

4.10 Proper Maintenance of Official Records (Cash Books/Stock Register , Fund Register , Leave Records , Fine Funds etc.)

Yes , all the official record is being maintined properly as per the existing rules/guidelines of the Directorate.

CERTIFICATE OF PROPER MAINTENANCE OF OFFICIAL RECORDS

This is to certify that the official records maintained by Government College Una have been kept and managed in a proper, organized and efficient manner in compliance with the applicable rules and regulations. It includes records such as:

1. Cashbook: Properly recorded and maintained with all financial transactions verified and authenticated.
2. Stock Register: All the assets and inventory are accurately documented with updated entries and physical verification reports.
3. Fund Registers: Regularly updated to reflect all incoming and outgoing funds, ensuring transparency and accountability.
4. Leave Reports: Maintained systematically with all staff leave applications approvals and balance properly recorded.
5. Fine Fund: Documented thoroughly with fines collected and allocated for appropriate college activities.

These records are maintained under the supervision of the designated officers and are regularly reviewed for accuracy and completeness.

Date:


Principal,
Govt. College, Una
(H.P.) Pin-17430