

Abhayapuri College :: Abhayapuri
Performance Appraisal for Non-Teaching Staff
Year of Appraisal : 2022-2023.

1. Name : Manoj Kumar Chakrabarty
 2. Designation : Head Assistant.
 3. Date of Joining : 01.10.1991.
 4. Number of Years in Service : 26 Years.
 5. Qualification : P.U. Science.

PROFESSIONAL COMPETENCE

- a) Do you have knowledge of rules, regulation and procedure? Yes.
 b) Do you have ability to organize work and carry it out? Yes.
 c) Do you have ability and willingness to take up additional load in times of exigencies? Yes.
 d) Have you gained new skills during the year ?
 If yes, Mention the New skills: I have learnt various official works in everyday of working such as Pension Rules, letter relating to DHE, Assam etc.
 e) Have attended any workshop / training programme during the year. No.
 If yes, Mention the type & period of workshop / training programme.
 f) Did you avail any Leave during the year? No.
 XI. If Yes, Name of Leave.
 XII. Nos. of days availed.
 g) How is your relation with colleagues and students? Good.
 6. List of works / activities allotted by the Authority during the year as per annual plan of the college

Sl No	Name of Work / Activity	Sl No	Name of Work / Activity
i)	Check Attendance Register of Staff	xiii)	Vouchers Files maintain
ii)	Issue Cheques to 18 Nos. of different funds including UGC, B.Voc, C.C. & RUSA.	xiv)	Income Tax Form No. 16 preparation
iii)	Cheque issue Registers maintain	xv)	Income Tax etds. Return submission in July, October, January & April.
iv)	Cash Books maintain	xvi)	LICI(SSS) monthly premium maintain
v)	Letter replies	xvii)	GSLI monthly premium maintain
vi)	Pay Bills prepare for sanctioned Staff	xviii)	Initial Pay fixation statements preparation on 7 th UGC Revised Scale of Teaching Staff
vii)	Pay Bills prepare for contractual Staff	xix)	Initial Pay fixation statements preparation on 7 th Revised Scale of pay of non-teaching staff
viii)	Annual College Budget Preparation	xx)	Utilization prepare various grants, State Govt. grants, UGC grants, CC grants, B.Voc. grants and RUSA grants.
ix)	Salary Budget of Sanctioned Staff Preparation & submission to DHE, Assam in April, September & December.	xxi)	Court Case related works
x)	Budget Estimate Preparation & submission to DHE, Assam in August	xxii)	Preparation for Internal Audit
xi)	Students 'Union Budget preparation	xxiii)	Preparation for CA Audit
xii)	Service Books Entry / Writing of All Sanctioned Teaching & Non-Teaching Staff in July.	xxiv)	Preparation for Govt. (LF) Audit
7.	List of additional works/Activities assigned by the Principal during the year not included in the Annual Plan.		

Sl No	Name of Work / Activity	Sl No	Name of Work / Activity
i)	Preparation of replies of Govt. Audit (LF) objections.	vi)	Income Tax notice replies related works
ii)	Promotion related works	vii)	Salary certificate issue for loan purpose

- iii) *MACPS for non-teaching staff related works.* viii) *Bank related works*
- iv) *Arrear D.A. Statement preparation works.* ix) *GSLI Maturity benefit / Death Claim proposal preparation works*
- v) *Arrear statement for Teaching & non teaching staff* x) *Retired Associate Professor UGC Arrear Claim proposal preparation works.*

8. Nos. & List of Files maintained during the year.

K. Number of Files

31 Files

L. List of Files :

Sl No.	Name of Files	File Name
1.	Reserve Fund of College File	AC/AB//RF/1977
2.	UGC (Gen) Sanction Letter File	AC/AB/UGC/Gen/Sanc./2017
3.	UGC (Gen) Utilization file	AC/AB/UGC/Gen/UC/2017
4.	General Grant Letter File	AC/AB/Gen/Grant/2017
5.	General Grant Utilization File	AC/AB/Gen/UC/2017
6.	Teaching Appointment Approval file	AC/AB/Prof./Appt./Appval/2001
7.	Non-Teaching Appointment Approval file	AC/AB/N.T./Appt./Appval/2001
8.	IPS Teaching UGC File	AC/AB/Prof./IPS/2016
9.	IPS Non-Teaching UGC File	AC/AB/UGC/IPS/2016
10.	College Land Leased file	AC/AB/LL/2019
11.	CPF Govt. Share Refund file (OPS)	AC/AB/Provn/CPF/Govt/2007
12.	Teachers Promotion file	AC/AB/Prof./Prmotion/2016
13.	Non-Teaching Promotion file	AC/AB/NT/Promotion/2016
14.	Salary Budget file	AC/AB/Salary/Budget/2017
15.	Budget Estimate file	AC/AB/Budget/Estimate/2017
16.	LICI(SSS) file	AC/AB/LICI(SSS)/2017
17.	GSLI (P&GS) file	AC/AB/GSLI(P&GS)/2017
18.	Donation Receive file	AC/AB/Dontn/2019
19.	College Provincialised file	AC/AB/Provn./2007

9. Number of Register & Proceeding Books maintained during the year :

K. Number of Register / Proceeding Books maintained during the year

L. List of Register / Proceeding Books


Sl No.	Name of Register / Proceeding Books	Register / Proceeding Books No.
10.	Annual Plan of Works / Activities	
Sl No	Name of Work / Activity	Every Working Day / Period of Time Remarks
i)	<i>Check Attendance Register of Staff</i>	Every Working Day Completed within stipulated time
ii)	<i>Issue Cheques to 18 Nos. of different funds including UGC, B.Voc, C.C. & RUSA.</i>	Every Working Day Completed within stipulated time
iii)	<i>Cheque issue Registers maintain</i>	Every Working Day Completed within stipulated time
iv)	<i>Cash Books maintain</i>	Every Working Day Completed within stipulated time
v)	<i>Letter replies</i>	Every Working Day Completed within stipulated time
vi)	<i>Pay Bills prepare for sanctioned Staff</i>	Every end of the months Completed within stipulated time
vii)	<i>Pay Bills prepare for contractual Staff</i>	- DO- Completed within stipulated time
viii)	<i>Annual College Budget Preparation</i>	March Completed within stipulated time
ix)	<i>Salary Budget of Sanctioned Staff Preparation & submission to DHE, Assam.</i>	April, Sept. Dec. Completed within stipulated time

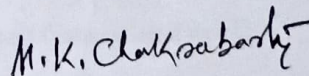
	<i>in April, September & December.</i>		
x)	<i>Budget Estimate Preparation & submission to DHE, Assam in August</i>	Aug/Sept	Completed within stipulated time
xi)	<i>Students 'Union Budget preparation</i>	Nov.	Completed within stipulated time
xii)	<i>Service Books Entry / Writing of All Sanctioned Teaching & Non-Teaching Staff in July.</i>	July/Aug	Completed within stipulated time
xiii)	<i>Vouchers Files maintain</i>	Every Working Day	Completed within stipulated time
xiv)	<i>Income Tax Form No. 16 preparation</i>	Feb./March	Completed within stipulated time
xv)	<i>Income Tax etds. Return submission in July, October, January & April.</i>	July, Oct., Jan & April	Completed within stipulated time
xvi)	<i>LICI(SSS) monthly premium maintain</i>	Every end of the months	Completed within stipulated time
xvii)	<i>GSLI monthly premium maintain</i>	Every end of the months	Completed within stipulated time
xviii)	<i>Initial Pay fixation statements preparatio on 7th UGC Revised Scale of Teaching Staff</i>		Completed within stipulated time
xix)	<i>Initial Pay fixation statements preparatio on 7th Revised Scale of pay of non-teaching staff</i>		Completed within stipulated time
xx)	<i>Utilization prepare various grants, State Govt. grants, UGC grants, CC grants, B.Voc. grants and RUSA grants.</i>		Completed within stipulated time
xxi)	<i>Court Case related works</i>		Completed within stipulated time
xxii)	<i>Preparation for Internal Audit</i>	May	Completed within stipulated time
xxiii)	<i>Preparation for CA Audit</i>	May	Completed within stipulated time
xxiv)	<i>Preparation for Govt. (LF) Audit</i>	May/June	Completed within stipulated time

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Countersigned by


Principal
Abhayapuri College


Signature

FORMAT
Abhayapuri College, Abhayapuri
Performance Appraisal for Non-Teaching Staff
Year of Appraisal : 2022-23

1. Name : Hitesh Pathak
2. Designation : Junior Assistant
3. Date of Joining : 17-09-2013
4. No. of Years in service : 09 Yrs
5. Qualification : B.Sc Passed

PROFESSIONAL COMPETENCE

- a) Do you have knowledge of rules, regulation and procedure : Yes
 - b) Do you have ability to organize work and carry it out : Yes
 - c) Do you have ability and willingness to take up additional load in times of exigencies :
Yes
 - d) Have you gained new skills during the year : No
If yes, mentioned the new skills : No
 - e) Have you attended any workshop/training programme during the year : No
 - f) Did you avail any leave during the year : No
 - g) How is your relation with colleagues and students : Good
6. List of works/activities allotted by the authority during the year as per Annual Plan of the College

Sl No	Name of work/activity	Sl No	Name of work/activity
1	Admission works	5	Admit distribution
2	Examination works/Fee RTGS to GU	6	Hostel
3	Admission/Exam fee collection	7	Subject Affiliation works (GU)
4	Examination Top Sheet preparation/Final Report preparation	8	Payment/documents submission of Affiliation in GU

7. List of additional works/activities assigned by the Principal during the year not included in Annual Plan

Sl No	Name of work/activity	Sl No	Name of work/activity
1	Examination remuneration distribution	5	Cleaning/repairing works monitoring
2	Letter preparation for supply order	6	Special certificate distribution
3	Letter preparation for Civil Administration	7	Journey to GU/DHE as assigned by Principal/Keeping exam prog. file
4	Bill works	8	Preparation for any RTI

8. Nos and List of Files maintained during the year :

A. Numbers of File : 06

B. List of Files:

Sl No	Name of Files	File Number
1	Affiliation file	AC/AFF/2017/_____
2	Civil Administration File	AC/Civil Admn/20/1/_____
3	RTI File	AC/RTI/2014/_____/AC/RTI/Cell/_____
4	Order File	3(b)/Supply/20/1/_____
5	Misc File	AC/Misc/_____
6	Hostel File	AC/Hostel/_____

9. Number of Register & Proceeding Books maintained during the Year :

A. Number of Register & Proceeding Books maintained during the Year: 04

B. List of Register/Proceeding Books :

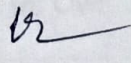
Sl No	Name of Register/Proceeding Books	Number
1	Examination Cheque Issue Register	TDC/Ch/Issue
2	TDC Centre Committee Proceeding Books	Proceeding/TDC/Centre. Com.
3	Affiliation Register	AC/Affiliation
4	Hostel Admission Register	AC/Hostel/Admn

10. Annual Plan of Works/Activities:

Sl No	Name of works/Activities	Every working day/Period of time	k. Completed within stipulated time l. Pending but completed after due date
1	Admission works	Period of time	a
2	Examination works	Period of time	a
3	Fee collection	Period of time	a
4	Affiliation works	Period of time	a/b

Declaration

I hereby declare that the information provided is true to the best of my knowledge

Hitesh Pathak - 

Name & Signature:

Countersigned by

Principal
Abha College
Abha College
Abha College

FORMAT
ABHAYAPURI College Abhayapuri
Performance Appraisal for Non-Teaching Staff
Year of Appraisal : 2022-23

1. Name : Pranjit Dutta.
2. Designation : Senior Assistant.
3. Date of Joining : 01-06-2002.
- 4 .No. of years in Service : 20 years.
5. Qualification : H.S.L.C.

PROFESSIONAL COMPETENCE

- a) Do you have knowledge of rules, regulation and procedure ? : Yes
 - b) Do you have ability to organize work and carry it out ? : Yes
 - c) Do you have ability and willingness to take up additional load in times of exigencies?:- yes
 - d) Have you gained new skills during the years ? : Yes
 If Yes, Mentioned the New skills : Computer Training.
 - e) Have you attended any workshop/training programme during the year : No
 If Yes, Mentioned the Type & period of workshop/training programme :
 - f) Did you avail any Leave during the year? : No
 I. If yes, Name of leave :
 II. Nos. Of days availed :
 - g) How is your relation with colleagues and students ? : Good
6. List of works/activities allotted by the authority during the year as per Annual plan of the college :

SLNO.	Name of work/Activity	SLNO.	Name of work/Activity
1	Admission works	7	Examination form approval
2	Examination works	8	Examination fee RTGS
3	Fee collection	9	Registration Card distribution
4	Admit Card distribution	10	Identity Card distribution
5	Mark sheet distribution	11	Scholarship form verification
6	D.C.F. works	12	U. Dice works

7. List of additional works/Activities assigned by the principal during the year not included in the Annual Plan

SLNO.	Name of work/Activity	SLNO.	Name of work/Activity
1	Various Certificate works	4	Students data submission
2	Work to the college Zone	5	Others as assigned by the principal
3	Free Text Book distribution	6	Students Complaint & Grievance

8. Nos. & List of Files maintained during the year :

A. Number of Files: 08 Nos.

B. List of Files:

SLNO.	Name of Files	File number
1	Result File	AC/RESULT/2022
2	Admit Card File	AC/ADMIT/2022
3	Original Certificate File	AC/CERTIFICATE/2022
4	Superannuation File	56/DEF/ SUP./2022
5	Examination Information File	AC/3(A)/EX/ 2022
6	Registration File	AC/REGN/ 2022
7	Students Grievance File	AC/STU/GRIEVANCE
8	Teachers ACR File	AC/ACR

9. Register & Proceeding Books maintained:

A. Number of Register/Proceeding Books maintained during the year: 24 Nos.

B. List of Register/ Proceeding Books:

SLNO.	Number of Register/Proceeding Books	Register/Proceeding Books No.
1	Mark sheet Register	03
2	Admit Card Register	01
3	Original Certificate Register	01
4	Superannuation Register	01
5	Registration Register	01
6	Admission Register	17

10. Annual plan of work / Activities :

SLNO	Name of work Activity	Every day working /Period of time	Remarks (a). Completed within stipulated time. (b). pending but completed after due time.
1	Admission works	Period of time	Completed within stipulated time.
2	Examination works	Period of time	Completed within stipulated time.
3	Fee collection works	Period of time	Completed within stipulated time.
4	Students Grievance	Every day working	Completed within stipulated time.
5	Registration works	Period of time	Completed within stipulated time.
6	Students related works	Every day working	Completed within stipulated time.

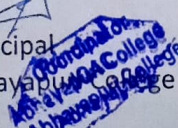
Declaration

I hereby declare that the information provided is true to the best of my knowledge

Name and Signature

Poojit Dhall

Countersigned by

Principal
Abhayab


FORMAT
Abhayapuri College, Abhayapuri
Performance Appraisal for Non-Teaching Staff
Year of Appraisal: 2022-23

1. Name : DWIPAK CH. PATHAK
 2. Designation : U.D. Assistant
 3. Date of joining : 05/05/1995
 4. No. of Years in service : 27 Years
 5. Qualification : H.S.

PROFESSIONAL COMPETENCE

- a. Do you have knowledge of rules, regulation and procedure? : Yes.
 b. Do you have ability to organize work and carry it out? : Yes.
 c. Do you have ability and willingness to take up additional load in times of exigencies? : Yes.
 d. Have you gained new skills during the years? No.
 If Yes, mentioned the New Skills :
 e. Have you attend any workshop / training programme during the years? No.
 If Yes, mentioned the type & period of workshop / training programme :
 f. Did you avail any Leave during the year? No
 (i) If Yes, name the leave:
 (ii) Nos. of days availed:
 g. How is your relation with colleagues and students? Good
 6. List of works/activities allotted by the Authority during the year (April to March every Year) as per Annual Plan of the college :

Sl. No.	Name of work / Activity	Period of Activity
1	Testimonial Certificate issue	After declaration of final exam result
2	Letter issue	Whole year
3	Notice issue	Whole year
4	Fees collection of H.S. & TDC examinations	May/June & December/January (every year)
5	Vehicle Entry Pass issue	August-September
6	Admission related works	June & July every year

7. List of additional works/ Activities assigned by the Principal during the year not included in the Annual Plan:

Sl. No.	Name of work / Activity	Period of Activity
1		
2		
3		
4		
5		
5		
6		

8. Nos. & List of files maintained during the year

Sl. No.	Name of Files	File Number
1	DHE	AC/DHE/2018
2	Supply Order	3(b)/Supply/4/2018

3	Quotation	AC/Quotation/2018-19
4	Permission file for opening AHE/GU	AC/GU-HS/AF/2012
5	Selection Grade Scale of Pay	AC/Selection/2010-11
6	NCC	AC/34/NCC/1992
7	Purchase of Equipment (Science Section)	AC/SC/Pur/80
8	Annual Report (GU)	GU/Stat/AR/2018
9	GU letter received & issued	AC/Ex/B.Voc./2017
10	DPC & Refresher Course	AC/Senior Scale/2018

9. Number of Register & Proceeding Books maintained during the year:

A. Number of Register & Proceeding Books maintained during the year :

B. List of Register / Proceeding Books :

Sl. No.	Name of Register / Proceeding Books	Register / Proceeding Books No.
1		
2		

10. Annual Plan of Works / Activities:

Sl. No.	Name of Work / Activity	Every Working Day / Period of Time	Remarks
			a. Completed within stipulated time. b. Pending but completed after due date.
1	Testimonial Certificate issue	After declaration of final exam result	a. Completed within stipulated time.
2	Letter issue	Whole year	-do-
3	Notice issue	Whole year	-do-
4	Fees collection of H.S. & TDC examinations	May/June & December/January (every year)	-do-
5	Vehicle Entry Pass issue	August-September	-do-
6	Admission related works	June & July every year	-do-

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Dwipak Ch. Pathak

(Dwipak Ch. Pathak)

Name and Signature:

Countersigned by
Principal
Abhayapuri College
Abhayapuri

FORMAT
Abhayapuri College, Abhayapuri
Performance Appraisal for Non-Teaching Staff
Year of Appraisal: 2022-23

1. Name: **Sri Pranab Kumar Ray**
 2. Designation: **Library Assistant**
 3. Date of Joining : **23-07-2019**
 4. No. of Year in Service: **03 year 08 Month 08 Days Days**
 5. Qualification: **B.Com**

PROFESSIONAL COMPETENCE:

- a) Do you have knowledge of rules, regulation and procedure? : **Yes**
 b) Do you have ability to organize work and carry it out? : **Yes**
 c) Do you have ability and willingness to take up additional load in times of exigencies? : **Yes**
 d) Have you gained new skills during the years?
 If Yes, Mentioned the New skills: **I have learnt various official works in every day of working such as Pension rules, Letter dealing with DHE, GU rules relating to Examination , RTI rules & regulation etc.**
 e) Have you attended any workshop/training programme during the Year:
 If Yes, Mentioned the Type & Period of workshop/training programme:
 f) Did you avail any Leave during the year? **No**
 I. If Yes, Name of Leave:
 II. Nos of Days availed:
 g) How is your relation with colleagues and students? **Good**

6. List of works activities allotted by the Authority during the year (**April to March Every Year**) as per Annual Plan of the College.

SL No	Name of Work/ Activity	Period of Activity
1	Budget Preparation of College	February & March Every Year
2	Salary Budget Allotment	April to May every year
3	Admission Related Works	June & July Every Year
4	Matching of Admission fees as per DCR with Bank A/C	July & August Every Year
5	Recording of Cash Book	Month wise Record
6	Additional Budget / Budget Estimate Submission	September to December every year
7	Dealing with Official works to DHE	Whole Year
8	Pension/ Gratuity/ GIS Related works	Whole Year(when incumbent retired)

9	Exam Related works (Final Report, Approved)	Semester wise (Normally May, June & December, January every Year)
10	Utilisation of Grant Submission	March every year
11	Email	Every Day
12	Salary Bill Preparation of B.Voc	End of each month

7. List of additional works/ Activities assigned by the Principal during the year not included in the Annual Plan.

SL No	Name of Work/ Activity	Period of Activity
1	Other Letter reply submission	when arise
2	Form Fillup works	Semester wise (Normally May, June & December, January every Year)
3	Approval of Exam forms	Semester wise (Normally May, June & December, January every Year)
4	Visit to Income Tax Office	when arise
5	GU related works	when arise
6	Hostel Students Data Submission	When arise
7	Training Programme Attend	When Arise
8	RTI related works	When Arise
9	Court Case related works	When Arise
10	Assembly Question Reply	When Arise
11	All Interview works (Teaching & Non-Teaching Staff)	When Arise

8. Nos & List of Files maintained during the year:

SL No	File No	File Name	File Memo No.
1	1	DHE File	AC/AB/DHE/2020/01
2	2	UGC B.Voc File	AC/UGC/B.Voc/2020/01
3	3	UGC Community College File	AC/UGC/CC/2020/01
4	4	Salary Certificate File	AC/AB/SC/2020/01
5	5	Earned Leave	AC/AB/Earn Leave/2020/01
6	6	Roster File	AC/AB/DHE/Roster/2020/1

7	7	Treasury Office File	AC/AB/TO/2020/1
8	8	GPF Loan	AC/AB/GPF/Advance/2020/01
9	9	Maternity Leave	AC/AB/ML/2018/01
10	10	Assembly Question	AC/AB/AQ/2020/01
11	11	Utilization Certificate of B.Voc & CC	AC/AB/UC/B.Voc/CC/2015/01
12	12	T.A & D.A File	AC/AB/MO/2020/01
13	13	Letter Received File	AC/AB/LR/2020/01
14	14	Fire Extinguisher File	AC/AB/Fire Extinguisher/2020/01
15	15	GST File	AC/AB/GST/2018/01
16	16	Bill Desk Payment File	AC/Payment/Bill Desk/2020/01
17	17	PFMS (B.Voc)	AC/Payment/PFMS/B.Voc/2020/01
18	18	PFMS (CC)	AC/Payment/PFMS/CC/2020/01
19	19	Details of Teaching & Non-Teaching Staff	AC/AB/Details/T-NT Staff/2014/01
20	20	Pension File (Individual)	
21	21	Charge Handover File (Principal)	AC/AB/Charge/2021/01
22	22	cash Book of UGC Community college fund	AC/Cashbook/CC/2015/01
23	23	Cash Book of UGC B.Voc Fund	AC/Cashbook/B.Voc /2015/01
24	24	Compassionate Ground	AC/CG/2015/01
25	25	Surrender of Medical Allowance & House Rent Allowance	AC/AB/Surrender M.A/HRA/2012/01
26	26	Leave Rule	AC/AB/Leave Rule/2020/01
27	27	RTI Reply of Likhon Khataniar	AC/RTI/05/2020
28	28	Final Payment of General Provident Fund (Register)	AC/AB/GPF Register/
29	29	CA Audit Report 2014 to 2020	AC/AB/CA Audit Report/2014/01
30	30	Charge Handover File (After Retirement)	AC/AB/Charge/Retirement/2020/01
31	31	GRANT REGISTER	Blue File (AC/AB/GR/01/2021)
32	32	PENSION FILE	AC/AB/PEN/2020/01
33	33	AG File	AC/AB/AG/01/2022

34	34	GIS File	AC/AB/GIS/2020/01
35	35	Engagement letter of Contractual Staff	AC/Engagement/Teacher/Contractual/2021/01
36	36	PFMS (NSS Fund)	AC/NSS/PFMS/Payment/2022
37	37	UTILISATION FOR FREE WAIVER SCHEME SESSION 2021-22 & 22-23	AC/AB/UC/Free Waive/2021/2022
38	38	Documents File PhD & M.Phil of Teachers	AC/AB/Doc/Teachers/2023
39	39	Govt Notification/ Govt order/Notice	AC/AB/Govt Rules/2023
40	40	Axis Bank Statement	AC/AB/BS/2023
41	41	College Budget 2019-20	AC/AB/Budget/2019-20
42	42	College Budget 2020-21	AC/AB/Budget/2020-21
43	43	High Court DHE regarding DOB & DOR	Teachers Age Prof certificate enclosed in this file
44	44	Annual Budget (College)	AC/AB/Budget/2017-2021

9. Number of Register & Proceeding Books maintained during the year

SL No	Name of Register/ Proceeding Books
1	Proceeding Book of B.Voc
2	Proceeding Book of Community College
3	Acquittance Roll
4	Cash Book
5	GPF Loan Register

10. Annual Plan of Works/ Activities.

SL No	Name of Work/ Activity	Every working Day/ Period of Time	Remarks
1	Budget Preparation of College	February & March Every Year	
2	Salary Budget Allotment	April to May every year	
3	Admission Related Works	June & July Every Year	
4	Matching of Admission fees as per DCR with Bank A/C	July & August Every Year	
5	Recording of Cash Book	Month wise Record	
6	Additional Budget / Budget Estimate Submission	September to December every year	
7	Dealing with Official works to DHE	Whole Year	
8	Pension/ Gratuity/ GIS Related works	Whole Year(when incumbent retired)	
9	Exam Related works (Final Report,	Semester wise (Normally May, June & December,	

	Approved)	January every Year)	
10	Utilisation of Grant Submission	March every year	
11	Email	Every Day	
12	Letter typing	Every Day	
13	Cash Book writing	Every Day	
14	Acquittance Roll	Every Day	
15	Salary bill Preparation of B.Voc	1 st week of every month	

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Name and Signature: *Pramab Kumar Ray*

Countersigned by

Principal

Abhayapuri

