

#### 4.9 Prompt Response to official Correspondence

# LETTERS DESPATCHED & POSTAGE REGISTER

Issue No.	Month & Date	NAME & DESIGNATION	Place	SUBJECT	File Head &	Stamp	Stamp	Stamp
1410-		The Deputy Director H.E. Bilaspur	16-8-24-	Revised Submission of So. Asstt. for the 9				
1411		The DHE H.P. Shimla- 17001		Filling up the post of Asstt. Prof. Hindi				E-2
1412		The DHE Shimla- 01		Info. of Non-Teaching Staff engaged by Principal / Authority				5 E-28
1413		Deputy Registrar HPU Shimla- 05		Submission of proposal for Extension of affiliation				5 E-10
1414		The DHE Shimla- 01		Proposal "				6 E-2

1256		The Assistant Registrar (RME) HPU Summer Hill Shimla- 171005		Unable to rectify/ uploading student doc. from college 10 during Reg.				5 G-22
1257-		The Assistant Registrar (conduct) HPU Shimla- 171005	6-10-2023-	Regarding updation of TE marks				5 G-6
1258-		The Manager SBI Shri Naina Devi Ji	7-10-2023-	Regarding conversion of NSS Saving Acctt. into Z BSA Acctt.				G-23
1259		The Dist. Welfare Officer Bilaspur, (H.P.)		Quarterly Budget Request (QPR) of Third Quarter under SCIP Year 2022-24				5 G-6
1260		The DHE H.P. Shimla- 1	10-10-2023	Installation of complaint box for girls				by mail
1261		The Director of H.E. Education HP Shimla - 1		Submission of T.E. Bill of Sh. Shyam Lal (Agna Pr.)				
1212-		The Prof. Hari Singh Programme Coordinator, NSS, HPU 171005	17-10-23-	NSS volunteers enrolment session 2023-24.				5 bal.

# REGISTER OF LETTERS RECEIVED

ANAND STY. MART. JAL. # 2456688

ਪੱਤਰ ਪ੍ਰਾਪਤੀ ਰਜਿਸਟਰ

ਪੱਤਰ ਪ੍ਰਾਪਤੀ ਰਜਿਸਟਰ

Serial No. ਕ੍ਰਮਾਂਕ ਸੰਖਿਆ	Dated ਤਾਰੀਖ ਮਿਤੀ	Letter No. ਪਤਰ ਨੰ. ਚਿੱਠੀ ਨੰ.	Month & Date ਮਾਸ ਅਤੇ ਮਿਤੀ	From whom received ਕਿਸ ਤੋਂ ਪ੍ਰਾਪਤ ਕੀਤਾ ਗਿਆ ਕਿਸ ਪ੍ਰਾਪਤ ਕੀਤਾ ਗਿਆ	SUBJECT ਵਿਸ਼ਾ	Filehead ਫਾਈਲ ਨੰ.	Disposal ਵਿਵਰਣ
322	BSG-HR(SHA) 1/2019-20 flag - 199-271		19-10-23		Flag day - 7th Nov 2023		Sh. Ajay Kumar
323	EDN-ME(28)F(3)-29/2023 - PM-USAHA (Vol.)-2				Office order PM-USAHA		Sh. Sukhraj
24	1/2005-HPU (Sports calendar)		20-10-23		Sports calendar		Sh. Vaibhava
5	EDN-H(8)A(2)-1/97-DDO power 2/94-95/HPU/NSS				Office Order DDO power		Sh. M. J.
			30-10-23		Office Order, NSS Officer		Sh. Sukhraj
	1/2005-HPU (Sports calendar)				Annual Sports/Youth festival, collage championship		Sh. V. P.
	24 (9)6-1/2022-23 (ਸੀ. ਸੀ. ਡੀ. ਡੀ.)		31-10-23		ਸ਼ਾਹੀਦੀ ਸਮਾਗਮ ਦਾਨੀਆਂ 1000- ਲਿੰਕਸ ਸੇਵਾਵਾਂ ਦੀ ਸੇਵਾਵਾਂ		Sh. V.

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## पत्र प्राप्ति रजिस्टर

## ਪੱਤਰ ਪ੍ਰਾਪਤੀ ਰਜਿਸਟਰ

Serial No. क्रमांक संविधा	Dated तिथि मिती	Letter No. पत्र नं. चिठो नं.	Month & Date मास व तारीख महीना अउ मिती	From whom received कहाँ से प्राप्त किया गया किस पृथपत खोता रिआ	SUBJECT विषय बिषय	Filehead फाइल नं. दफिद नं.	Disposal विवरण देवर
		PW-NBT/DB/Degree college SMD Ji	2023-24: 72/10-11		Continue cite plan for Degree college SMD Ji		Sh. Himesh Ji
		18-2/2022-ESOMSA-BLS-SCDP Misc.	3088-3113		Displaying of sign-board basic info of scheme/work under SCDP		Sh. Vijay Ji
		EDN-HE (10) F(10) 01/2023-24			Filling of Scholarship application for Academic year 2023-24 under various scholarship scheme		Sh. Lankar Kumar
		88/HP/09/56/2021/FC CCF			Discussion of 27225 hect. of forest land.		Sh. Himesh Ji
		A-12041/9/2023/NBS			परिपत्रक मेरी माटी मेरा देश के संबन्ध में		Sh. Subhash
		NYK/BLP/Prog/2023-2024/166		4-10-23-	डिला स्तरीय युवा उत्सव में भाग लेने के संबंध में		Sh. Subhash
				5-10-23-			
		RRG80-			Handing over the Panding		Sh. Himesh



