													
	(12)	Payment made vide Bill No. SM/ROA/21602204 - 002 -												53228-00		
	1	Sh. Dinesh Kumar Asst. Pr.	53228-00											46813-00		
	2	Sh. Rahul (Colt) Sr. Asst.	46813-00											45315-00		
	3	Sh. Vikash Kumar T.O.A. Pr.	45315-00											30230-00		
	4	Sh. Panch. Ram Peon	30230-00											31635-00		
	5	Smt. Kanta Devi Peon	31635-00											24135-00		
	6	Sh. Jagat Singh Peon	24135-00											25276-00		
	7	Smt. Sarita Devi Peon	25276-00											34730-00		
	8	Sh. Khagan Singh Peon	34730-00											291362-00		
		Total Bill Amount	291362-00													
	(11)	Payment made vide Bill No. 102274736												18867-00		
	1	Sh. Khatri Ram Peon. Retired a/c Kafeta											18867-00	18867-00		
	1	Sub-Total	975908-00										18867-00	994775-00		
	2	Balance in hand												NIL		
	3	Grant - Total	975908-00										18867-00	994775-00		

Principal
Govt. Degree College Kaffota
Sirmour (H.P.)-173029

Stock Register



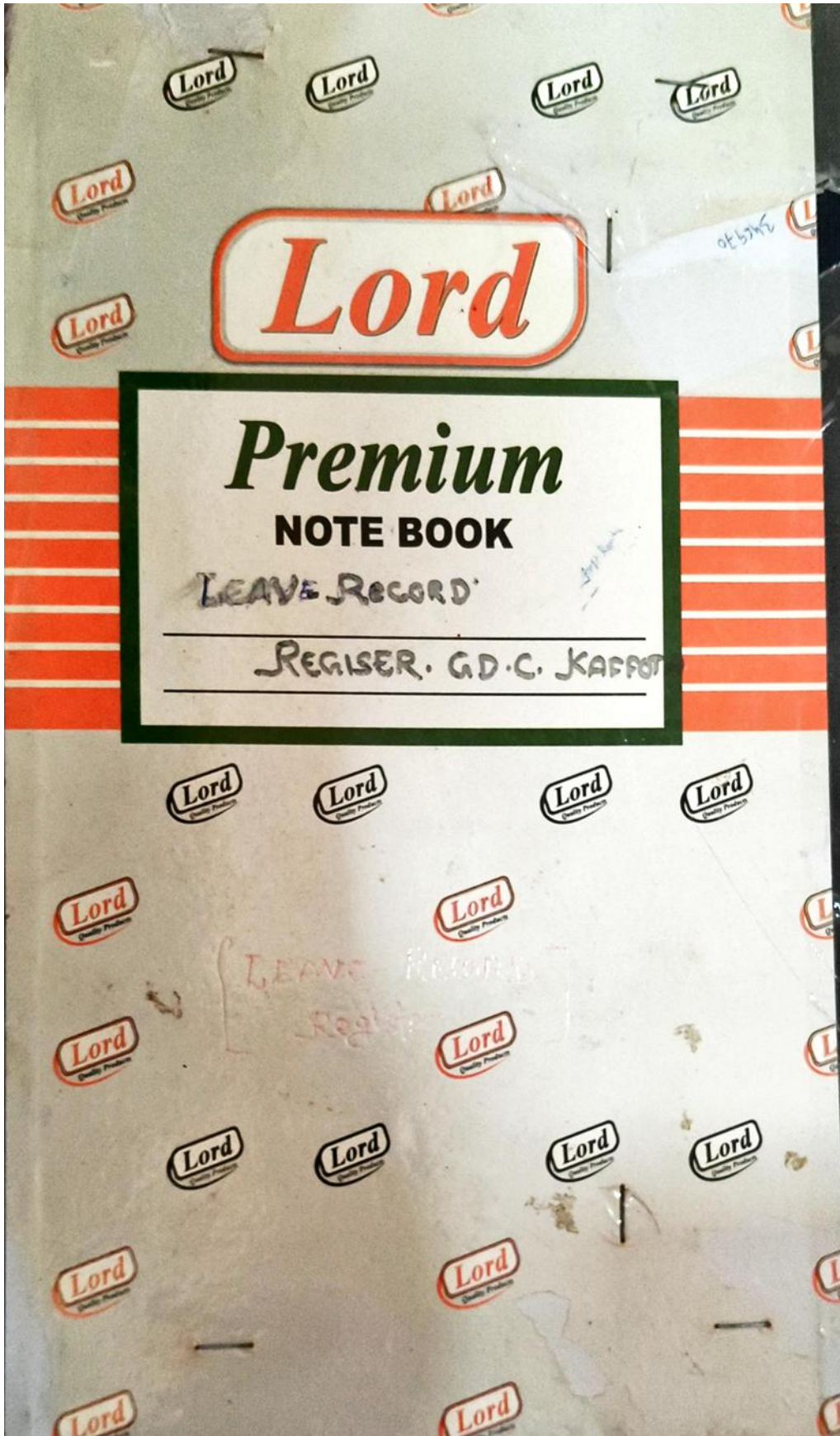
STOCK REGISTER

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Name of Articles Table
 वस्तु का नाम Sr.No. 17

Date तिथि	PARTICULARS विवरण	Bill No. बीजक नं० Invoice No	Receipt प्राप्ति	Issue देय	Balance बाकी	Remarks टिप्पणी
09/04/24	Table	GH 70	4 Nos	4 Nos	Nil	
	<p>Purchased from:- Gwenn healthcare Golden sand Apartments first and second floor, 2004 Gajipur Road, Zirpur Sas Nagar, Punjab. GIST-03AAYFG7378RIZ6 Amount - 23960/-</p>					
						<p>Issued to Library Incharge Prof. Vikram Singh Thakur (A.P English)</p>
						<p>Principal Govt. Degree College Kafota, Distt. Sirmour (H.P.)</p>

Leave Record Register



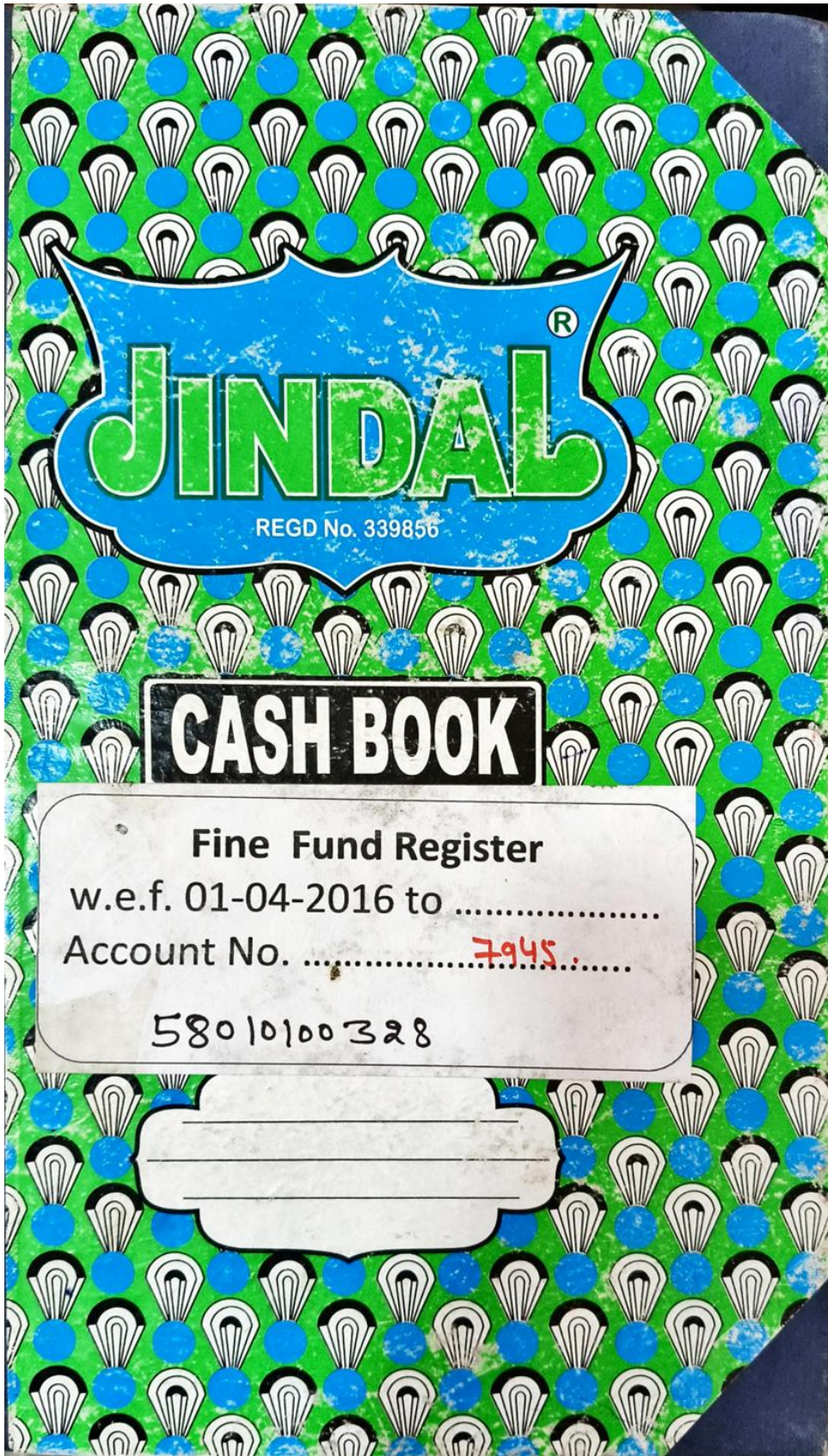
Self-Assessment Report, 2025

Casual Leave Record Register w.e.f. 01-01-2025 to

Sr.No	Name of staff	1	2	3	4	5	6	7	8	9	11	12
1.	Sh. Kulalip Singh Principal				14/25 21/25 19/1/25	30/1/25		21/7/25 to 27/7/25	(Sponsored) 26/7/25 28/7/25	1/8/2025 21/8/2025		
2.	Sh. Nalin Sharma Asso. Prof.		5/2/2025 to 10/2/2025 18/2/2025 to 21/2/2025 21/2/2025 to 21/2/2025	9/2/2025 10/2/2025 11/2/2025	RH RH RH	9/5/2025	15/09/2025					
3.	Sh. Rinku Aggarwal Asstt. Prof.			11/1/2025 11/1/2025	19/1/25 21/1/25							
(II)	Sh. Pankaj Yadav							01/7/2025 21/7/2025	17/7/2025	20/8/2025	08/08/2025 27/8/25 RH.	22/1/25 01/12/2025 20/12/25
4.	Sh. Dimosh. Kumar Asstt. Prof.		21/3/25 22/3/25	24/25 D.					08, 9, 11, 12, 13 14/1/2025 6 days			
5.	Sh. Vikram Singh Asstt. Prof.		05/05/2025 06/05/2025 25/7/2025	11/02/2025 28/02/2025 12/03/2025	19/1/25 21/1/25 21/1/25 RH	01/1/25 21/1/25	28/6/25					4/12/2025
6.	Smt. Sumita. Devi Asstt. Prof.		25/02/2025	16/04/2025 17/1/2025	23/25 A	30/6/25	11/7/25	12/7/25	(8/2/25 mid. 21/11/25 mid.)	23/8/2025	19/1/25 20/1/25 11/10/25 21/11/25 01/12/25	11/12/25 (MD) 21/11/25 to 28/11/25 cl. 18/11/25 (MD) 11/12/25 " 17/12/25 ①
7.	R Raveema. Asstt. Prof.		24/12/25 25/12/25		08/4/25		20/1/25	22/7/2025	11/10/2025			
8.	Sh. Amiket. Pundir Asstt. Prof.		12/1/2025			9/1/2025 RH.		25/7/25 13/09/25		08/10/2025 D	23/10/25 D	12/11/25 cl. 24/11/25 RH. 25/11/25 cl.
9.	Sh. Vibim Singh Asstt. Prof.	08/05/2025 (31)	15/1/2025 15/6/2025	19/1/2025 28/1/2025 29/3/2025	25/1/25 cl. 26/1/25 sl. 20/1/25	01/05/2025 16/05/2025 17/11/2025 sh. ind		31/7/2025 (Sponsored)	(2/8/2025) met	14/8/25 (cl.) 22/8/25 (cl.) 15/09/25 Medical leave	15/10/25 (S/P)	

Principal
Govt. Degree College Kaffota
Distt. Sirmour (H.P.)
D.D.O. Code. 216

Fine Register



CASH BOOK रोकड़

RECEIPTS

Feb - 2026

for the month of

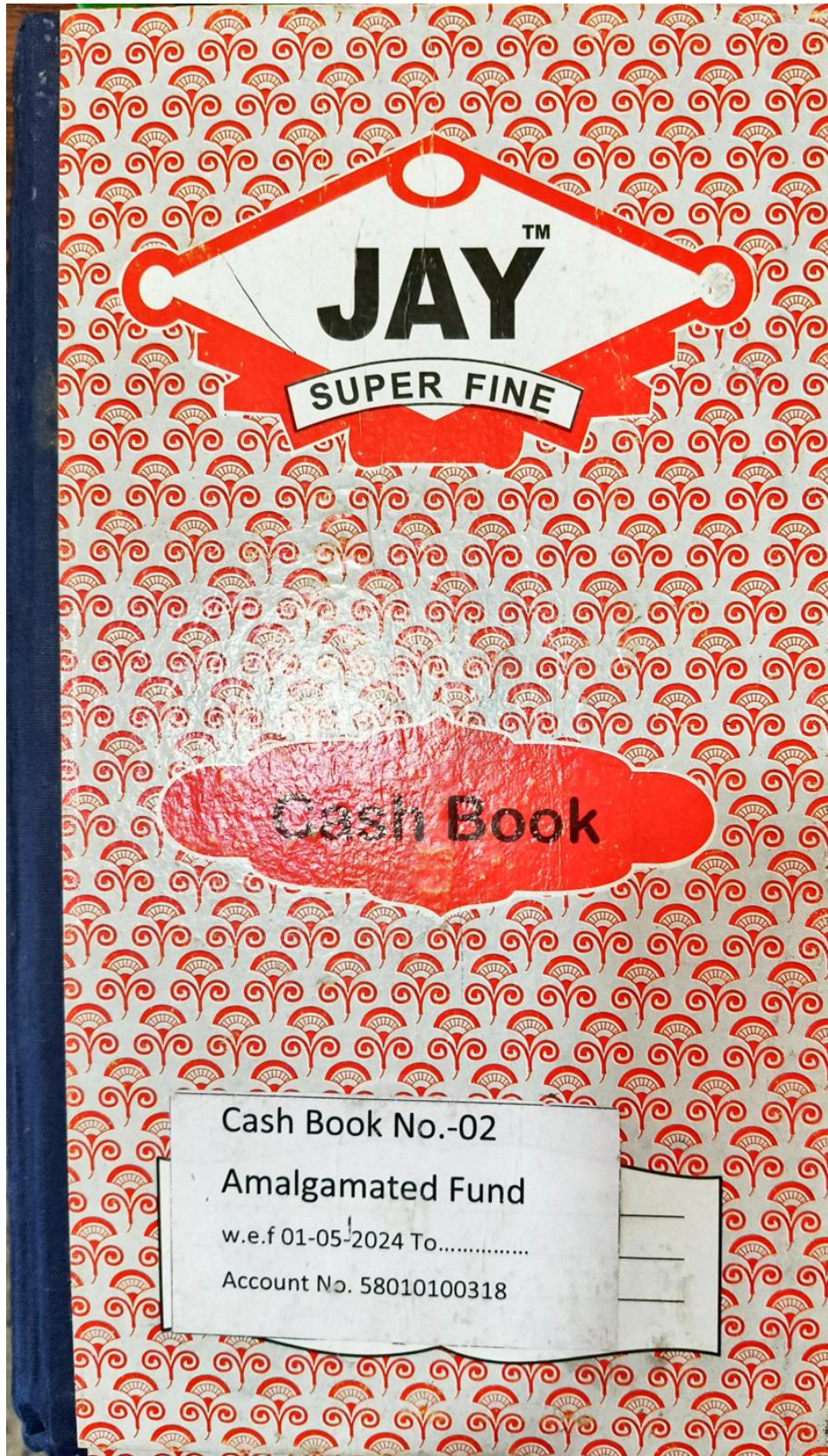
Date तिथि	PARTICULARS विवरण	Ledger Folio खाता पृष्ठ	Amount रकम		Total जोड़	
			Rs.	P.	Rs.	P.
01/02/2026	Opening Balance as per Cash Book		41607	- 00		
	Income for the month		Nil	- 00		
	 Total		41607	- 00		
	Exp. for the month		Nil	- 00		
	Closing Balance as per Cash Book		41607	- 00		
	Closing Balance as per Pass Book		41607	- 00		

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BURSAR

[Handwritten signature]
Principal
Govt. Degree College
Kalota, Dist. Sirmour (H.P.)

Amalgamated Fund



Date तिथि		Particulars विवरण	Ledger Folio खाता पृष्ठ	Amount रकम		Total जोड़	
				₹	P.	₹	P.
27 ⁰³ / ₂₀₂₆		Paid to Sheel Printing Press Opp. Main Gurudwara, Paonta Sahib, Distt Sirmaur (H.P.) Invoice No. 1665 dt 10/03/2026 Printing of SAR Reports Payment through RTGS	198/25	125 - 00			
27 ⁰³ / ₂₀₂₆		Paid to M/S Gautam Enterprises Near Bus Stand Paonta Sahib Sirmaur (H.P.) Invoice No. 2132 dt- 21/03/2026	199/25	63 - 00			
28 ⁰³ / ₂₀₂₆		Paid to ACS Enterprises 106/6 By Pass Road, Paonta Sahib, Sirmaur (H.P.) Bill No./ Invoice No. 979 dt- 21/03/2026	200/25	8970 - 00			
28 ⁰³ / ₂₀₂₆		Paid to Rakesh Kumar DJ Light & Tent House V.P.O Dugerna, Teh. Kamrao Distt. Sirmaur (H.P.) Bill. No- 11 dt- 21/03/2026 Tent & Sound for Annual function - 24 March-2026	201/25	33400 - 00			
		Total Exp. -		63408 - 00			

University Development Fund Register



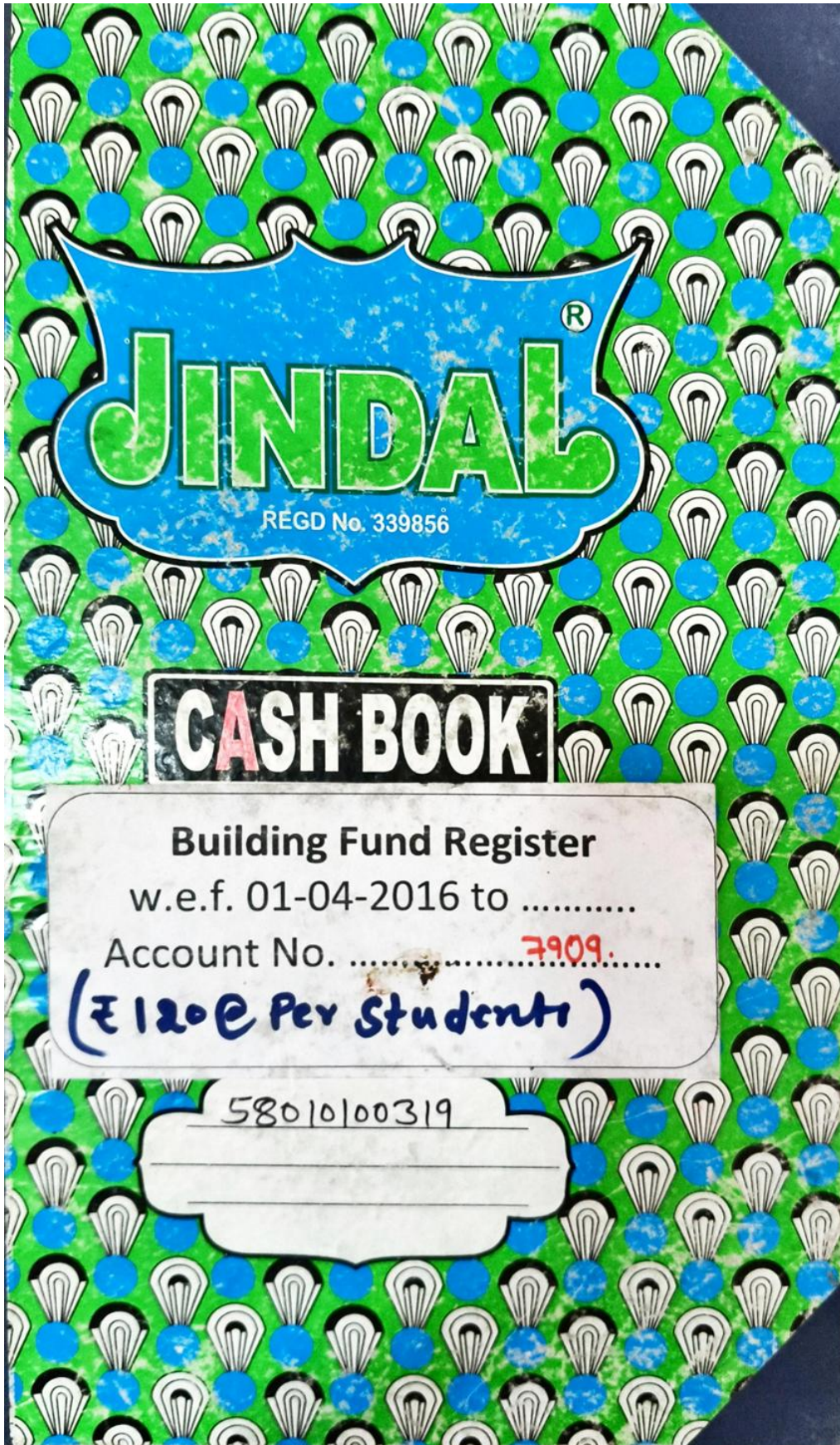
Cash Book रोकड़

Receipts **March - 2026** for the month of

Date तिथि	Particulars विवरण	Ledger Folio खाता पृष्ठ	Amount रकम		Total जोड़ ₹
			₹	P.	
01/03/2026	Opening Balance as per Cash Book		28048-	00	
	Income for the month		Nil-	00	
	Total		28048-	00	
	Exp. for the month		Nil-	00	
	Closing Balance as per Cash Book		28048-	00	
	Closing Balance as per Pass Book		28048-	00	
<p>Note- flexible interest was automatically deducted by the Bank</p>					

Jay

Building Fund Register



CASH BOOK रोकेड

RECEIPTS *March - 2026* for the month of

Date तिथि	PARTICULARS विवरण	Ledger Folio नामा पृष्ठ	Amount रकम		Total जोड़	
			Rs.	P.	Rs.	P.
01/03/2026	Opening Bal. as per Cash Book		93205-	00		
	Income for the month		Nil-	00		
	<i>Total</i>		93205-	00		
	Exp. for the month		Nil-	00		
	Closing Bal. as per Cash Book		93205-	00		
	Closing Bal. as per Pass Book		93205-	00		
	flexible Interest ₹ 2000/- was Automatically deducted by the Bank					
	<i>[Signatures]</i>					