

## Criteria 4 (Institutional Management)

Point 7,8,9,10

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|----|---|---|
| 7  | Regular updation of service book/service records  | Certified that updation of service book/service record is done<br><br>Shally<br>Supdt. G-II   |
| 8  | Timely submission of ACRs   | Yes, timely submission of ACRs is done<br><br>Shally<br>Supdt. G-II   |
| 9  | Prompt response of official correspondence  | Yes, there was prompt response of official correspondence.<br><br>Shally<br>Supdt. G-II   |
| 10 | Proper maintenance of official records(cash books/stock registers, funds registers, leave records, fine funds etc.) | Yes, all official records(cash books/stock registers, funds registers, leave records, fine funds etc.) is properly maintained<br><br>Shally<br>Supdt. G-II<br>Singh<br>Naveen Singh<br>JDA (G-II) |