

OFFICE OF THE PRINCIPAL, DR. B.R. AMBEDKAR
GOVT. COLLEGE, DABWALI

Letter No: GCD/22/...3113.

Dated: 16/05/2022

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OFFICE ORDER REGARDING ANNUAL STOCK VERIFICATION

The following committees are hereby constituted to physically check and verify the stock for the session 2021-22. All the In-charges/HODs are directed to update all the records and get it/these checked & verified from the respective committees. In case of un-serviceable and un-repairable items, the total book value of such items/articles should not exceed Rs. 4,000/- (Rs. Four Thousands).

All the In-charges/HODs are further directed to submit the duplicate/double copies of the report separately for Govt. Grant, and/or the fund(s) duly verified by the stock verification committee to Mr. Rakesh Kumar, Steno latest by 06/06/2022 before leaving the college. The required performas may be collected from Mr. Rakesh Kumar, Steno-typist.

This is urgent and time bound.

Overall In-Charge Dr. Bharti Brar College Bursar

Sr. No.	Committee/Deptt.	In-charge/H.O.D.	Rechecking Committee
1.	Property Committee	Dr. Usha Bhati	Smt. Anju Goyal Dr. Sunil Joshi Dr. Bharti Saneja Sh. Inderjeet Singh Dr. Archana Grover
2.	Exam Branch	Sh. Jaswinder Singh	Dr. Ranbir Singh Dr. Manjit Kumar Sh. Pradeep Kaswan
3.	Photography	Dr. Sunil Verma	Smt. Anju Goyal Sh. Sunil Soni Sh. Naresh Kumar
4.	Library Books/Library Security	Dr. Ranbir Singh	Dr. Manjeet Kumar Sh. Rajpal Verma Dr. Sunil Verma Sh. Naresh Kumar Dr. Beant Kaur

6.	Cultural Committee	Dr. Shano Devi <i>Shano</i>	Dr. Usha Bhati <i>Usha</i>
6.	Electronic Items/Electricity	Sh. Pradeep Kaswan <i>Pradeep Kaswan</i>	Sh. Rajpal Verma <i>Rajpal</i>
7.	CCTV Camera Committee	Dr. Sunil Verma <i>Sunil</i>	Dr. Sunil Joshi <i>Sunil</i>
8.	N.S.S.	Dr. Sunil Joshi <i>Sunil</i>	Smt. Anju Goyal <i>Anju</i>
9.	EVS	Dr. Surender Pal <i>Surender</i> & Dr. Sunil Joshi <i>Sunil</i>	Sh. Inderjeet Singh <i>Inderjeet</i>
10.	Chemistry Lab	Sh. Rajpal Verma <i>Rajpal</i>	Dr. Archana Grover <i>Archana</i>
11.	Sports	Dr. Sunil Joshi <i>Sunil</i>	Dr. Ranbir Singh <i>Ranbir</i>
12.	Tent & Shamiana and Mike & Audio Committee	Dr. Surender Pal <i>Surender</i>	Dr. Surender Pal <i>Surender</i>
13.	Campus Beautification, Cleanliness & Decoration Committee	Smt. Anjali Sachdeva <i>Anjali</i>	Sh. Pradeep Kaswan <i>Pradeep</i>
14.	Women Cell	Smt. Anju Goyal <i>Anju</i>	Smt. Anjali Sachdeva <i>Anjali</i>
15.	AF/RKF Sumptuary & Bursar Allowance /Cheque issued register	Sh. Sanjay Kumar <i>Sanjay</i>	Sh. Jagmeet Singh <i>Jagmeet</i>
16.	Treasury Bill/ Register/ Budget/Telephone O.E. Register	Sh. Harish <i>Harish</i>	Sh. Gurlal Singh <i>Gurlal</i>
17.	Geography	Dr. Surender Pal <i>Surender</i>	Dr. Manjit Kumar <i>Manjit</i>

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Dr. Usha Bhati
Sh. Rajpal Verma
Dr. Sunil Joshi
Smt. Anju Goyal
Sh. Inderjeet Singh
Dr. Archana Grover
Dr. Ranbir Singh
Dr. Surender Pal
Sh. Pradeep Kaswan
Smt. Anjali sachdeva
Sh. Gurlal Singh
Sh. Sunil Soni
Smt. Anjali Sachdeva
Sh. Jagmeet Singh
Sh. Gurlal Singh
Dr. Manjit Kumar
Dr. Sunil Verma
Sh. Sunil Soni
Dr. Surender Pal
Sh. Inderjeet Singh
Dr. Beant Kaur
Dr. Bharti Saneja
Dr. Sunil Joshi
Sh. Gurmail Singh
Dr. Surender Pal
Dr. Sunil Joshi
Sh. Sunil Kumar (Eng)
Dr. Shano Devi
Sh. Gurmail Singh
Sh. Sunil Kumar (Eng)
Dr. Usha Bhati
Smt. Anju Goyal
Sh. Jaswinder Singh
Dr. Sunil Verma
Sh. Jaswinder Singh
Dr. Bharti Saneja
Dr. Shano Devi
Dr. Bharti Saneja
Dr. Archana Grover

18.	Computer Sc.	Dr. Bharti Saneja	Dr. Ranbir Singh Dr. Usha Bhati Dr. Sunil Verma
19.	Physics	Dr. Sunil Verma	Sh. Rajpal Verma Sh. Pradeep Kaswan Sh. Naresh Kumar Dr. Sunil Joshi Dr. Shano Devi Dr. Beant Kaur
20.	EDUSAT/Smart Class Room	Dr. Surender Pal Bharti Saneja	Sh. Pradeep Kaswan Sh. Jagmeet Singh Sh. Naresh Kumar Dr. Sunil Joshi Sh. Gurmail Singh Sh. Gurlal Singh
21.	Red Cross Committee & Red Ribbon Club	Smt. Anju Goyal	Dr. Sunil Verma Dr. Bharti Saneja Sh. Naresh Kumar Dr. Ranbir Singh Dr. Manjeet Kumar Dr. Surender Pal
22.	Placement Cell	Sh. Rajpal Verma	Dr. Manjeet Kumar Smt. Anju Goyal Dr. Shano Devi Dr. Usha Bhati D. Sunil Verma Sh. Jagmeet Singh Dr. Surender Pal
23.	Youth Welfare Fund & University Exam Fee	Sh. Yashpal Sh. Sanjay	Sh. Sunil Kumar (Eng) Sh. Inderjeet Singh Sh. Jaswinder Singh Sh. Pradeep Kaswan Dr. Archana Grover Dr. Manjeet Kumar Smt. Anju Goyal Sh. Rajpal Verma
24.	Fee Receipt Book (DGHE)	Dr. Bharti Brar	
25.	Stationery	Sh. Rajpal/Sh. Yashpal	
26.	Psychology	Sh. Parveen Kumar, L.A.	
27.	History	Smt. Anjali Sachdeva	
28.	Scholarship Committee	Sh. Rajpal Verma	
29.	General Purchase Committee	Dr. Ranbir Yadav	

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| 30. | Prize Committee | Smt. Anju Goyal | Sh. Rajpal Verma
Dr. Shano Devi
Dr. Beant Kaur |
| 31. | Subject Societies | → Sh. Parveen Kumar (Psychology)
→ Dr. Ranbir Singh (English)
→ Sh. Gurlal Singh (Punjabi)
Sh. Pradeep Bishnoi (Maths & Sci.)
Dr. Bharti Brart (Commerce)
Smt. Anju Goyal (Economics)
Dr. Surender Pal (Geography)
→ Smt. Anjali Sachdeva (History)
→ Smt. Shanno Garg (Hindi) | Sh. Pradeep Kaswan
Sh. Jagmeet Singh
Sh. Naresh Kumar |
| 31. | Public Health/Water Supply | Smt. Anjali Sachdeva | Sh. Pradeep Kaswan
Sh. Gurmail Singh
Sh. Inderjeet Singh
Dr. Bharti Saneja
Sh. Sunil Kumar (Engl)
Sh. Gurlal Singh
Smt. Anju Goyal
Dr. Surender Pal
Sh. Jaswinder Singh |
| 32. | Repairs & Maintenance | Dr. Surender Pal | Sh. Rajpal Verma
Dr. Sunil Joshi
Sh. Sunil Soni
Dr. Ranbir Singh
Dr. Usha Bhati
Dr. Manjeet Kumar
Smt. Anju Goyal
Sh. Rajpal Verma |
| 33. | Compulsory Computer Edu. | Dr. Bharti Saneja | |
| 34. | Language Lab | Dr. Sunil Verma (ENIG) | |
| 35. | Auction Committee/Stock Condemnation and Dispose off Committee | | |

If any In-charge/HOD of any Department/Committee/Library wants to get their respective old stock consisting of assignments/tests/news papers etc discarded, they should prepare the relevant record and submit the old stock to the Auction Committee/Stock Condemnation and Dispose off Committee for further process till 06/06/2022.

16/05/2022
 Dr. P. R. Anand Kumar Govt. College
 Village Dabwali (Strsa)
 14/5/2022

Sh. Harish Sethi

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SESSION 2021-22
Completion Report of Stock Verification

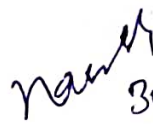
Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of ^{Bil Register, Budget Register, Telephone,} Office Expenses.....Deptt.

Every thing is in proper order.

Stock Verification Committee:

1. 
2. 
3. 


30/05/2022
Signature
Head of Dept.
Office Clerk

SESSION 2021-22
Completion Report of Stock Verification

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Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of Punjabi Subject Society Deptt. of Punjabi. Every thing is in proper order.

Stock Verification Committee:

1. Pradeep Kaswan
2. Jagmeet
3. Harman

Signature 
Head of Dept.


Completion Report

Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of Scholarship Schemes Deptt. Every thing is in proper order.

Stock Verification Committee:

1. Mr. Jaswinder Singh Jy
2. Mr. Pradeep Kaswan Pradeep Kaswan
3. Dr. Archana Gooner Archana

Signature 
Head of Dept.

Sh. Sanjay Kumar (Charter)

(26)

Sh. Surendra Kumar

(26)

SESSION 2021-22
Completion Report of Stock Verification

Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of ... CCTV Camera Deptt.

Every thing is in proper order.

Stock Verification Committee:

1. Dr. Ranbir Singh Ryadan
2. Dr. Surender Pal - 06/6/22
3. Sh. Pardeep Kaswan - Pardeep Kaswan

Signature
Head of Dept.

Completion Report

Principal Sir

Sh. Sanjay Kumar (checked) (22)


SESSION 2021-22
Completion Report of Stock Verification

Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of Physics Deptt.
Every thing is in proper order.

Stock Verification Committee:

1. Sh. Rajpal Verma Rajpal
2. Sh. Pradeep Kishan Pradeep Kishan 01/06/22
3. Sh. Naresh Kumar. Naresh Kumar


Signature
Head of Dept.

Completion report of

Principal Sir,

Sh. Sanjay Kumar (Chk/10)

(23)

(24)

SESSION 2021-22
Completion Report of Stock Verification

Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of Photography.....Deptt.
Every thing is in proper order.

Stock Verification Committee:

1. Smt. Anju Choyal Anju 06.06.2022
2. Sh. Sunil Soni Sunil
3. Sh. Naresh Kumar Naresh

Signature
Head of Dept.

Sh. Sanjay Kumar (Charity)

(25)

SESSION 2021-22

Completion Report of Stock Verification

Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of ^{Drnk Register, Cheque Passae, Simptuary Register} AF, RKF, Deptt.

Every thing is in proper order.

Stock Verification Committee:

1. Sharti (Dr. Usha Sharti)
05/06/2022
2. Deoyal (Anju Deoyal)
3. Singh (Jaswinder Singh)

Singh
Signature
Head of Dept.

At. Rajal Vams (11)

SESSION 2021-22
Completion Report of Stock Verification

Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of Placement Cell Deptt.

Every thing is in proper order.

Stock Verification Committee:

1. Dr. Sunil Joshi
2. Mr. Gurmehil
3. Mr. Gurlal


Signature
Head of Dept.

SESSION 2021-22
Completion Report of Stock Verification


Principal Sir,

This is for your kind information that the rechecking committee has completed the physical verification and checking of stock/stores as per entries in the Stock Registers of Scholarship schemes Deptt. .

Every thing is in proper order.

Stock Verification Committee:

1. Mr. Jaswinder Singh
2. Mr. Pradhep Kaswan
3. Dr. Archana Gooner


Signature
Head of Dept.