


#### **4.10 Institutional Management:**

Rajkiya Kanya Mahavidyalaya (RKMV), Shimla ensures systematic and transparent institutional functioning through the proper maintenance of official records as per government norms and audit requirements. The institution maintains all essential registers, including cash books, stock registers, fund registers, leave records, fine funds, and other administrative documents in a well-organized and updated manner. These records are regularly verified and audited, ensuring financial discipline, accountability, and efficient governance. Such meticulous documentation practices contribute significantly to the smooth administration and reflect the institution's commitment to transparency, compliance, and institutional development in alignment with NAAC quality parameters.

  
PRINCIPAL  
Rajkiya Kanya Mahavidyalaya  
RKMV, Shimla

प्राप्ति रजिस्टर

S-31

दिनांक/संख्या	पत्र संख्या	जिससे प्राप्त हुआ	विषय	जिससे अंकित हुआ	निपटारा नरित संख्या सहित	अंतिम निपटारन की तिथि
1	2	3	4	5	6	7
453	No. EDN-H(8) 145-115/85-2000	Dissected off Higher Education Himachal Pradesh	Regarding Permission for registration of House as Home stay as per new Tourism Policy			Sh. Sanjeet Thakur
454	No. Home (A) A(9)-16/2021	Government of Himachal Pradesh Department of Home	Notification			Dr. Laxmi
455	No. MSH/DP (DPC-19)- 12/2025 (Misc)	Nomination of Court of HP Dr. P.S. HP Institute of Public Admission  (12-12-2025)	Nomination for five-day			Dr. Laxmi Malik
456	Nil	M. Email	Regarding Invitation for celebrating the 35th Foundation day of discom c			Dr. Rajesh Azad
457	EDN-HE/IT) 2025-ICT-College Higher Education Himachal Pradesh	Dissected off Higher Education Himachal Pradesh	Proposal conduct of Jio Google AI for Awareness and Access Program in Government College of Himachal Pradesh			Dr. Rajesh Azad
458	Nil	M. Email	Reminders-II Nomination for five-day training Programme on Institutional Disaster Management Plans (IDMP) for IIT			Dr. Kastik Kane
459	625/Coord/AMU NCC/2023	HP Girls BNCC Solan (HP)-173212 ANOS	Final of ACP-2025			Dr. Laxmi
460	संख्या 80/10/2023 (8)8/10/2023 14/10/2023	शिक्षा विभाग सोला-हामिर उप	नारीशक्ति विभाग सभा ज्ञानवीम विभाग की पेप प्रोग्री ग्राहकता का पूरा पुस्तक	पत्र संख्या 14/10/2023 जो केवल एमि पत्रागम (2012/2) पेप प्रोग्री ग्राहकता का पूरा पुस्तक है।		Sud. Pooran Thakur
461	No. EDN-HE/WD (30) Budget- HQA 2025-26	Dissected off Higher Education Himachal Pradesh	Regarding Providing T.T. Table Cross over Under "Khal Sa-Surasthya Yojna 2025-26"			Dr. Laxmi
462	Nil	Himachal Pradesh University Shiksha	Contract of Examination despatch of Conductible Marks Cards-Reg No - 1991710595-1991710719 - (23) (22-12-2025)			Sud. Pooran Thakur
463	Nil	Chat Ram Lab Attendant	Training report			Sh. Sanjeet Thakur

Principal  
R.K.M.V. Shiksha

Principal  
Raj. K. M. V. Shikshayala  
SIRKANA

क्रम सं०	पत्र की संख्या	पाने वाले का नाम/पदनाम	लगाये गये टिकटों का मूल्य
1	2	3	4
		तारीख	रुपये
691	No. EDN-UD/Estt/2025	Dr. Sushila Bhatt Assistant Professor in Physics act as expert Examiner for the Conduct Practical Examination on dated 19-12-2025 to 23-12-25. She is relieved off her duty today on dated 18-12-25 (H.N) She is directed to report Director Institute (U.T) K.P.U. Shimla-5	
692	Do	Director, Institute of Technology (U.T) Himachal Pradesh University for Profusion	
693	No. EDN-RKMV/2025	To The Director of School Education Himachal Pradesh Shimla. Subj: Submission of Medical Reimbursement Bill's in A/c. Smt. Shyam S. Hest (9901-23352)	
694	No. EDN-RKMV/2025-24	On Accompanie With the Principal SCEPT Solan Letter No. EDN/SCEPT/SLN/299/Physical Edu/2025-24-2025 dated 10-12-2025. Ms. V. S. Chandel	

CF=Hof=194/-

क्रम सं०	पत्र की संख्या	पाने वाले का नाम/पदनाम	लगाये गये टिकटों का मूल्य
1	2	3	4
		तारीख	रुपये
695	do	The Principal SCEPT Solan district Shimla-171001. You letter referred do above for reference	
696	No. EDN-RKMV/Estt/2025	To The Director of Higher Education Himachal Pradesh Shimla-171001. Subj: Regarding Submission application for permission of Submission for Ph.D Programme for Commercial in A/c. Dr. Rajesh Kumar H.P. Zoology (22-12-2025)	
697	No. EDN-RKMV/2025	To The Director of Higher Education Shimla-171001. Subj: Regarding permission for leaving A/c. Smt. Basanti An Academic visit to PSIU (under RKMV-PSU Moh)	
698	do	To The Secretary (Education) Government of Himachal Pradesh Shimla. Subj: do (23-12-2025)	
699	No. EDN-RKMV/Estt/2025-25	To The Account General H.P. Shimla-171001. Subj: Regarding Submission of GPF admission case in A/c. Smt. Malini Devi Dogra Pan	


Principal R.K.M.V. Shimla

CF=Hof=194/-

Principal R.K.M.V. Shimla-1

JUNE 2023  
Rajkiya Kanya Mahavidyalaya

Date:	Particular	AF	BF	UF	MOB, Camp	Total
AS 06.2023	Bank Statement	-	7200	-	-	7200
05.06.2023	Wdth of Bk/10000	-	1500	-	-	1500
13.06.2023	DEP Int.	08	-	-	-	08
16.06.2023	DEP Int. Sweep Trf	481	-	-	-	481
27.06.2023	NEFT-BANK-SMOP	7500	-	-	-	7500
	PRM/FEE/FUND	1228758	412650	223844	483800	2369952
	TOTAL	1236747	421350	223844	483800	2365741

  
 PRINCIPAL  
 Rajkiya Kanya Mahavidyalaya  
 Shimla-1

JUNE 2023  
(R.K.M.V.) Shimla-171001 H.P.

80


	AF	BF	UF	MOB, Camp	Total
B/P	37551237	4686945	2768573	3593245	4860000
W/come	1236747	421350	223844	483800	2365741
TOTAL	38787984	5108295	2992417	4077045	50965741
EXP	718570	14223	-	-	732793
CYE	38069414	5094072	2992417	4077045	50232948

Detail of deposit 50232948 =  
 less: Amount Invested in FDR's 42147249 =  
 BALANCE AS PER CASHBOOK 8085699 =

Reconciliation :-

	PARTICULAR	AMOUNT
	Balance As Per Cash book	8085699 =
ADD:	Admission Fee FOR THE MONTH OF JUNE 2023	45850 =
ADD:	Tuition Fee FOR THE MONTH OF JUNE 2023	45600 =
ADD:	Library Security Fund FOR THE MONTH OF JUNE 2023	64500 =
ADD:	Income from Sweep TRF (30,000 + 4,30,000)	4,90,000 =
less:	Amount Transferred To Sweep TRF (63,20,000 + 30,000 + 64,000)	73,00,000 =
less:	BANK CHARGES Previous year B/P	5831 =

BALANCE AS PER PASS BOOK AS ON 30.6.2023 14,25,818 =

  
 PRINCIPAL  
 Rajkiya Kanya Mahavidyalaya  
 Shimla (H.P.) 171001

  
 PRINCIPAL  
 Rajkiya Kanya Mahavidyalaya  
 Shimla (H.P.) 171001

प्राप्ति रजिस्टर

8-31

1	2	3	4	5	6	7
एनपी नम्बर	पत्र संख्या	प्राप्त करने का स्थान	दिनांक	प्राप्त करने वाले का नाम	प्राप्त करने वाले का पता	अन्य टिप्पणियाँ
103	NLU	Government of India Ministry of Communication Department of Posts	23-6-2025	Pr. Sanjeet Thakur	Pr. Sanjeet Thakur	Regarding Postal Services rendered by ac. Rajesh S.S.
103	NO: EDN/HCB (13)-37/88	Directorate of Higher Education Himachal Pradesh Singh Thakur	23-6-2025	Pr. Sanjeet Thakur	Pr. Sanjeet Thakur	Directorate of Technical Education benefit in Mr. Sanjeet Thakur
104	No. EDN/104 RMP/EC/204/2024-25	Principal AP - Sme - C. Govt. Medical College Kangra B.S. Dist. Shimla (HP)		Pr. Sanjeet Thakur	Pr. Sanjeet Thakur	Submission of service book of Mr. Sanjeet Thakur
105	NLU	Director Criminal Police Himachal Pradesh		Pr. Sanjeet Thakur	Pr. Sanjeet Thakur	Invitation to participate in the 104th Pr. Sanjeet Thakur
106	NLU	Government of Himachal Pradesh		Pr. Sanjeet Thakur	Pr. Sanjeet Thakur	The Government of Himachal Pradesh is pleased to confer the award of following Shriyan Pradesh Incentive award to Mr. Sanjeet Thakur
107	NO: EDN/HCB ACD/198	Directorate of Higher Education Himachal Pradesh	26-6-2025	Pr. Sanjeet Thakur	Pr. Sanjeet Thakur	Directorate of conduct of competitive examination in Technical Higher Education Colleges of the State by various agencies Himachal Pradesh HPPSC and others
108	No. EDN/HEAD ACD-14/2024 RUSA (Vol-V)	Directorate of Higher Education Himachal Pradesh		Pr. Sanjeet Thakur	Pr. Sanjeet Thakur	Regarding completion of RUSA 1.0 projects by both same states

Principal  
R.K.M.V. Shimla

Principal  
Rajendra Kumar Chahal  
R.K.M.V. Shimla-1

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NET/APP/AM/IN/18/02/17/999999  
RL BUST/MS/SD/17/0000  
Computer No.1,20/06/2025, 12:14  
TELESECRETARY EDU, GOVT OF HP  
PINA17002, Shimla East 501  
From: BSEP, RKMV SH  
To: Pappu, BCP-17.0  
Date: 06/06/2025, 11:53:28 AM  
Track on web: indpost1.gov.in



डाक प्रेषण रजिस्टर S-32

BF = 473/2

पाने वाले का नाम/पदनाम  
तारीख 27-06-2025  
Principal Inlet  
College fees  
लगाये गये टिकटों का मूल्य  
रुपये  
67 Hand

191 NO-EDN-RKMV-02 To  
Cstt. 2024-25 The Secretary  
Education Inlet. By Post  
of Himachal Pradesh. Rs. 387/-  
Shimla-171002  
Sub: Requesting Sub member  
of report on Implementation  
Academic Collaboration  
between RKMV Shimla  
and Penn State  
University (PSMUSA)

192 de The Director of 67  
Higher Education Home  
Himachal Pradesh. 10/10/25

193 NO-EDN-RKMV-(1) To  
Bidding 12025-26 The executive 67  
Engineer, Division Home  
-III, HPPWD  
Shimla/Himachal 10/10/25  
Pradesh. 10/10/25  
Sub: Request for Supply  
of Physical and  
Financial Status  
of Newly Completed  
A, B & C Blocks  
of RKMV Shimla.

BF = 511/2

डाक प्रेषण रजिस्टर

S-32

पत्र की संख्या	पाने वाले का नाम/पदनाम	लगाये गये टिकटों का मूल्य
2	3	4
	तारीख 30-06-2025	रुपये

194. NO-EDN-RKMV-01  
Cstt. 2024-25 Office order  
Dr. Parshant Kapoor  
Associate Professor  
Public Administration  
of this College is  
has been retired from  
inlet service of  
his duties today  
i.e. 30-06-2025 (AM)

195 de The Director of 67  
Higher Education Home  
HP Shimla-171001 10/10/25

Balance as on 31-5-2025 = 2837/-

Expenditures as on 30-6-2025 = 511/-

Balance as on 30-6-2025 = 2326/2

Principal  
RKMV Shimla

Principal  
Rajiv Gandhi State Open University  
RKMV Shimla-1