



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

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./14/Est 12014

Pithora, Date 16.06.2014

Manual Policy Documents of Non Academic Staff

- (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.)



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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./ 15/Est/2014

Pithora, Date 16.06.2014

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 Govt. College Pithora

Distt. Mahasamund (C.G.)

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./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

Dr. S. S. Tiwari

Chandrapal Dadsena Govt. College Pithora

District – Mahasamund (C.G.)

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DIST.-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 introduction		Opening Ceramony
2.	11:00AM to 12:15PM	1. Service book Maintenance 2. Document Maintenance 3. Inward - Outward	Dr. S.S. Tiwari	
3.	12:15PM to 12:30PM	Tea break		
4	12:30PM to 01:30PM	1. Leave Register 2. Personal file		
5.	01:30PM to 02:00PM	Lunch break	Dr. Shruti Jha	
6.	02:00PM to 03:15PM	1. Schoolarship Process 2. Examination Accounts		
7.	03:15PM to 03:30PM	Tea break		
8.	03:30PM to 04:30PM	1. AISHE 2. Cleanliness 3. Discipline		


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District – Mahasamund (C.G.)
Distt-Mahasamund(C.G.)

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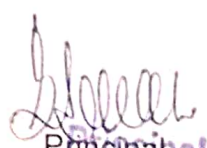
Phone NO- 07707-271517

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	1. Accounts Government, Non Government Public Participation expenditure process	Dr. S.S. Tiwari	
2.	12:00PM to 12:15PM	Tea break		
3.	12:30PM to 01:30PM	1. Cash Register Maintenance 2. Internal Audite		
4.	01:30PM to 02:00PM	Lunch break	Dr. S.S. Diwan	
5.	02:00PM to 03:15PM	1. T.C. Supply 2. Letter Writing, Memo		
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. Trust Fund 2. Note-Sheet		


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

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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	1. Admission Process 2. Receipt Book Maintenance 3. Exam Form	Dr. S.S. Tiwari	
2.	12:00PM to 12:15PM	Tea break		
3.	12:15PM to 01:30PM	1. Pension case 2. Advances Supply Expenditure Accounts 3. Document Maintenance 4. Sports 5. N.S.S.		
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	1. D.F.C. 2. Filing Rejected 3. Library	Dr. S.S. Diwan	
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. Voucher Maintenance 2. Expenditure other important		


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt College Pithora
District - Mahasamund (C.G.)



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Website- www.govtcollegepithora.ac.in

College Code- 354

No./ 08/Q /2017

Pithora, Date 08.07.2017

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.

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Govt. College Pithora

Dist – Mahasamund (C.G.)

Chandrapal Dadsena Govt.
College Pithora

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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 – Mahasamund (C.G.)

Chandrapal Dadsena Govt.

College Pithora

Distt-Mahasamund(C.G.)



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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No. 09/2 / 2017

Pithora, Date 08/07/2017

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

Dr. S. S. Tiwari

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









प्रशिक्षण कार्यक्रम

सत्र 2022-23

महाविद्यालय के कार्यालयीन कर्मचारियों को प्रशिक्षण प्रदान करने हेतु 01-07-2022 से 04-07-2022 तक प्रशिक्षण कार्यक्रम का आयोजन किया गया। इस कार्यक्रम के माध्यम से कर्मचारियों को महाविद्यालय में स्वच्छता, कार्यालय को व्यवस्थित करने, आयकल गणना, सर्विस बुक, पालबुक संचारण, अवकाश लेखने का संचारण, नोटशीट लेखन, आवक-जावक, शेकड पेंजी संचारण, DFC लेखन, विभिन्न आवेदनों का समय पर निराकरण, आदि विषयों की विस्तृत जानकारी प्रदान की गयी।

उपस्थित कर्मचारी गण

क्र.	नाम	हस्ताक्षर व दिनांक		
		01-07-22	02-07-22	04-07-22
1.	श्री मुकेश कुमार साहू	Mukesh	Mukesh	Mukesh
2.	॥ इलेखर ठाकुर	Thakur	Thakur	Thakur
3.	॥ रोशन लाल रवि	Ravi	Ravi	Ravi
4.	॥ रेशम लाल बरिहा	Rashmi	Rashmi	Rashmi
5.	॥ सोहन पटेल	Sohan	Sohan	Sohan
6.	श्रीमती गंगाबाई	Gangabai	Gangabai	Gangabai
7.	श्री लुत्ताराम साव	Luttaram	Luttaram	Luttaram
8.	श्रीमती जानकी बाई	Janki	Janki	Janki
9.	श्री नवीन बढई	Naveen	Naveen	Naveen

प्रशिक्षक गण

- डॉ. रम. रम. तिवारी
- श्री जितेन्द्र पटेल
- डॉ. रम. रम. दीवान

(Signature)

(Signature)
Principal

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



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

No./14/Est /2014

Pithora, Date 16.06.2014

Manual Policy Documents of Non Academic Staff

- (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
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College Code- 354

No./15/Est/2014

Pithora, Date 16.06.2014

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 Govt. College Pithora

Dist. Mahasamund (C.G.)

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./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.



Principal

Dr. S. S. Tiwari

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

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DIST.-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 introduction		Opening Ceramony
2.	11:00AM to 12:15PM	1. Leave Register 2. Personal file 3. Service book Maintenance	Dr. S.S. Tiwari	
3.	12:15PM to 12:30PM	Tea break		
4.	12:30PM to 01:30PM	1. Document Maintenance 2. Inward - Outward		
5.	01:30PM to 02:00PM	Lunch break		
6.	02:00PM to 03:15PM	1. AISHE 2. Cleanliness 3. Discipline		
7.	03:15PM to 03:30PM	Tea break	Dr. S.S. Diwan	
8.	03:30PM to 04:30PM	1. Scholarship Process 2. Examination Accounts		


Principal
Dr. S. S. Tiwari
Chandrapal Dadseena Govt.
College Pithora,
District - Mahasamund (C.G.)

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DIST.-MAHASAMUND (C.G.)

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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	Dr. S.S. Tiwari	
2.	12:15PM to 12:30PM	Tea break		
3.	12:30PM to 01:30PM	1. Accounts Government, Non Government Public Participation expenditure process		
4.	01:30PM to 02:00PM	Lunch break	Dr. S.S. Diwan	
5.	02:00PM to 03:15PM	1. Note-Sheet 2. Trust Fund		
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. T.C. Supply 2. Letter Writing, Memo		


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

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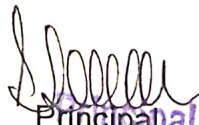
Phone NO- 07707-271517

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	1. Admission Process 2. Receipt Book Maintenance 3. Exam Form	Dr. S.S. Tiwari	
2.	12:15PM to 12:30PM	Tea break		
3.	12:30PM to 01:30PM	1. Pension case 2. Advances Supply Expenditure Accounts 3. Sports 4. N.S.S. 5. Document Maintenance		
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	1. Voucher Maintenance 2. Expenditure other important	Dr. S.S. Diwan	
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. D.F.C. 2. Filing Rejected 3. Library		


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



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

No./ 18/Q /2018

Pithora, Date .11.08.2018

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.

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Govt. College Pithora

Dist. Mahasamund (C.G.) Govt.

College Pithora

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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 – Mahasamund (C.G.)

Chandrapal Dadsena Govt.

College Pithora

Distt-Mahasamund(C.G.)



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Website- www.govtcollegepithora.ac.in

College Code- 354

No./ 19/8/2018

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 Pandey	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	

Principal

Dr. S. S. Tiwari

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







प्रशिक्षण कार्यशाला

सन् २०१८-१९ में रीर ईशानिक स्टाफ हेतु तीन दिवसीय प्रशिक्षण कार्यशाला आयोजित की गयी। दिनांक ०९-०८-२०१८ से ११-०८-२०१८ तक आयोजित इस कार्यशाला में रीर कार्यालयीन स्टाफ को अवकाश पंजी का संहारण व लेखा संहारण हेतु डा. रघु. रघु. विवारी, प्राचार्य - चंद्रपाल डडसेना शास्त्र. महावि. पितौरा द्वारा प्रशिक्षण दिया गया, एवं आयकर के विषय में श्री जितेन्द्र पटेल सहा. प्राध्यापक वाणिज्य के द्वारा प्रशिक्षण प्रदान किया गया।

उपस्थित कर्मचारी -

① श्री आर. रघु. पाण्डे	Raghunath	Raghunath	Raghunath
② " श्रीधराम पंकरा	Shridharan	Shridharan	Shridharan
③ " मुकेश साहू	Mukesh	Mukesh	Mukesh
④ " जगलकिशोर उरांव	Jagadish	Jagadish	Jagadish
⑤ " नवीन वर्मा	Naveen	Naveen	Naveen
⑥ " रामलाल वरिष्ठ	Ramlal	Ramlal	Ramlal
⑦ " रमेश राम बरिष्ठ वर्मा	Ramesh	Ramesh	Ramesh
⑧ " सोहनलाल पटेल	Sohan	Sohan	Sohan
⑨ श्रीमती गंगाबाई	Gangabai	Gangabai	Gangabai
⑩ " जानकी बाई	Janki	Janki	Janki
⑪ श्री तुलाराम साह	Tularam	Tularam	Tularam

प्रशिक्षकगण -

1. डा. रघु. रघु. विवारी
2. श्री जितेन्द्र पटेल
3. डा. रघु. रघु. दीवान

Principal
Chandrapal Dadsena Govt.
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

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./14/Est/2014

Pithora, Date 16.06.2014

Manual Policy Documents of Non Academic Staff

- (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.)



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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./ 15/Est/2014

Pithora, Date 16.06.2014

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 Govt. College Pithora

Distt- Mahasamund (C.G.)

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./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.


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District – Mahasamund (C.G.)

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DIST.-MAHASAMUND (C.G.)

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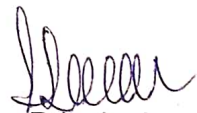
Phone NO- 07707-271517

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 introduction		Opening Ceramony
2.	11:00AM to 12:15PM	1. Service book Maintenance 2. Document Maintenance 3. Inward - Outward	Dr. S.S. Tiwari	
3.	12:15PM to 12:30PM	Tea break		
4	12:30PM to 01:30PM	1. Leave Register 2. Personal file		
5.	01:30PM to 02:00PM	Lunch break	Dr. S.S. Diwan	
6.	02:00PM to 03:15PM	1. Schoolarship Process 2. Examination Accounts		
7.	03:15PM to 03:30PM	Tea break		
8.	03:30PM to 04:30PM	1. AISHE 2. Cleanliness 3. Discipline		


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District - Mahasamund (C.G.)

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DIST.-MAHASAMUND (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	1. Accounts Government, Non Government Public Participation expenditure process	Dr. S.S. Tiwari	
2.	12:00PM to 12:15PM	Tea break		
3.	12:30PM to 01:30PM	1. Cash Register Maintenance 2. Internal Audite		
4.	01:30PM to 02:00PM	Lunch break	Dr. Seema Agrawal	
5.	02:00PM to 03:15PM	1. T.C. Supply 2. Letter Writing, Memo		
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. Trust Fund 2. Note-Sheet		


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

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DIST.-MAHASAMUND (C.G.)

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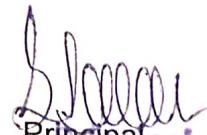
Phone NO- 07707-271517

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	Dr. S.S. Tiwari	
2.	12:00PM to 12:15PM	Tea break		
3.	12:15PM to 01:30PM	1. Pension case 2. Advances Supply Expenditure Accounts 3. Document Maintenance 4. Sports 5. N.S.S.		
4.	01:30PM to 02:00PM	Lunch break		
5.	02:00PM to 03:15PM	1. D.F.C. 2. Filing Rejected 3. Library	Mr. Jitendra Patel	
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. Voucher Maintenance 2. Expenditure other important		


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District – Mahasamund (C.G.)



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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./04/Q/2019

Pithora, Date 28.06.2019

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 Agrawal (Principal of Government College, Basna), Dr. Presented by S. S. Diwan (Senior Assistant Professor of Political Science), Shri Jitendra Patel (Assistant Professor of Commerce).

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Govt. College Pithora

Dist- Mahasamund (C.G.)

College Pithora

Distt-Mahasamund(C.G.)



**OFFICE OF THE PRINCIPAL
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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 – Mahasamund (C.G.)

Chandrapal Dadsena Govt.

College Pithora

Distt-Mahasamund(C.G.)



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Email ID- govtcollege.pithora@gmail.com

Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in


College Code- 354

No./ 1719/2019

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 Pandey	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	


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District - Mahasamund (C.G.)











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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./14/Est/2014

Pithora, Date 16.06.2014

Manual Policy Documents of Non Academic Staff

- (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

Dist-Mahasamund(C.G.)



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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No. 1515/12014

Pithora, Date 16.06.2014

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 Govt. College Pithora

Distt- Mahasamund (C.G.)

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.

Principal

Dr. S. S. 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/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 introduction		Opening Ceramony
2.	11:00AM to 12:15PM	1. Leave Register 2. Personal file 3. Service book Maintenance	Dr. S.S. Tiwari	
3.	12:15PM to 12:30PM	Tea break		
4.	12:30PM to 01:30PM	1. Document Maintenance 2. Inward - Outward		
5.	01:30PM to 02:00PM	Lunch break		
6.	02:00PM to 03:15PM	1. AISHE 2. Cleanliness 3. Discipline		
7.	03:15PM to 03:30PM	Tea break	Dr. S.S. Diwan	
8.	03:30PM to 04:30PM	1. Scholarship Process 2. Examination Accounts		


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District – Mahasamund (C.G.)

OFFICE OF THE PRINCIPAL, CHANDRAPAL DADSENA GOVT. COLLEGE PITHORA,
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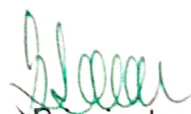
Phone NO- 07707-271517

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	Dr. S.S. Tiwari	
2.	12:15PM to 12:30PM	Tea break		
3.	12:30PM to 01:30PM	1. Accounts Government, Non Government Public Participation expenditure process		
4.	01:30PM to 02:00PM	Lunch break	Mr. Jitendra Patel	
5.	02:00PM to 03:15PM	1. Note-Sheet 2. Trust Fund		
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. T.C. Supply 2. Letter Writing, Memo		


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District - Mahasamund (C.G.)

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DIST.-MAHASAMUND (C.G.)**

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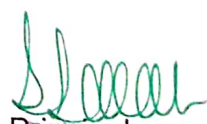
Phone NO- 07707-271517

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	Dr. S.S. Tiwari	
2.	12:15PM to 12:30PM	Tea break		
3.	12:30PM to 01:30PM	1. Pension case 2. Advances Supply Expenditure Accounts 3. Sports 4. N.S.S. 5. Document Maintenance		
4.	01:30PM to 02:00PM	Lunch break	Dr. S.S. Diwan	
5.	02:00PM to 03:15PM	1. Voucher Maintenance 2. Expenditure other important		
6.	03:15PM to 03:30PM	Tea break		
7.	03:30PM to 04:30PM	1. D.F.C. 2. Filing Rejected 3. Library		


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District - Mahasamund (C.G.)



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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in

College Code- 354

No./ 06/B/2022

Pithora, Date 04.07.2022

Report

A training program was organized from 01 July 2022 to 04 July 2022 to provide training to the non-academic staff 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.

Principal

Dr. S. S. Tiwari

Chandrapal Dadsena Govt. College Pithora

Dist. Mahasamund (C.G.)

College Pithora

Distt-Mahasamund(C.G.)



**OFFICE OF THE PRINCIPAL
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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 – Mahasamund (C.G.)

Chandrapal Dadsena Govt.

College Pithora

Distt-Mahasamund(C.G.)



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Phone NO- 07707-299373

Website- www.govtcollegepithora.ac.in


College Code- 354

No./ 07/B/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	


Principal
Dr. S. S. Tiwari
Chandrapal Dadsena Govt. College Pithora
District - Mahasamund (C.G.)









प्रशिक्षण कार्यक्रम

सत्र 2022-23

महाविद्यालय के कार्यालयीन कर्मचारियों को प्रशिक्षण प्रदान करने हेतु 01-07-2022 से 04-07-2022 तक प्रशिक्षण कार्यक्रम का आयोजन किया गया। इस कार्यक्रम के माध्यम से कर्मचारियों को महाविद्यालय में स्वच्छता, कार्यालय को व्यवस्थित करने, आयकर गणना, सर्विस बुक, पालबुक संचारण, अवकाश लेखने का संचारण, नोटशीट लेखन, आवक-जानक, शेकडू पेजी संचारण, DFC लेखन, विभिन्न आवेदनों का समय पर निराकरण, आदि विषयों की विस्तृत जानकारी प्रदान की गयी।

उपस्थित कर्मचारी गण

क्र.	नाम	01-07-22	02-07-22	04-07-22
1.	श्री मुकेश कुमार साहू	Mukesh	Mukesh	Mukesh
2.	॥ इलेखर ठाकुर	Elakur	Elakur	Elakur
3.	॥ रोशन लाल रवि	Roshan	Roshan	Roshan
4.	॥ रेहम लाल बरिहा	Reham	Reham	Reham
5.	॥ सोहन पटेल	Sohan	Sohan	Sohan
6.	श्रीमती गंगाबाई	Gangabai	Gangabai	Gangabai
7.	श्री लुत्ताराम साव	Luttaram	Luttaram	Luttaram
8.	श्रीमती जानकी बाई	Janki	Janki	Janki
9.	श्री नवीन बढई	Nabin	Nabin	Nabin

प्रशिक्षक गण

- डॉ. राम. राम. तिवारी
- श्री जितेन्द्र पटेल
- डॉ. राम. राम. दीवान

(Signature)

(Signature)
Principal

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