

#### CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No.114/Est 12014

Pithora, Date 1.6.06.2014

### Manual Policy Documents of Non Academic Stoff

- (1) It is necessary for everyone to participate in this three-day training program, if for some reason not participating with prior permission, it will be necessary to participate in the training program organized in other institution.
- (2) Employee participation in all areas of training, if the session is missed due to any reason, gets complete information about that session from other participants.
- (3) All the employees should ensure their attendance as per the time table and do not leave the session without prior permission.
- (4) If there is any doubt during the training, do clear the doubt at the end of the session.
- (5) Use of mobile will be restricted during training. Treat teachers and co-trainees with respect during the training period.

Dr. S. S. Tiwari

Chandrapal Dadsena Govt, College Pithora

Dist – Mahasamund (C.G.) Chandrapal dadsena Govi.



# CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G

Affiliated To Pandit Ravishankar Shukla University Raipur Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./15/Est/2014

Pithora, Date 1.6.0.6-2.0.1.4

### Non-academic Training Program

#### **Objectives**

A three-day training program is being organized in the college for non-academic class III/IV employees, its objectives are as follows.

- (1)To make non-academic employees aware of their duties.
- (2)To explain the systematic method of accounting to the third class employees (clerical class).
- (3)To provide information about service book, passbook and leave register maintenance and leave rules.
- (4)To give training to third class employees regarding the rules of income tax and maintenance of income tax forms.
- (5) Providing information about systematic maintenance of documents, inward and outward, pension rules. Providing information regarding writing, university examination, affiliation, examination ...

Dr. S. S. Tiwari Chandrapal Dadsen Govti College Pithora Distra Mahasamund (Gi & Covt.

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./01/A/Est./2017

Pithora, Date 01/07/2017

#### NOTICE

All the non-academic (official) employees are well wished that from 06.07.2017 to 08.07.2017, training program of all third/fourth class employees has been kept. All staff installation is mandatory.

Principal

Chandrapal Dadsena Govt College Pithora District – Mahasamund (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./01/B/ 2017

Pithora, Date 06/07/2017

### TRAINING TIME TABLE DATED 06/07/2017

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 11:00AM	Lamp lighting and program		Opening
		introduction		Ceramony
2.	11:00AM to 12:15PM	<ol> <li>Service book Maintenance</li> <li>Document Maintenance</li> <li>Inward - Outward</li> </ol>	Dr. S.S. Tiwari	
3.	12:15PM to 12:30PM	Tea break	B1. 0.0. 11Wall	
4	12:30PM to 01:30PM	1. Leave Register		
		2. Personal file		
5.	01:30PM to 02:00PM	Lunch break		
6.	02:00PM to 03:15PM	Schoolarship Process		
		2. Examination Accounts		
7.	03:15PM to 03:30PM	Tea break	Dr. Shruti Jha	
8.	03:30PM to 04:30PM	<ol> <li>AISHE</li> <li>Cleanliness</li> <li>Discipline</li> </ol>		

Chandrapal Dadsena Goyt. College Pithora
District – Manasamund (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./01/C/2017

Pithora, Date 07/07/2017

## TRAINING TIME TABLE DATED 07/07/2017

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 12:00PM	Accounts Government, Non Government Public Participation expenditure process	Dr. S.S. Tiwari	
2.	12:00PM to 12:15PM	Tea break	Dr. O.O. Hwan	
3.	12:30PM to 01:30PM	<ol> <li>Cash Register Maintenance</li> <li>Internal Audite</li> </ol>		
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	T.C. Supply     Letter Writing, Memo	Dr. S.S. Diwan	
6.	03:15PM to 03:30PM	Tea break	Di. C.C. Diwaii	
7.	03:30PM to 04:30PM	<ol> <li>Trust Fund</li> <li>Note-Sheet</li> </ol>		

Chandrapal Dadsenay Soyh Gollege Pithora
District Mahasamund (S.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./01/D/2017

Pithora, Date 08/07/2017

#### TRAINING TIME TABLE DATED 08/07/2017

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 12:00PM	<ol> <li>Admission Process</li> <li>Receipt Book Maintenance</li> <li>Exam Form</li> </ol>		
2.	12:00PM to 12:15PM	Tea break		
3.	12:15PM to 01:30PM	<ol> <li>Pension case</li> <li>Advances Supply Expenditure Accounts</li> <li>Document Maintenance</li> <li>Sports</li> <li>N.S.S.</li> </ol>	Dr. S.S. Tiwari	
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	<ol> <li>D.F.C.</li> <li>Filing Rejected</li> <li>Library</li> </ol>	Dr. S.S. Diwan	
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	<ol> <li>Voucher Maintenance</li> <li>Expenditure other important</li> </ol>		

Chandrapal Dadsena Govt College Pithora
District Manasamund (C.G.)



CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G.

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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code-354

No./08/Q /2017

Pithora, Date 0.8.0.72017

### Report

To provide training to the office staff for the academic session 2017-18, a three-day training program was organized on the subject of office management from July 6, 2017 to July 8, 2017. In which detailed information related to income tax calculation sheet was provided, including the subjects of keeping the office organized, service-book, updating passbook, note-sheet writing, memorandum writing, leave register maintenance, etc., under the Accounts Maintenance Establishment Branch.

Dr. S. S. Tiwari

Chandrapal Dadsena Goyt Gollege Pithora

Dist - Mahasamund (C.C.)



Affiliated To Pandit Ravishankar Shukla University Raipur Email ID- govtcollege.pithora@gmail.com Website- www.govtcollegepithora.ac.in

Phone NO- 07707-299373 College Code- 354

### **Certificate**

This is certify that the Chandrapal Dadsena Govt College pithora, Dist Mahasamund, following of the person involved in the FDP Program organized by chandra pal Dadsena Govt Collage Pithora. The Support Training of official management was provide to non academic staff of our institute for FDP program.

Dr. S. S. Tiwari

Chandrapal Dadsenei Gavt. College Pithora Pistrict = Mahasamund (G.G.)

#### CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST.-MAHASAMUND (C.G.)

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Website- www.govtcollegepithora.ac.in College Code- 354

No.100 10 /2017

Pithora, Date 107/2017

this is the certify that the chandrapal dadsena govt college pithora Dist -Mahasamund following list of person involved in the FDP program Organized by Chandrapal dadsena govt college pithora.

S.No.	Name of participants	Training Period	Subject	Remark
1	2	3	4	5
1	Mr. Mukesh Kumar Sahu	06/07/2017 to 08/07/2017	Offical Management	
2	Mr. Shishram Paikara	06/07/2017 to 08/07/2017	Offical Management	
3	Mr. Ramnaresh Pandy	06/07/2017 to 08/07/2017	Offical Management	
4	Mr. Jugalkishor Urano	06/07/2017 to 08/07/2017	Offical Management	
5	Mr. Reshamlal Bariha	06/07/2017 to 08/07/2017	Offical Management	
6	Mr. Sohanlal Patel	06/07/2017 to 08/07/2017	Offical Management	
7	Mr. Tularam Sao	06/07/2017 to 08/07/2017	Offical Management	
8	Mr. Sevakram Verma	06/07/2017 to 08/07/2017	Offical Management	
9	Mr. Navin Badhai	06/07/2017 to 08/07/2017	Offical Management	
10	Mrs. Ganga Bai	06/07/2017 to 08/07/2017	Offical Management	

Principal

CharDhaSaSaTiwari Chandrapal Dadsena Govt College Pithora District Mahasamund (C.G.)











College Pithora, Distt-Mahasamund(C.G.)

# प्रविद्याला कार्यक्रम 2022-23

महाविद्यालय के कार्यालयीन कर्म-वारियों को प्रिक्रिश प्राण प्रियों को हिंद्र 01-07-2022 में 04-07-2022 में 04-07-2022 में अयोजन को प्रियों को प्रियों को प्रियों को महाविद्यालय में स्वान्छ्यों को महाविद्यालय में स्वान्छ्यों, को ग्रायकर गणाना, व्यक्ति बुक, पापबुक संस्थारण, अवकाश लेखें ट्राकड़ पंजी संधारण, DFC लेखन, विकानन स्नावडनी का समय पर निरामुखण, आहि विषयो की विस्तृत जानकारी सडान की गरी

# उपिन्ति कर्म नारी गण

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## CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G

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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./14/Est 12014

Pithora, Date 1.6.06.2014

### Manual Policy Documents of Non Academic Stoff

- (1) It is necessary for everyone to participate in this three-day training program, if for some reason not participating with prior permission, it will be necessary to participate in the training program organized in other institution.
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- (5) Use of mobile will be restricted during training. Treat teachers and co-trainees with respect during the training period.

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Govt. College Pithora

Dist – Mahasahimd (CG.) Chandrapal dadsena Govt.



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No./15/Est/2014

Pithora, Date 1.6.0.6-2.0.1.4

#### Non-academic Training Program

#### **Objectives**

A three-day training program is being organized in the college for non-academic class III/IV employees, its objectives are as follows.

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- (4) To give training to third class employees regarding the rules of income tax and maintenance of income tax forms.
- (5) Providing information about systematic maintenance of documents, inward and outward, pension rules. Providing information regarding writing, university examination, affiliation, examination ...

Dr. S. S. Tiwari
Chandrapal Dadsen Govt Gollege Pithora
Distra Mahasamund (Go Govt.

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./02/A/Est./2018

Pithora, Date 05/08/2018

### NOTICE

All the non-academic (official) employees are well wished that from 09.08.2018 to 11.08.2018, training program of all third/fourth class employees has been kept. All staff installation is mandatory.

Chandrapal Dadsena Govt: College Pithora
District Mahasamund (C.G.)
District Mahasamund (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./02/B/ 2018

Pithora, Date 09/08/2018

### **TRAINING TIME TABLE DATED 09/08/2018**

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 11:00AM	Lamp lighting and program		Opening
		introduction		Ceramony
		1. Leave Register		
2.	11:00AM to 12:15PM	2. Personal file		
		3. Service book Maintenance		
3.	12:15PM to 12:30PM	Tea break		*
4	12:30PM to 01:30PM	1. Document Maintenance	Dr. S.S. Tiwari	
		2. Inward - Outward		
5.	01:30PM to 02:00PM	Lunch break		
		1. AISHE		
6.	02:00PM to 03:15PM	2. Cleanliness		
		3. Discipline		
7.	03:15PM to 03:30PM	Tea break		
		Schoolarship Process	Dr. S.S. Diwan	
8.	03:30PM to 04:30PM	2. Examination Accounts		

CharDraSalSaTiwari Govt.
Chandrapal Dadsena Govt College Pithora
District Mahasamund (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./02/C/2018

Pithora, Date 10/08/2018

### **TRAINING TIME TABLE DATED 10/08/2018**

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 12:15PM	1. Cash Register Maintenance		
		2. Internal Audite		
2.	12:15PM to 12:30PM	Tea break		
	40.000114	Accounts Government,	Dr. S.S. Tiwari	
3.	12:30PM to 01:30PM	Non Government Public		
		Participation expenditure		
		process		
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	1. Note-Sheet		
		2. Trust Fund	Dr. S.S. Diwan	
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. T.C. Supply		
		2. Letter Writing, Memo		

ChardrasalSariwani Govt.
Chandrapal Dadsena Gövt College Pithora
District Mahasamund (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./02/D/2018

Pithora, Date 11/08/2018

### **TRAINING TIME TABLE DATED 11/08/2018**

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 12:15PM	<ol> <li>Admission Process</li> <li>Receipt Book Maintenance</li> <li>Exam Form</li> </ol>		
2.	12:15PM to 12:30PM	Tea break		
3.	12:30PM to 01:30PM	<ol> <li>Pension case</li> <li>Advances Supply Expenditure         Accounts</li> <li>Sports</li> <li>N.S.S.</li> <li>Document Maintenance</li> </ol>	Dr. S.S. Tiwari	
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	Voucher Maintenance     Expenditure other important		
6.	03:15PM to 03:30PM	Tea break	Dr. S.S. Diwan	
7.	03:30PM to 04:30PM	<ol> <li>D.F.C.</li> <li>Filing Rejected</li> <li>Library</li> </ol>	= ·· s.s. biwan	

Chapers & Deiwaria Govt
Chandrapal Dadseha Govt Gellege Pithora
District Mahasamund (6. G.)



CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G.

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./ 18 /Q /2018

Pithora, Date .1.1.0.8.201.8

### Report

In the academic session 2018-19, a three-day training workshop was organized for non-academic stops. In this program organized from 09/08/2018 to 11/08/2018, non-official stop was given training by Dr.S. S. Tiwari Principal, Chandrapal Dadsena Government College, Pithora for the maintenance of leave register and accounting and Mr. Jitendra regarding income tax The Assistant Professor of Commerce.

Dr. S. S. Tiwari

Chandrapal Dadsena Gowt College Pithora Dist Chandrasamund (C.G.) Govt.



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Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in College Code- 354

### **Certificate**

This is certify that the Chandrapal Dadsena Govt College pithora, Dist Mahasamund, following of the person involved in the FDP Program organized by chandra pal Dadsena Govt Collage Pithora. The Support Training of official management was provide to non academic staff of our institute for FDP program.

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena; Govt. College Pithora

District ap Mahasamund (A.G.)

College Pithora

Distt-Mahasamund(C.G.)



#### CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST.-MAHASAMUND (C.G.)

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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./ (9/Q/2018

Pithora, Date 11 /08/2018

this is the certify that the chandrapal dadsena govt college pithora Dist -Mahasamund following list of person involved in the FDP program Organized by Chandrapal dadsena govt college pithora.

S.No.	Name of participants	Training Period	Subject	Remark
1	2	3	4	5
1	Mr. Mukesh Kumar Sahu	09/08/2018 to 11/08/2018	Offical Management	
2	Mr. Shishram Paikara	09/08/2018 to 11/08/2018	Offical Management	
3	Mr. Ramnaresh Pandy	09/08/2018 to 11/08/2018	Offical Management	
4	Mr. Jugalkishor Urano	09/08/2018 to 11/08/2018	Offical Management	
5	Mr. Reshamlal Bariha	09/08/2018 to 11/08/2018	Offical Management	
6	Mr. Sohanlal Patel	09/08/2018 to 11/08/2018	Offical Management	
7	Mr. Tularam Sao	09/08/2018 to 11/08/2018	Offical Management	
8	Mr. Sevakram Verma	09/08/2018 to 11/08/2018	Offical Management	
9	Mr. Navin Badhai	09/08/2018 to 11/08/2018	Offical Management	
10	Mrs. Ganga Bai	09/08/2018 to 11/08/2018	Offical Management	
11	Mrs. Janki Bai	09/08/2018 to 11/08/2018	Offical Management	

ChaDdr Spa So Tiwari Chandrapal Dadsena Govt College Pithora

District + Mahasamund (C.G.)







Date: / / OS

# अर प्रविद्याला कार्यशाला

वीर बांशिनिक र-राफ कार्यक्रााल) पशिष्टा 130100 09-08-2018 11-08.2018 कार्यश्राण 20 3/0/00/12/ लयवा यन ह्यारण -पंप्रवाल इंड्रंबेंग ब्याप् अहावि । पर्धारा क्वं 2141, (21) 1212101 परेल वितेन्र यत्रा त्याहयापक प्रविद्याल प्रदान िक्या गया 617)

# उपरिष्यत कर्मनारी -

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पश्चिष्ठाह्मक्र्याण -

1. डा. यप राम किवारी

2. भी जितेन्द्र परल

3. 51. 29. 29. Slalg

Principal

Chandrapal Dadsena Govt.
College Pithora,
Distt-Mahasamund(C.G.)



#### CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G

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College Code- 354

No./14/Est /2014

Pithora, Date 16.06.2014

#### Manual Policy Documents of Non Academic Stoff

- (1) It is necessary for everyone to participate in this three-day training program, if for some reason not participating with prior permission, it will be necessary to participate in the training program organized in other institution.
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- (5) Use of mobile will be restricted during training. Treat teachers and co-trainees with respect during the training period.

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Govt College Pithora

Dist – Mailasamund (C.G.) Shandrapal dadsena Govi.

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No.115/Est/2014

Pithora, Date 1.6.0.6.2.01.4

# Non-academic Training Program

#### **Objectives**

A three-day training program is being organized in the college for non-academic class III/IV employees, its objectives are as follows.

- To make non-academic employees aware of their duties. (1)
- (2)To explain the systematic method of accounting to the third class employees (clerical class).
- To provide information about service book, passbook and leave register maintenance and (3)leave rules.
- To give training to third class employees regarding the rules of income tax and maintenance (4)of income tax forms.
- Providing information about systematic maintenance of documents, inward and outward, (5) pension rules. Providing information regarding writing, university examination, affiliation, examination ...

Dr. S. S. Tiwari

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Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./03/A/Est./2019

Pithora, Date 21/06/2019

### NOTICE

All the non-academic (official) employees are well wished that from 26.06.2019 to 28.06.2019, training program of all third/fourth class employees has been kept. All staff installation is mandatory.

Chandrapal Dadsena Govt College Pithora
District Manasamund (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./04/A/ 2019

Pithora, Date 26/06/2019

#### TRAINING TIME TABLE DATED 26/06/2019

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 11:00AM	Lamp lighting and program		Opening
		introduction		Ceramony
2.	11:00AM to 12:15PM	<ol> <li>Service book Maintenance</li> <li>Document Maintenance</li> <li>Inward - Outward</li> </ol>	Dr. S.S. Tiwari	
3.	12:15PM to 12:30PM	Tea break		
4	12:30PM to 01:30PM	Leave Register		
		2. Personal file		
5.	01:30PM to 02:00PM	Lunch break		
6.	02:00PM to 03:15PM	Schoolarship Process		
		2. Examination Accounts		
7.	03:15PM to 03:30PM	Tea break	Dr. S.S. Diwan	
		1. AISHE		
8.	03:30PM to 04:30PM	2. Cleanliness		
		3. Discipline		

CharDr S S Tiwari
Chardrapal Dadsena Gov. College Pithora
District Manasamund (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./04/B/2019

Pithora, Date 27/06/2019

### TRAINING TIME TABLE DATED 27/06/2019

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 12:00PM	Accounts Government, Non Government Public Participation expenditure		
2.	12:00PM to 12:15PM	process	Dr. S.S. Tiwari	
3.	12:30PM to 01:30PM	Tea break		
<u> </u>		<ol> <li>Cash Register Maintenance</li> <li>Internal Audite</li> </ol>		
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	1. T.C. Supply		
		2. Letter Writing, Memo	Dr. Seema	
6.	03:15PM to 03:30PM	Tea break	Agrawal	
7.	03:30PM to 04:30PM	<ol> <li>Trust Fund</li> <li>Note-Sheet</li> </ol>	3	

ChordSpSi Tiwagina Govi Chandrapal Dadsena Govi College Pithora District HMahasamund (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./04/C/2019

Pithora, Date 28/06/2019

## **TRAINING TIME TABLE DATED 28/06/2019**

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 12:00PM	1. Admission Process		
		2. Receipt Book Maintenance		
		3. Exam Form		
2.	12:00PM to 12:15PM	Tea break		
		Pension case		
		2. Advances Supply Expenditure	Dr. S.S. Tiwari	
3.	12:15PM to 01:30PM	Accounts		
		3. Document Maintenance		
		4. Sports		
		5. N.S.S.		
4.	01:30PM to 02:00PM	Lunch break		
		1. D.F.C.		
5.	02:00PM to 03:15PM	2. Filing Rejected		
		3. Library	Mr. Jitendra	
6.	03:15PM to 03:30PM	Tea break	Patel	
7.	03:30PM to 04:30PM	Voucher Maintenance		
		2. Expenditure other important		

Chandrapal Dadsena Govt College Pithora
District Mahasamund (C.G.)



CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./04/Q/2019

Pithora, Date 2.8.06.2019

### Report

In order to train non-academic stops, a three-day training program was organized on 26, 27 and 28 June in the session 2019-20. Under this program, accounting maintenance, inward-outward process, holiday register, service book, passbook maintenance, expenditure process of government-government, public participation items, systematic maintenance of internal audit documents, income tax related information, identity card, D.F.C register, T. C. Supply, letter-writing, memorandum, note-sheet writing, security deposit, scholarship process, examination account, AISHE, cleanliness discipline, etc., were provided in detail. Training - Dr. S. S. Tiwari (Principal of Chandrapal Dadsena Government College Pithora), Dr. Seema Agraval (Principal of Government College, Basna), Dr. Presented by S. S. Diwan (Senior Assistant Professor of Political Science), Shri Jitendra Patel (Assistant Professor of Commerce).

Dr. S. S. Tiwari
Chandrapal Dadson Gova College Pithora
Pist Mahasamund (Colt.



CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST.-MAHASAMUND (C.G.)

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

### **Certificate**

This is certify that the Chandrapal Dadsena Govt College pithora, Dist Mahasamund, following of the person involved in the FDP Program organized by chandra pal Dadsena Govt Collage Pithora. The Support Training of official management was provide to non academic staff of our institute for FDP program.

Dr. S. S. Tiwari

Chandrapal Dadsena Govt College Pithora

District ap Mahasamuned (G.G.)



Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- <u>govtcollege.pithora@gmail.com</u> Website- www.govtcollegepithora.ac.in Phone NO- 07707-299373 College Code- 354

No./ 1天 1Q/2019

Pithora, Date 26/06/2019

this is the certify that the chandrapal dadsena govt college pithora Dist -Mahasamund following list of person involved in the FDP program Organized by Chandrapal dadsena govt college pithora.

S.No.	Name of participants	Training Period	Subject	Remark
1	2	3	4	5
1	Mr. Mukesh Kumar Sahu	26/06/2019 to 28/06/2019	Offical Management	
2	Mr. Ramnaresh Pandy	26/06/2019 to 28/06/2019	Offical Management	
3	Mr. Jugalkishor Urano	26/06/2019 to 28/06/2019	Offical Management	
4	Mr. Reshamlal Bariha	26/06/2019 to 28/06/2019	Offical Management	
5	Mr. Sohanlal Patel	26/06/2019 to 28/06/2019	Offical Management	
6	Mr. Tularam Sao	26/06/2019 to 28/06/2019	Offical Management	
7	Mr. Sevakram Verma	26/06/2019 to 28/06/2019	Offical Management	
8	Mr. Navin Badhai	26/06/2019 to 28/06/2019	Offical Management	
9	Mrs. Ganga Bai	26/06/2019 to 28/06/2019	Offical Management	
10	Mrs. Janki Bai	26/06/2019 to 28/06/2019	Offical Management	

Chandrapal Dadsena Govt College Pithora District Mahasamund (C.G.)

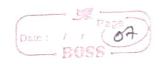








# प्राप्तिन का 294 -2019-20



डोर् हिम्मिण स्टाफ को प्रशिक्ति करने हे उन्हें प्रे स्ना १०१३ - १० में स्निक र ६, १२, एवं र ८ स्न को तीन दिव दीप प्रिक्ति वा संकार के प्राणितित किया गणा र प्रकार्य के के अंतर्गत लेखा संधारण आवाक जावद प्रतिया अवकाश पंजी सर्विल बुक, पाल बुक-संधारण शालकी प- प्रशालकी प्रजान महा की ठाप प्रक्रिण, प्राटिश्क तेर्या परीमान क्या ल्या त्या तन स्टाने जो के र्या प्रक्रिण, प्राटिश्क तेर्या परीमान क्या ती न्यारे प्रमान स्थाप प्राप्त के विष्ण प्र ने स्वार्थ प्राप्त हात्र कि प्रीपा प्र निस्ता ते जानकारी उपलब्ध करापी गरे प्रशिक्त जीवपा पर निस्ता ते जानकारी उपलब्ध करापी गरे प्रशिक्त जीवपा पर निस्ता ते जानकारी उपलब्ध करापी गरे प्रशिक्त का स्वार्थ (प्राप्ति का का का विष्णे के देश विका का स्वार्थ के स्वार्थ की जीतेन्द्र पेटल कि का विष्णे के देश विश्व का स्वार्थ की स्वार्थ के स्वार्थ के

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Chandrapal Dadsena Govt.
College Pithora,

Distt-Ma'rasamund(C.G.)



#### CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./14/Est 12014

Pithora, Date 1.6.06.2014

### Manual Policy Documents of Non Academic Stoff

- (1) It is necessary for everyone to participate in this three-day training program, if for some reason not participating with prior permission, it will be necessary to participate in the training program organized in other institution.
- (2) Employee participation in all areas of training, if the session is missed due to any reason, gets complete information about that session from other participants.
- (3) All the employees should ensure their attendance as per the time table and do not leave the session without prior permission.
- (4) If there is any doubt during the training, do clear the doubt at the end of the session.
- (5) Use of mobile will be restricted during training. Treat teachers and co-trainees with respect during the training period.

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Govt. College Pithora

Dist – Mahasamund (C.G.) Chandrapal dadsena Govt.

College Pithora

Distt-Mahasamund(C.G.)



## CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G.

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- <u>govtcollege.pithora@gmail.com</u>

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./15/Est/2014

Pithora, Date 1.6:0.6-20.1.4

## Non-academic Training Program

#### **Objectives**

A three-day training program is being organized in the college for non-academic class III/IV employees, its objectives are as follows.

- (1) To make non-academic employees aware of their duties.
- (2) To explain the systematic method of accounting to the third class employees (clerical class).
- (3) To provide information about service book, passbook and leave register maintenance and leave rules.
- (4) To give training to third class employees regarding the rules of income tax and maintenance of income tax forms.
- (5) Providing information about systematic maintenance of documents, inward and outward, pension rules. Providing information regarding writing, university examination, affiliation, examination ...

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Govti College Pithora

Distra Mahasamund (Co. G. Dovt.

College Pithora
Distt-Mahasamund(C.G.)

# OFFICE OF THE PRINCIPAL, CHANDRAPAL DADSENA GOVT. COLLEGE PITHORA, DIST.-MAHASAMUND (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./05/Est./2019

Pithora, Date 21/06/2022

### NOTICE

All the non-academic (official) employees are well wished that from 01.07.2022, 02.07.2022 & 04.07.2022, training program of all third/fourth class employees has been kept. All staff installation is mandatory.

Chal**Dr<sub>ra</sub>SaSaTiwari** al Dadsena-Goyt College Pitho

Chandrapal Dadsena Govt College Pithora
District - Mahasamund (C.G.)

# OFFICE OF THE PRINCIPAL, CHANDRAPAL DADSENA GOVT. COLLEGE PITHORA, DIST.-MAHASAMUND (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./05/A/ 2022

Pithora, Date 01/07/2022

## TRAINING TIME TABLE DATED 01/7/2022

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 11:00AM	Lamp lighting and program		Opening
		introduction		Ceramony
*,		1. Leave Register		
2.	11:00AM to 12:15PM	2. Personal file		
		3. Service book Maintenance		
3.	12:15PM to 12:30PM	Tea break	Dr. S.S. Tiwari	
4	12:30PM to 01:30PM	Document Maintenance		
		2. Inward - Outward		
5.	01:30PM to 02:00PM	Lunch break		
		1. AISHE		
6.	02:00PM to 03:15PM	2. Cleanliness		
		3. Discipline	,	
7.	03:15PM to 03:30PM	Tea break		
		Schoolarship Process	Dr. S.S. Diwan	
8.	03:30PM to 04:30PM	2. Examination Accounts		

CharDr Sa Sa Tiwari Chandrapal Dadsena Govt College Pithora District Mahasamund (C.G.)

# OFFICE OF THE PRINCIPAL, CHANDRAPAL DADSENA GOVT. COLLEGE PITHORA, DIST.-MAHASAMUND (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./05/B/2022

Pithora, Date 02/07/2022

## TRAINING TIME TABLE DATED 02/07/2022

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 12:15PM	1. Cash Register Maintenance		
		2. Internal Audite		
2.	12:15PM to 12:30PM	Tea break		
		1. Accounts Government,	Dr. S.S. Tiwari	
3.	12:30PM to 01:30PM	Non Government Public		
		Participation expenditure		
		process		
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	1. Note-Sheet		
		2. Trust Fund	Mr. Jitendra	
6.	03:15PM to 03:30PM	Tea break	Patel	
7.	03:30PM to 04:30PM	1. T.C. Supply		
		2. Letter Writing, Memo		

Chardrasal Dadsena Govt College Pithora
District Mahasamund (C.G.)

## OFFICE OF THE PRINCIPAL, CHANDRAPAL DADSENA GOVT. COLLEGE PITHORA, DIST.-MAHASAMUND (C.G.)

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-271517

No./05/C/2022

Pithora, Date 04/07/2022

#### TRAINING TIME TABLE DATED 04/07/2022

S.No.	Time	Program description (Title)	Speaker	Remark
1	2	3	4	5
1.	10:30AM to 12:15PM	1. Admission Process		
		2. Receipt Book Maintenance	`	
		3. Exam Form		
2.	12:15PM to 12:30PM	Tea break		
		1. Pension case		
		2. Advances Supply Expenditure	Dr. S.S. Tiwari	
3.	12:30PM to 01:30PM	Accounts		
		3. Sports		
		4. N.S.S.		
		5. Document Maintenance		
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	Voucher Maintenance		
		2. Expenditure other important		
6.	03:15PM to 03:30PM	Tea break	Dr. S.S. Diwan	
		1. D.F.C.		
7.	03:30PM to 04:30PM	2. Filing Rejected		
		3. Library		

Chaptras Spatiwari Chandrapal Dadsena Govt College Pithora District Mahasamund (C.G.)



CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST. - MAHASAMUND (C.G

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- <u>govtcollege.pithora@gmail.com</u>
Website- www.govtcollegepithora.ac.in

Phone NO- 07707-299373 College Code- 354

No./ 66/B/2022

Pithora, Date 0.4:0.7.2023

## Report

A training program was organized from 01 July 2022 to 04 July 2022 to provide training to the non-academic stops of the college. Through this program, the employees are given cleanliness in the college, organizing the office, income tax calculation, service book, passbook maintenance, leave account maintenance, note sheet writing, inward-outgoing, cash-register, DFC writing, timely disposal of various applications. Detailed information on topics like, etc was provided.

Dr. S. S. Tiwari

Chandrapal Dadsena Gout. College Pithora

CPistor Mahasamunda (664).
College Pithora

Distt-Mahasamund(C.G.)



# OFFICE OF THE PRINCIPAL CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST.-MAHASAMUND (C.G.)

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- govtcollege.pithora@gmail.com
Website- www.govtcollegepithora.ac.in

Phone NO- 07707-299373

College Code- 354

### **Certificate**

This is certify that the Chandrapal Dadsena Govt College pithora, Dist Mahasamund, following of the person involved in the FDP Program organized by chandra pal Dadsena Govt Collage Pithora. The Support Training of official management was provide to non academic staff of our institute for FDP program.

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Gavt College Pithora

Pistrict - Mahasamund (G.G.)

College Pithora
Distt-Mahasamund(C.G.)



#### CHANDRAPAL DADSENA GOVT. COLLEGE PITHORADIST.-MAHASAMUND (C.G.)

Affiliated To Pandit Ravishankar Shukla University Raipur

Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No.1 07 B1 2022

Pithora, Date 04/ 07/2022

this is the certify that the chandrapal dadsena govt college pithora Dist -Mahasamund following list of person involved in the FDP program Organized by Chandrapal dadsena govt college pithora.

S.No.	Name of participants	Training Period	Subject	Remark
1	2	3	4	5
1	Mr. Mukesh Kumar Sahu	01/07/22 to 04/07/2022	Offical Management	
2	Mr. Duleshwar Thakur	01/07/22 to 04/07/2022	Offical Management	
3	Mr. Roshan Ravi	01/07/22 to 04/07/2022	Offical Management	
4	Mr. Reshamlal Bariha	01/07/22 to 04/07/2022	Offical Management	
5	Mr. Sohanlal Patel	01/07/22 to 04/07/2022	Offical Management	
6	Mr. Tularam Sao	01/07/22 to 04/07/2022	Offical Management	
7	Mr. Navin Badhai	01/07/22 to 04/07/2022	Offical Management	
8	Mrs. Ganga Bai	01/07/22 to 04/07/2022	Offical Management	
9	Mrs. Janki Bai	01/07/22 to 04/07/2022	Offical Management	

Principalal

CharpingaSodiwari Govt
Chandrapal Dadsena Govt College Pithor
District Mahasamund (C,G.)











# प्रविद्यासन कार्यक्रम

महाविद्यालय के कार्यालयीन कर्मनारियों को प्रक्रिक्षण अपने करेंगे को प्रक्रिक्षण कार्यक्रम का आयाजियां को माध्यम के कार्यक्रम को अथानियां को महाविद्यालय में स्वान्द्र्यों, को यापने संवार्यों के माध्यम, अर्थने आयक्र गणा , अवकाश लेखने को संवार्य , नार्यों लेखने , अवकाश लेखने को संवार्य , नार्यों लेखने , अवकाश के स्वान्य , नार्यों के किर्में को स्वान्य पर नियान्य , आरि विषयों की विद्यों को विद्या का लेखने स्वान्य , आरि विद्यों की विद्यालय , आरि विद्यों की विद्या का विद्यालय , आरि विद्यों की विद्या की विद्या का विद्यालय , आविद्यालय , आविद्यालय , आविद्यालय , आरि विद्यालय , आविद्यालय , आविद्या

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