

## Criteria 4 (Institutional Management)

### Point 7,8,9,10

7	Regular updation of service book/service records	Certified that updation of service book/service record is done <i>Shelly</i>
8	Timely submission of ACRs	Yes , timely submission of ACRs is done <i>Shelly</i>
9	Prompt response of official correspondence	Yes , there was prompt response of official correspondence. <i>Shelly</i>
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, <u>leave records</u> , fine funds etc.) is properly maintained <i>Shelly</i> <i>Shelly</i>

