

#### **4.9 Prompt Response to official Correspondence**

POPULAR STATIONERY  
Gandhi Pk. 2nd Floor

**LETTERS DESPATCHED & POSTAGE REGISTER** 158

Pre bal. 8599

Issue No.	Month & Date	NAME & DESIGNATION	Place	SUBJECT	File Head & No.	Stamps received		Remarks
						Rs.	P.	
1510	1	(1) The S.D.M Swargate Distt BLP (HP)		Reg. to a teleph. / Vacate the room for Mela - 2024				-1
1511		(2) The Temple officer T.T.N.D. Distt. BLP (HP)						
				— 25-7-24 —				
1512		The Addl. Director of Higher Edu. H.P. Shimla. 17/1001		State Level review meeting taken by the National commission for Sc. & Govt. of India.				G-5
513		The District welfare Officer Bilespur		Quarterly progress report under SCDA first quarter Financial year 2024-25				G-2
1514		The DHE Shimla -		Reg. engagement of local PTA in Edu. Deptt. Non Teaching				E-2
1515		The DHE H.P. Shimla - 17/1001	26-7-24	Reg. Non-Joining of A				
1516		11		Regar. filling the post Hindi, Librarian				
1517		M/S Deep Aluminium, V. Baddi Shri Naina Devi Ji BLP.		Quotation for 21st door frame & steel road.				G-2
1518		New Chandigarh hardware Noi Abadi Anandpur Sahib. P.B.			7			6
1519		Salod Vishwakarma, V: Brangwala Anandpur P.B.			1			6
1520		M/S Radhe Radhe Enterprises, Opp H.P. Petrol pump, Kisanpura Sahib P.B			11			1
1521		M/S Krishanand Govt Contractor Shri Naina Devi Ji, BLP			4			1
								Sal 2537.

LETTERS DESPATCHED  
 R. NOH. DEVI. SH. 17/1001  
 Counter No. 1, 20/07/2024, 10:49  
 REC'D BY: H.P. SHIMLA  
 P.D. 17/1001, Shimla HP  
 FROM: M/S. KRISHANAND  
 DATE: 2024-07-24  
 AUTO: 2024-07-24 10:49:11, M/S. KRISHANAND

# LETTERS DESPATCHED & POSTAGE REGISTER

POPULAR STATIONERY  
Address: Ph. 0181-2221161

57  
Barbel-2637

15-1-24 Despatched

Issue No.	Month & Date	NAME & DESIGNATION	Place	SUBJECT
1502		The Regional Director & Sports India complete (NS3) 160009	NS3 Sub on dated	CE04 SP. 14 Lassi Lassi P109 From 0111 Ans 012 014
1503		The DHE-Sh.	13-7-24	Approve commit and 20:
1504		PL/2008/2761N 14/07/2024/17/07/2024 PL. NAIKA DEVI, 30, 14330 Counter No.1, 16/07/2024, 17/07 TO/117/001, Sector 9 Frontline, NAIKA DEVI 141209, 141209 01110009, 01110009, 01110009, 01110009		CE04 W 1 Con Ans P109 From 0111 Ans 012 014
1505		to 1505 The Atulkumar class B.P-2nd Year		Attendance Record: Session 2019-20 / 2020-21
1506		The Deepend Kumar (Poon)		31/3/2021 on annual report and 2021-22 -6
1507				
1508		The Max Jawaad Enterprises Una.		TDS quarter 1 -6
1509		Amritsar Cloth House, Gharwarin Distt- Bilaspur H.P.	15/7/24	Supply order for cultural Dress Bal- 2599-

**LETTERS DESPATCHED & POSTAGE REGISTER**

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REGISTER OF LETTERS RECEIVED

ANAND STY. MART, JAL. # 245688

पत्र प्राप्ति रजिस्टर

पत्र प्राप्ति रजिस्टर

Serial No.	Dated तिथि मित्री	Letter No. पत्र नं. ठिक्की नं.	Month & Date मास व तारीख मोहर अंक मित्री	From whom received कहां से प्राप्त किया गया खिचे प्राप्त बीड़ा तिथा	SUBJECT विषय विषय	Filehead फाईल नं. फाईल नं.	Disposal विवरण देरखा
471	Economic & Political		25-10-24		Oct 12- 2024	1/c. Library	
472	श्रीमद्भगवद्गीता पत्रिका	पत्रिका weekly	29-10-24		Oct 12- 2024		
473	Economic & Political weekly				Sept 28- 2024		
474	Economic & Political weekly		8-11-24		Oct 19- 2024		
475	Economic & Political weekly				Oct 21- 24	1/c Library.	
476	श्रीमद्भगवद्गीता पत्रिका	पत्रिका	24-11-24		Nov 26- 2024		
477	श्रीमद्भगवद्गीता पत्रिका	पत्रिका	24-11-24		Nov 26- 2024		
478	BSG-MP (STC) 1-7/2024-25		28-11-24		Self defence Training for Guards Prof. Ajay and Rangers (North Region Prof. Sankhu Shrestha) 2024		
479	श्रीमद्भगवद्गीता पत्रिका	पत्रिका	— 29-11-24		Nov 27- 2024		
480	Economic & Political weekly				16-12-2024	1/c Library.	
481	श्रीमद्भगवद्गीता पत्रिका	पत्रिका	— 7-12-24		16-12-2024		
482	Economic & Political weekly		— 12-12-24		Nov. 23 2024	1/c Library	
483	Shyam Electrical works Ghumarwun				Quotations for Gates Cutters (by hand)		
484	Bansi Lal Duni Chand Main Bazar Ghumarwun				"	(by hand)	
485	Duni Chand and Sons, Kularu, Ghumarwun Bilaspur.				"	(by hand)	
486					Quotation for Magazine.		
487							
488							
489							
490							

# REGISTER OF LETTERS RECEIVED

## पत्र प्राप्ति रजिस्टर

## पत्र प्राप्ति रजिस्टर

ANAND STY. MART, JAL. # 2456688

Serial No.	Dated मिति मित्री	Letter No.	Month & Date मास व तारीख मित्रा अवे मित्री	From whom received कहां से प्राप्त किया गया विवेच प्राप्ति विवाह	SUBJECT विषय विवाह	Filehead फाईल नं. वाइल नं.	Disposal विवाह वरदा
458	Economic & Political	—	19-09-2024	—	weekly 7 <sup>th</sup> Sep. 2024.	Dr. Vaibhav Vaibhav Vaibhav	
459	Sai Meharjan Sports	SCO 141 # 40-C Chd.	160036	—	Quotation for Sitter Repair.		
460	Amrit Sports Musical.	SCF-6 # 15-C Chd.	160015	—	—		
461	Dishu Sports Centre	Shop No. 127-128, # 7-C Chd.	160019	—	—		
462	Economic & Political	weekly magazine	—	30-09-24 —	21 Sep 24.	ग्रन्थालय	
463	शोजनी पत्रिका	—	—	—	21-09-24.		
464	शोजनी क्रान्ति नियन्त्रण	—	—	—	21-09-24		
465	M/S Krishna Traders	Vill. Pampur R.D. Ganganagar A. P. S. Sahib. Repar (Pb)	—	—	Quotation for paint material by hand		
466	M/S Chandigarh Hardware	Nai Abadi A. P. S. Sahib. Repar (Pb)	—	—	—	“	
467	M/S Janta Timber House	Nai Abadi A. P. S. Sahib. Repar (Pb)	—	—	—	“	
468	शोजनी पत्रिका	—	—	15-10-24 —	31-10-2024.	ग्रन्थालय	
469	Economic & Political	weekly —	—	—	October 5- 2024.	ग्रन्थालय	
470	शोजनी पत्रिका	—	—	22-10-24 —	नवंबर 2024 —	ग्रन्थालय	

## LETTERS DESPATCHED & POSTAGE REGISTER

POPULAR STATIONERY  
Jalandhar Ph. 2181-2223158

Proc. Bal. 2008

Issue No.	Month & Date	NAME & DESIGNATION	Place	SUBJECT	File Head & No.	Stamps received	Stamps used	Remarks	
						Rs.	P.	Rs.	P.
1616 to		① The Director of Hr. Edu. HP Shimla-1 ② The Dy. Director of Hr. Edu Bilaspur (C.E.) ③ The Principal GSSS Makri Dhing BLB. ④ Sh. Sarvan Km (C.E.)	—	Receiving of Sh. Sarvan Km (C.E.)					E
1619			—	01/11/2024					
1620	17/11/2024	The DHE Shimla		FCA Land Lease guidance					6, Classification
1621	17/11/2024	The DC Bilaspur	—	4-11-24					
1622	17/11/2024	The DHE HP Shimla		Reg. classification					
1623	7-11-24	To Angana Devi D/o Late Sh. Dyal Chand BAI 1st year		College benefited student certificate					G 7
1624	8-11-24	The DHE Shimla		Info regarding action taken on 5 point pertaining to NEP-2020.					
1625				16-11-24	Submission of NSS Survey				
1626	16-11-24	The Principal GSSS Makri		Submission of 16-11-24					
1627	18-11-24	The S.O. (Conduct) MPU Shimla-05		Submission of 18-11-24					
1628		The Deputy Registrar (Exams) MPU Summerhill Shimla-5		Submission of Signature Sheet					

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POPULAR STATIONERY  
Number 28 0181-2222100

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LETTERS DESPATCHED & POSTAGE REGISTER<sup>161</sup>

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