

RAJKIYA KANYA MAHAVIDYALAYA (RKMV), SHIMLA-1 Himachal Pradesh



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CERTIFICATE

This is to certify that the **College Office of Rajkiya Kanya Mahavidyalaya (RKMV), Shimla (H.P.)** ensures systematic, regular, and timely maintenance and updation of all official and administrative records as per Government and University norms. It is further certified that:

- Service Records and Service Books of teaching and non-teaching staff are regularly updated.
- Annual Confidential Reports (ACRs) are submitted within the stipulated time.
- Official correspondence is dealt with promptly and efficiently.
- All statutory and administrative records are properly maintained and preserved.
- The **Cash Book, Stock Registers, Fund Registers, Leave Records, Fine Fund Records**, and other financial and administrative registers are maintained accurately and updated regularly.
- Due care is taken to ensure transparency, accountability, and compliance with applicable rules and regulations.

This certificate is issued for official and academic purposes.

Date: 1-12-2025

Place: Shimla

Signature

Office Superintendent / Head Clerk  
College Office

Countersigned by

Principal  
Rajkiya Kanya Mahavidyalaya (RKMV)  
Shimla (H.P.)