

**Maharana Pratap Govt. Degree College Amb-177203**

**District Una HP**



**Co-Educational Institution**

**Affiliated to Himachal Pradesh University Shimla – 5**

[www.mpgcamb.com](http://www.mpgcamb.com)

[govtcollegeamb@gmail.com](mailto:govtcollegeamb@gmail.com) | [gcomb-hp@nic.in](mailto:gcomb-hp@nic.in) | 01976-260032



## **Self-Assessment Report**

### **SAR 2024-25**

#### **Criterion 4: Institutional Management**

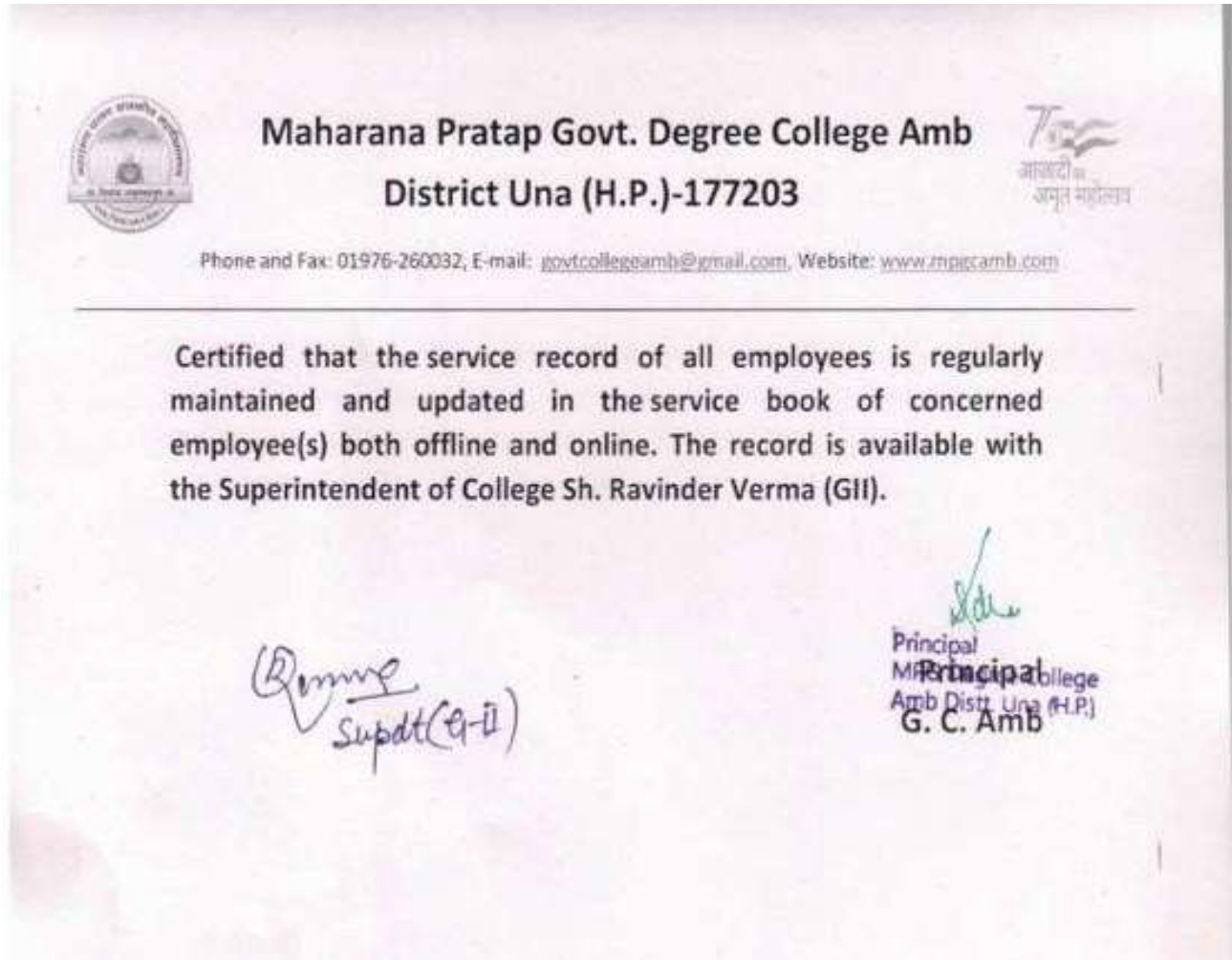
##### **Sub Criterion 4.7 Regular Updation of Service Books/ Service Records**



Maharana Pratap Govt. Degree College Amb  
District Una HP-177203

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## Sub Criterion 4.7 Regular Updation of Service Books/ Service Records



Some of the Sample Evidences are given below






*[Signature]*  
Convener IQAC



*[Signature]*  
Principal  
M. P. Govt. College, Amb  
Distt. Una (H.P.)

En Salary Code IP16-11566 PMS Code 19084



1. NAME (in full) Ms. Rekha Sharma
2. Provident Fund Account No. H. Edu. 85315
3. Postal Life Insurance Policy No. 314025 - 4007 2845 4118
4. Permanent Home address (in full) Ms. Rekha Sharma, w/o. Dr. Rajiv Kumar  
V.P.O. Pithapur, Dist. U.P.
5. Father's Name (and also Husband's) Name in the case of a woman Govt. Employee and residence. Dr. Rajiv Kumar
6. Nationality (if not a citizen of India, number and date of the Certificate of eligibility granted by the Govt. of India. Indian
7. If a member of Scheduled Caste Scheduled Tribe Particular Caste/Tribes. No.
8. Date of Birth by Christian Era and where-ever possible in Saka Era (both in words and figures) as determined by the competent authority. 22-3-1971  
(Twenty Second March N.H. Seventy one)
9. Educational Qualifications? M.Sc. B.Ed.  
Passed M.Phil under Roll No. 2163 0008899721291043785  
dated 23-07-09.
10. Additional educational qualifications subsequently acquired. Pre-Phd.
11. Exact Height by measurement (without shoes) 4'11"
12. Personal mark of identifications. Black mole on left arm.
13. Left hand thumb and finger impression of the Govt. Employer if he is not literate enough to sign his name in English, Hindi or other regional language.
14. Signature of Government Employee: Rekha Sharma  
Little Finger  Ring Finger   
Thumb   
Middle Finger  Fore Finger 
15. Signature & Designation of the head of the Office or other attesting Officer. [Signature]

Note: The entries on this page should be renewed or re-attested after every five years and the signatures, against item 14 and 15 should be dated (finger prints need not be taken after every five years)  
A.T.C.4 G.C. AND (H.P)

IN POSSESSD.

PROFORMA FOR REVISED PAY FIXATION IN THE REVISED PAY STRUCTURE w.e.f 1ST JANUARY 2016

Particulars	Details
Name of Employee	M.S. REKHA SHARMA
Place of Posting	NPG Degree College Amli (Wd)
Designation	Assistant Professor
Pre- Revised scale as on 01.01.2006	PB : 15600-39100, GP : 6800
Basic Pay & Grade Pay as on 31.12.2015 or on the date of Option	BP: 28620.0 GP: 6000.0
Date of Increment in the pre-revised scale	March E/Year
Date from which Revised Pay Scale Opted	01.01.2016
Pay Matrix Applicable	10
Revised basic pay as on 01.01.2016.	89800
Date of Next Increment	01.07.2016
Date of Grant of Sr Scale/ Selection Scale/PB-IV	n/a
Pay Matrix Applicable	n/a
Pay fix due to grant of Sr Scale/ Selection Scale/PB-IV on	n/a
Date of Promotion as	n/a
Pay Matrix Applicable on Promotion	n/a
Pay in the Pay Matrix	n/a
Pay fixed on Promotion as on	n/a
Date of Next increment	n/a

Date	Pay Matrix	Cell	Revised Basic Pay
01.01.2016	10	CELL-16	89800.0
01.07.2016	10	CELL-17	92800.0
01.07.2017	10	CELL-18	95800.0
01.07.2018	10	CELL-19	98800.0
01.07.2019	10	CELL-20	101100.0
01.07.2020	10	CELL-21	104100.0
01.07.2021	10	CELL-22	107200.0
01.07.2022	10	CELL-23	110400.0
01.07.2023	10	CELL-24	113700.0
01.07.2024	10	CELL-25	117100.0

2 Certified that pay has been reviewed due to grant of advance increment of Higher Education Ld. Pd in High. vide govt of HP letter on 11/01/24 & 17/11/24. (Copies Attached)

10	11	12	13	14	15	
Date of Termination Appointment	Reason of Termination such as promotion transfer dismissal etc.	Signature of the head of office or other attending officer	Name and Duration of leave taken	Allocation of period of leave on average pay up to four months for which leave salary is debitable to another Government	Signature of the head of the office or other attesting officer	Reference of any recorded punishment or centre of reward or praise the Government Servant
				LEAVE Period Government to which debitable		
				Service Verified from 01/01/2015 to 30/06/2024 from relevant pay bills in the office.		
				Principal P. Govt. College Amli Distt. Uda (H.P.)		
				Service verified from 07/15/20 to 31/12/25 from pay bills/Attendance Rolls and other relevant records maintained in the Office.		
				Principal G.B. Amli (H.P.)		

PMIS, No. 74215



Principal  
Govt. College  
Teh. Chhanari, Distt. Una, H.P. 177204

Hairs \_\_\_\_\_  
1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

Verification Roll No. \_\_\_\_\_ Dated \_\_\_\_\_

Left Thumb Impression \_\_\_\_\_

Qualification \_\_\_\_\_ Dated Qualification \_\_\_\_\_

English on \_\_\_\_\_ Drill Qualification \_\_\_\_\_

Hindi on \_\_\_\_\_ Drill Qualification \_\_\_\_\_

Punjabi on \_\_\_\_\_ Drill Qualification \_\_\_\_\_

Bengali on \_\_\_\_\_ Court Duties \_\_\_\_\_

Kaithi on \_\_\_\_\_ Reserve Duties \_\_\_\_\_

Urdu on \_\_\_\_\_ First Art \_\_\_\_\_

Urdu on \_\_\_\_\_ B.L. Or B.A. \_\_\_\_\_

Pan-Drawing \_\_\_\_\_ Pledership Examination \_\_\_\_\_

Finger Prints \_\_\_\_\_ Training School Final Examination \_\_\_\_\_

**N.B.A. LINE TO BE DRAWN UNDER THE QUALIFICATION POSSESSED**

PMIS - 74215

IP48-13223

2

1. NAME - (in full) SURETA  
*Assistant Professor in Physics in Govt.*
2. Provident Fund Account No. GPF No. HP09-140044
3. Postal Life Insurance Policy No. \_\_\_\_\_
4. Permanent Home Address (in Full) D/o Sh. Jugal Kishore Village -  
Dihwan, P.o. Diara, Teh. Amb  
Distt. Una (H.P.) - 174315
5. Father's Name (and also Husband's)  
Name in case of a woman Govt.  
Employee and residence. Deepak Kumar (Husband)
6. Nationality (if not a citizen of India  
Number and date of the Certificate  
of eligibility granted by Govt. of India) INDIAN
7. If a member of Scheduled Caste  
Scheduled Tribe Particulars Caste/Tribes O.B.C.
8. Date of birth by Christian Era and  
Wherever possible in Saka Era (both  
in words and figures) as determined  
by the competent authority. 25-12-1988
9. Educational Qualifications. M.Sc. Physics, M.Phil. Physics
10. Additional Educational Qualifications  
subsequently acquired. \_\_\_\_\_
11. Exact height by measurement  
(without shoes) \_\_\_\_\_
12. Personal mark of identifications. A mole on chin
13. Left hand thumb and finger impression  
of the Govt. Employee if he is not literate  
enough to sign his name in English, hind  
or other regional language.
14. Signature of Government Employee : Sureta (Sureta)  
Little Finger Ring Finger   
Thumb   
Middle Finger Fore Finger
15. Signature & Designation of the head  
of the office or other attesting officer. Principal  
Govt. College-Daulatpur Chowk  
Teh. Chhanari, Distt. Una (H.P.)-177204

Note - The entries on this page should be reviewed or re-attested after every five years and the signatures, against item 14 and 15 should be dated (finger prints need not to be taken after every five years)  
A.T.C.4



Heirs.....

1.....

2.....

3.....

Verification Roll No. .... Dated DMIS 82855

Left thumb impression.....

Qualification ..... Dated Qualification.....

English on ..... Drill Qualification.....

Bangali on ..... Court Duties.....

Kaithi on ..... Reserve Duties.....

Urdu on ..... First Art.....

Uriya on ..... B.L. or B.A.....

Pan-Drawing ..... Pleadersip Examination.....

Finger Prints ..... Training School Final Examination.....



**N.B.A. LINE TO BE DRAWN UNDER THE QUALIFICATION POSSESSD.**

1. Name - (in full) Sh. Arun Kumar

2. Provident Fund Account No. PRAN - 110186697617

3. Postal Life Insurance Policy No. ....

4. Permanent Home Address (in full) Vill: Kharkari P.O. & Tehsil  
Shri Naiva Davi ji Distt. Adalpani  
74310.

5. Father's Name (and also Husband's Name in the case of a woman Govt. Employee and residence) Sh. Ram Dass

6. Nationality (if not a citizen of India, number and date of the Certificate of eligibility granted by the Govt. of India) Indian

7. If a member of Scheduled Caste Scheduled Tribe Particular Caste/Tribes. S.T.

8. Date of birth by Christian Era and where-ever possible in Saka Era (both in words and figures) as determined by the competent authority. 20-04-1989  
Twenty ninth April 07 N H 2222  
(num mly)

9. Educational Qualifications? M.Sc. M.Phil. (Maths) <sup>CBR</sup> NET

10. Additional educational qualifications subsequently acquired. ....

11. Exact height by measurement (without shoes) 5'11"

12. Personal mark of identifications. A cut on the right side of neck.

13. Left hand thumb and finger impression of the Govt. Employer if he is not literates enough to sign his name in English, Hindi or other regional language. ....

14. Signature of Government Employee: [Signature]

Little Finger

Ring Finger

Thumb

Middle Finger

Fore Finger

15. Signature & designation of the head of the Office or other attesting Officer. [Signature]  
S. Y. Saini, Liaison Officer  
Distt. Adalpani (HP) 174021

Note: The entries on this page should be renewed or re-attested after every five years and the signatures, against item 14 and 15 should be dated (finger prints need not to be taken after every five years.)



E. Service Code No: 13342

Heirs.....

Principal  
G.C. Chaitanya-177100  
20/3/11



ATTESTED  
Principal  
G.C. Chaitanya-177100

1.....

2.....

3.....

Verification Roll No.....

Dated.....

5/10/2011

Left thumb impression.....

Principal  
G.C. Chaitanya-177100  
1-4/2017

Principal  
Govt. College Chaitanya  
Distt. Nalgonda (H.P.)

Qualification.....

Dated Qualification.....

English on.....

Drill Qualification.....

Bangali on.....

Court Duties.....

Kaithi on.....

Reserve Duties.....

Urdu on.....

First Art.....

Uriya on.....

B.L. or B.A.....

Par-Drawing.....

Pleadership Examination.....

Finger Prints.....

Training School Final Examination.....

N.B.A. LINE TO BE DRAWN UNDER THE QUALIFICATION POSSESSED.

PMIS Code 13342

1. Name—(in full),

NITIN KUMAR SHARMA

2. Provident Fund Account No.

E. Salary Code 18.16-14693

3. Postal Life Insurance Policy No.

GPF No HP09-140032

4. Permanent Home Address (in full)

S/O SH. KRISHAN DEV SHARMA

V.P.O. JOH TEH. AMB, DISTTUNA  
(H.P.)-177204

5. Father's Name (and also Husband's Name in the case of a woman Govt. Employee and residence.

SH. KRISHAN DEV SHARMA

6. Nationality (if not a citizen of India, number and date of the Certificate of eligibility granted by the Govt. of India.)

INDIAN

7. If a member of Scheduled Caste Scheduled Tribe Particular Caste/Tribes.

- No - General (Brahmin)

8. Date of birth by Christian Era and where-ever possible in Saka Era (both in words and figures) as determined by the competent authority.

19-04-1982

Nineteen April Nineteen Eighty Two

9. Educational Qualifications?

M.Sc. (Hons. School)  
M.Phil

10. Additional educational qualifications subsequently acquired.

NET Qualified. P.D.

11. Exact height by measurement (without shoes)

172 Cm

12. Personal mark of identifications.

Cut marks on side of left eye

13. Left hand thumb and finger impression of the Govt. Employer if he is not literate enough to sign his name in English, Hindi or other regional language.

14. Signature of Government Employee:

N. Sharma

Little Finger

Ring Finger

Thumb

Middle Finger

Fore Finger

15. Signature & designation of the head of the Office or other attesting Officer.

Principal  
G.C. Chaitanya-177100

Note :- The entries on this page should be renewed or re-attested after every five years and the signatures against item 14 and 15 should be dated (finger prints need not to be taken after every two years)

1	2	3	4	5	6	7
NAME OF POST	Whether substantive or officiating and whether Permanent or Temporary	If officiating state of substantive appointment or (b) Whether Service Counts for Pension Under Act 371 CSR	Pay in substantive Post	Additional Pay for Officiating	Other Emoluments Falling under the Pay	Date of Appointment
One Post of Assistant Professor			95300-			16/23
Batany			98200-			16/24
in the pay Sub/Matrix						
57700-182400						
-do-	Subs.	-	101100/-	-	-	01/06/2025

8	9	10	11	12	13	14	15	
Signature of Government Servant	Signature & Designation of the head of the office or other attesting officer in attestation of Columns 1 to 8	Date of Termination Appointment	Reason of Termination such as promotion, transfer, dismissal etc.	Signature of the head of other office or other attending officer.	LEAVE		Signature of the head of the office or other attesting officer	Reference of any award or commendation or centre of reward of praise the Government Servant
					Allocation of period of leave on average pay upto four months for which leave salary is debit to another Government	Period to which Government to which debit		
	<i>[Signature]</i>	31/5/25	A.I.	<i>[Signature]</i>				
	<i>[Signature]</i> G.O. And (H.P.)			<i>[Signature]</i> G.O. And (H.P.)				
								Service Verified from 01/01/2025 to 31/12/2025 from relevant pay bills to this office
	<i>[Signature]</i> G.O. And (H.P.)	31/5/25	A.I.					Principal M. P. Govt. College, Am Distt. Una (H.P.)
								Service Verified from 1/5/25 to 31/12/25 from relevant pay bills to this office
								Principal G.O. And (H.P.)

IP-48-11006

PMIS code-47767

Employee Code 018246 ?

Hairs. Seniority No. as clerk = 1848-A

1. Seniority No. as Sr. Asst. = 525-A

2. Seniority No. as Sr. Asst. = 1753-A



3. ....

Verification Roll No. .... Dated .....

Left thumb impression .....

Qualification ..... Dated Qualification .....

English on ..... Drill Qualification .....

Bangali on ..... Court Duties .....

Kaithi on ..... Reserve Duties .....

Urdu on ..... First Art .....

Uriya on ..... B.L. or B.A. ....

Pan-Drawing ..... Pleadership Examination .....

Finger Prints ..... Training School Final Examination .....

N.B.A. LINE TO BE DRAWN UNDER THE QUALIFICATION POSSESSED.

1. NAME - (in full) Ravinder Verma

2. Provident Fund Account No. H.S.U. 85408

3. Postal Life Insurance Policy No. ....

4. Permanent Home address (in full) Village Jhalwani, P.O. Naseli

5. Father's Name (and also Husband's Name in the case of a woman Govt. Employee and residence. Sh. Mehar Chand Verma

6. Nationality (if not a citizen of India, number and date of the Certificate of eligibility granted by the Govt. of India. Indian

7. If a member of Scheduled Caste Scheduled Tribe Particular Caste/Tribes. No. (Gen.)

8. Date of Birth by Christian Era and where-ever possible in Saka Era (both in words and figures) as determined by the competent authority. 28-02-1970

9. Educational Qualifications? B.A.

10. Additional educational qualifications subsequently acquired. ....

11. Exact Height by measurement (without shoes) 5' 7"

12. Personal mark of identifications. Mole on the chest

13. Left hand thumb and finger impression of the Govt. Employer if he is not literate enough to sign his name in English, Hindi or other regional language. ....

14. Signature of Government Employee: Ravinder



15. Signature & Designation of the head of the Office or other attesting Officer. Maharaja Pratap

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A.T.C.4

