



# **Shree Guru Gobind Singh Ji Government College Paonta Sahib, District Sirmour, Himachal Pradesh**

## ***2<sup>nd</sup> Cycle of NAAC Accreditation***

### **Criterion 6 Governance, Leadership and Management**

#### **Key Indicator 6.3 Faculty Empowerment Strategies**

**Metric 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

## ***Welfare Measures for Teaching and Non-Teaching Staff***

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As per the Government of Himachal Pradesh, the following welfare facilities are available to all permanent teaching and non- teaching staff members of the college.

## **1. Medical Reimbursement**

There is full medical reimbursement of medical expenses including indoor medical treatment as approved by Government of Himachal Pradesh.

### **Medical Reimbursement Rules**



**HPTR-5 TREASURY ABSTRACT**

(For Treasury Use)

Voucher No \_\_\_\_\_  
Voucher Date \_\_\_\_\_

Department of 212 - PR GOVT COLLAGE PAONTA  
(For DDO Use)  
100002  
08/04/2022

Treasury Code SMR02 - STO PAONTA DDO Code 212 - PR GOVT COLLAGE PAONTA Major Head 2202-GENERAL EDUCATION Sub-Major Head 03-UNIVERSITY AND HIGHER EDUCATION Minor Head 103-GOVERNMENT COLLEGES AND INSTITUTES Sub-Head/Minor 01-GOVERNMENT COLLEGES Budget Code S00N Plan/Non Plan	2 Demand No 08 08-EDUCATION (G/N) 4 Gztd./Non Gztd 10 Object/Soe Code 06 MEDICAL REIMBURSEMENT 12 Voted/Charged V (VIC)
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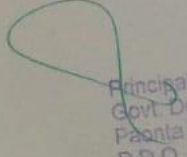
\* Bill Particulars: MR CLAIM ( Bill Category :Normal )

13 Scheme Code	* Col: 13 to 18 Work Related details (for IPH/PWD Use)	Majr-Smj-Min-Smn (as per list of work)
14 Scheme Name		Sub head/minor Description
15 Scheme Allocation		*Administrative Approval Amount
16 Work Code *		*as per list of Works
17 Name of Work		*as per list of Works
18 Adj/Appropriation Expenditure Section		*Expenditure Sanction Amount

19 Amount to be Classified by T.O.(Rs.)	Total	B.T. Deduction	Net Amount
	₹ 16171	₹ 0	₹ 16171

(\*CORRESPONDING RECEIPT CODES\*)

Book Transfer Recoveries	Total Amount (Major Head)	Major	Sub-Major	Minor	Sub-Minor	DtIHD	btAmount	Try-DDO Code
TO BT	₹ 0						₹ 0	SMR02-212

  
 Principal  
 Govt. Degree College  
 Paonta Sahib, Simour (H.P.)  
 D.D.O. Code No. 212

Voucher 1 Sample case of Medical Reimbursement p.1

06-MEDICAL REIMBURSEMENT

Payee/Detail	Total Amt	BT Head & Amt	Net Amt	IFSC Code	Bank Acc. No	Remarks
16171	16171		16171	SBIN0001680	38484056653	05/04/2022
TOTAL	₹ 16171	₹ 0	₹ 16171			

Dated \_\_\_\_\_ Rs 0  
 ( Amt. in Words : Sixteen Thousand One Hundred Seventy One Only. )

Pay Rs. ₹ 16171  
 Dated \_\_\_\_\_  
 (Amt. in Words: Sixteen Thousand One Hundred Seventy One Only.)  
 (Suprintendenent)

Principal (Signature of DDO)  
 Govt. Degree College SMR02-212  
 Paonta Sahib, Simour (H.P.)  
 D.D.O. Code No. 212

(Treasury Officer)  
 SMR02

(TO BE USED BY ACCOUNTANT GENERAL)

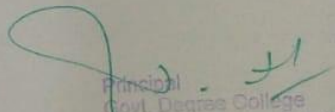
Admitted For \_\_\_\_\_  
 Objected To \_\_\_\_\_  
 Reasons for Objection \_\_\_\_\_  
 (Accounts Officer)

Voucher 2 Sample case of Medical Reimbursement p.2

Statement of Medical Reimbursement Claims (H.P.T.R- 6) in r/o following staff of GDC Paonta Sahib, Distt. Sirmour (HP) SOE : 06  
 BILL No. 157802. DATE : 05-04-2022

Sr. No.	Name of claimant Sh./Smt.	Name of Patient and relation with the claimant. Sh./Smt.	Amount	remarks
1	Swami Nath, Asstt. Prof.	Manso Devi (Mother)	2645	
		Self	588	
		Manso Devi (Mother)	2181	
		Manso Devi (Mother)	1283	
		Manso Devi (Mother)	2435	
		Manso Devi (Mother)	1996	
		Manso Devi (Mother)	2474	
		Manso Devi (Mother)	2569	
		<b>TOTAL</b>		

(Rs. Sixteen Thousand One Hundred & Seventy One Only)

  
 Principal  
 Govt. Degree College  
 Paonta Sahib, Sirmour (H.P.)  
 D.D.O. Code No. 212

Voucher 3 Sample case of Medical Reimbursement p.3

## **2. Leave**

Medical leave is given to employees as per the norms.

There is also a provision of maternity/paternity leave as per the government norms.

The department of education also provides opportunities to improve qualifications by providing study leave as per the guidelines of the Govt. of Himachal Pradesh.

Duty leave for 14 days per year is given to the faculty members for attending seminars/conferences /OP/RC.

### **Maternity Paternity Leave Rules**



## **3. Pension**

Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 is covered under New Pension Scheme.

### **Pension/Gratuity Rules**



## **4. GPF**

GPF loans are sanctioned as per rules of Govt. of Himachal Pradesh.



SMR02 - 212 PR GOVT COLLAGE PAONTA  
Account Head SMR02-212-08-2202-03-103-01-01-500N-N-V-00  
G01

Schedule for the recovery of GPF Advance / GPF Subscription [ 8009-01-101 for the month of August, 2022 vide  
Treasury Bill Number [SMR02212082022-001]

Sl. No.	GPF No	Emp Code / Name	Basic +DP/GP	DA	NPA	Subs/ Adv/ Contribl	Adv/ ArrInst.	Int No.	Total Ded	Total Adv/Arr
1	HP0945102	IP01-19679 KULDEEP SINGH NEGI	135700	42067	0	80000	0	0	80000	0
2	HP0953708	IP40-14117 MOHAN SINGH	171400	53134	0	31000	0	0	31000	0
3	HP0961078	IP40-14102 RITU PANT	171400	53134	0	50000	0	0	50000	0
4	HP0965817	IP42-10193 VINMI RANI	166400	51584	0	60000	0	0	60000	0
5	HP0973167	IP42-10185 NALIN KUMAR	161600	50096	0	10000	0	0	10000	0
Total :						₹ 231000	₹ 0	₹ 231000		

Amount in ( Rupees Two Lakh Thirty One Thousand Only )

06-09-2022 12:54:04 NIC-HP 1/1

Voucher 4 Allowances and deduction like GPF, HRA, GIS

SMR02 - 212 PR GOVT COLLAGE PAONTA  
Account Head SMR02-212-08-2202-03-103-01-01-500N-N-V-00  
G01

Schedule for the recovery of GPF Advance / GPF Subscription [ 8009-01-101 for the month of August, 2022 vide  
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1	HP0945102	IP01-19679 KULDEEP SINGH NEGI	135700	42067	0	80000	0	0	80000	0
2	HP0953708	IP40-14117 MOHAN SINGH	171400	53134	0	31000	0	0	31000	0
3	HP0961078	IP40-14102 RITU PANT	171400	53134	0	50000	0	0	50000	0
4	HP0965817	IP42-10193 VINMI RANI	166400	51584	0	60000	0	0	60000	0
5	HP0973167	IP42-10185 NALIN KUMAR	161600	50096	0	10000	0	0	10000	0
Total :						₹ 231000	₹ 0	₹ 231000		

Amount in ( Rupees Two Lakh Thirty One Thousand Only )

Voucher 5 Allowances and deduction like GPF, HRA, GIS



SMR02 - 212 PR GOVT COLLAGE PAONTA  
Account Head SMR02-212-08-2202-03-103-01-01-SOON-N-V-00

Schedule for the recovery of CPF Arrear/CPF Subscription [ 8342-00-117-01 ] for the month of August, 2022 vide Treasury Bill Number [SMR02212082022-002]

Sr.	PRAN No	Emp Code / Name	Basic +DP/GP	DA	NPA	Subs/Contrib	Adv/ArrInst.	Int. No.	Total Ded.	Total Adv/Arr
1	110001009311	IP40-14464 VIVEK NEGI	147900	45849	0	19375	0	0	19375	0
2	110006918993	IP09-11529 IRICHA	73100	22661	0	9576	0	0	9576	0
3	110007103705	IP42-15108 DEEPA CHAUHAN	70900	21979	0	9288	0	0	9288	0
4	110011027901	IP42-10190 AMITA JOSHI	98200	30442	0	12864	0	0	12864	0
5	110031010840	IP43-14402 DHANMANTI KANDASI	101100	31341	0	13244	0	0	13244	0
6	110037557541	IP40-17751 RAVI KANT	68800	21328	0	9013	0	0	9013	0
7	110047737075	IP42-15159 RAVINDER SINGH	68800	21328	0	9013	0	0	9013	0
8	110051009914	IP44-10170 MANDEEP SINGH GANDHI	143600	44516	0	18812	0	0	18812	0
9	110057990422	IP43-21621 SANDEEP SHARMA	61200	18972	0	8017	0	0	8017	0
10	110064252306	IP42-10196 ANU CHANDEL	57700	17887	0	7559	0	0	7559	0
11	11006662169	IP35-11165 ARUN KUMAR DAFRAIK	75300	23343	0	9864	0	0	9864	0
12	110084252305	IP40-14146 BHARTI	57700	17887	0	7559	0	0	7559	0
13	110087536435	IP42-15120 REENA CHAUHAN	70900	21979	0	9288	0	0	9288	0
14	110087629908	IP15-14829 LAHID ALI MALIK	73100	22661	0	9576	0	0	9576	0
15	110101870684	IP04-23312 JAI CHAND	66800	20708	0	8751	0	0	8751	0
Total :						₹ 282096			₹ 282096	

Amount in ( Rupees Two Lakh Eighty Two Thousand Ninty Six Only )

Voucher 6 Allowances and deduction like GPF, HRA, GIS

SMR02 - 212 PR GOVT COLLAGE PAONTA  
Account Head SMR02-212-08-2202-03-103-01-01-SOON-N-V-00

Schedule for the recovery of CPF Arrear/CPF Subscription [ 8342-00-117-01 ] for the month of August, 2022 vide Treasury Bill Number [SMR02212082022-002]

Sr.	PRAN No	Emp Code / Name	Basic +DP/GP	DA	NPA	Subs/Contrib	Adv/ArrInst.	Int. No.	Total Ded.	Total Adv/Arr
16	110101913128	IP33-24749 Iusha Joshi sharma	68900	21359	0	9026	0	0	9026	0
17	110105585024	IP40-28821 Pushpa Yadav	59400	18414	0	7781	0	0	7781	0
18	110107467690	IP35-12008 POJJA BHATI	57700	17887	0	7559	0	0	7559	0
19	110122339414	IP03-16368 ASHWANI CHANDEL	57700	17887	0	7559	0	0	7559	0
20	110125820553	IP42-16489 SUSHEEL KUMAR	59400	18414	0	7781	0	0	7781	0
21	110126857077	IP42-15494 IPANKAJ YADAV	57700	17887	0	7559	0	0	7559	0
22	110155473182	IP42-16495 RINKU AGGARWAL	59400	18414	0	7781	0	0	7781	0
23	110163891843	IP15-15692 GOPAL SHARMA	63000	19530	0	8253	0	0	8253	0
24	110176713016	IP40-28197 REKHA DEVI	57700	17887	0	7559	0	0	7559	0
25	110185370107	IP36-16427 ANANDINI KANWER	61200	18972	0	8017	0	0	8017	0
26	110195473180	IP22-14325 SUNIL SHARMA	59400	18414	0	7781	0	0	7781	0
27	111004252304	IP42-10195 SEEMA TYAGI	57700	17887	0	7559	0	0	7559	0
28	111007536434	IP42-15137 KIRAN BALA	70900	21979	0	9288	0	0	9288	0
29	111007629907	IP40-17778 IVANDANA KANSAL	68800	21328	0	9013	0	0	9013	0
30	111105381249	IP40-27912 NAVDEEP KAUR SHAH	59400	18414	0	7781	0	0	7781	0
Total :						₹ 282096			₹ 282096	

Amount in ( Rupees Two Lakh Eighty Two Thousand Ninty Six Only )

Voucher 7 Allowances and deduction like GPF, HRA, GIS

SMR02 - 212 PR GOVT COLLAGE PAONTA N02  
 Account Head SMR02-212-08-2202-03-103-01-01-S00N-N-V-00  
 Schedule for the recovery of CPF Arrear/CPF Subscription [ 8342-00-117-01 ] for the month of August, 2022 vide  
 Treasury Bill Number [SMR02212082022-004]

Sr.	PRAN No	Emp Code / Name	Basic +DP/GP	DA	NPA	Subs/ Adv/ Contrib/Arr	Inst.	Int. No.	Total Ded.	Total Adv/Arr
1	110041031792	IP42-10401 SHADI RAM	26400	8184	0	3458	0	0	3458	0
2	110044014392	IP42-15568 JOGINDRO DEVI	22800	7068	0	2987	0	0	2987	0
3	110101676382	IP42-16396 PREETI DEVI	20900	6479	0	2738	0	0	2738	0
4	110125801047	IP40-30574 PRAMITA DEVI	18500	5735	0	2424	0	0	2424	0
5	110141676380	IP42-15636 HAJAKAT ALI	36400	11284	0	4768	0	0	4768	0
6	110155172069	IP42-17041 RAM LAL	19100	5921	0	2502	0	0	2502	0
7	110172527760	IP42-16721 JAI MANTI	20300	6295	0	2659	0	0	2659	0
8	110186209640	IP42-17193 HEM CHAND	18500	5735	0	2424	0	0	2424	0
9	110186213123	IP42-16458 JAVED ALI	21200	6572	0	2771	0	0	2771	0
Total :									₹ 26737	₹ 26737

Amount in ( Rupees Twenty Six Thousand Seven Hundred Thirty Seven Only )

Voucher 8 Allowances and deduction like GPF, HRA, GIS

## 5. Gratuity & Leave Encashment

Gratuity and leave encashment are availed by retiring faculty as per Himachal Pradesh government norms. Encashment of maximum three hundred days Earned Leave is allowed at the time of retirement.

### Pension/Gratuity Rules



20/7

(For Treasury Use)

212 - PR GOVT COLLAGE PAONTA

### HPTR-5 TREASURY ABSTRACT

SMR02 - STO PAONTA  
212 - PR GOVT COLLAGE PAONTA  
2071-PENSIONS AND OTHER  
RETIREMENT BENEFITS  
01-CIVIL  
104-GRATUITIES  
02-PAYMENTS FROM 1-11-1966  
GRATUITIES  
S00N

2 Demand No **29**  
**29-FINANCE**

4 Gztd./Non Gztd **(G/N)**

10 Object/Soe Code **38**  
**PENSIONS**

12 Voted/Charged **V** **(V/C)**

Voucher No  
Voucher Date

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\* Bill Particulars: DCRG ( Bill Category :Normal )

\*Col: 13 to 18 Work Related details (for IPH/PWD Use)

Scheme Code	Majr-Smj-Min-Smn (as per list of work)
	Sub head/minor Description
	*Administrative Approval Amount
	*as per list of Works
	*as per list of Works
	*Expenditure Sanction Amount

Amount to be Classified by T.O.(Rs.)

**Total ₹ 1000000**

B.T. Deduction **₹ 0**

**Net Amount ₹ 1000000**

(\*CORRESPONDING RECEIPT CODES\*)

Total Amount (Major Head)	Major	Sub-Major	Minor	Sub-Minor	DtIHD	btAmount	Try-DDO Code
TO BT ₹ 0						₹ 0	SMR02-212

*(Signature)*  
Principal  
Govt. Degree College  
Paonta Sahib, Sirmour (H.P.)  
D.D.O. Code No. 212

Voucher 9 Sample Case of Gratuity Payment p.1



No: Edn-Srm(GC-Paonta Sahib)B(10)-113/21  
Office of the Principal  
Govt. Degree College  
Paonta Sahib(Sirmaur)HP

79-86


21/4/2022

Dated Paonta Sahib the  
**Office Order**

In exercise of powers delegated to me vide Fin. Deptt. Letter number Fin (C)A(93)-1/85 dated 19-08-1986 and as per provisions Rule 51 to 53 and 69 of CCS(Pension) Rules 1972, sanction of Rs.10,00,000(Rupees Ten Lakh only) on account of Retirement Gratuity is hereby accorded in favour of Sh. Nanduri Raj Gopal, Associate Professor of English whose technical resignation has been accepted by the Govt. on 24-2-2020 and relieved from HP State Govt. Service on 24-2-2020(AN) in order to join as Associate Professor of English on his appointment/selection in Central University of Himachal Pradesh.

The DCRG has been authorized by AGHP -Shimla 171003 vide authority no; Pen 4/6/P/22/10/60236917 dt.11-4-2022 (PPO No: 1122228964) and pension file ID no: 2062216457)

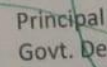
This payable amount is debit able to major head 2071-pension and other retirement benefits, 01; Civil, 104.

  
Principal  
Govt. Degree College  
Paonta Sahib(Sirmaur)HP

**Endst.No& Date Even**

Copy to:-

- 1 The AGHP, Shimla;171003
- 2 The Director of Higher Education, Himachal Pradesh, Shimla;l
- 3 The Registrar, Central University of Himachal, Dharamshala -Kangra,HP
- 4 The District Treasury officer-Nahan
- 5 ✓ The DA (Internal) Pay and Accounts
- 6 P/file
- 7 Dr.Nanduri Raj Gopal( Dr.N.R. Gopal) Associate Prof. CUHP Dharamshala

  
Principal  
Govt. Degree College  
Paonta Sahib(Sirmaur)

Principal  
Govt. Degree College  
Paonta Sahib, Sirmaur  
D.D.O. Code No. 21

## **6. LTC**

Subject to rules and regulations, the travelling expenditure of the employees to any place in India is refunded as per LTC rules of the Government of Himachal Pradesh.

## **7. HRA**

House Rent Allowance is given to all teaching and non-teaching staff.

## **8. University Guest House**

University Guest House facility for Teaching Staff.

## **9. PWD Rest House**

The PWD Rest House facility for employees during tours as per availability.

**PWD Rest House Link**



## **10. GIS**

All the employees are covered under GIS (General Insurance Scheme) and the premiums are deducted from their salary.

**GIS Act Link**



## **11. TA/DA**

TA/DA is given to the employees whenever they go out for some official duty.

**Link for TA/DA Rules**



## **12. Official Accommodation**

Residential Quarters are provided for teaching and non-teaching staff from common pool in Housing Board Colony

## **13. Capacity Building**

Faculties are also inspired for Professional Development Programmes organized by the agencies such as HIPA Shimla/IIPA New Delhi, SCERT Shimla, HRDC and UGC Academic Staff Colleges etc.

**UGC FDP Guidelines**



## **14. College Canteen**

Provides the staff and students with hygienic, homely and nutritious food at affordable prices.

## **15. Sports and Games**

The College provides opportunities for recreation, Yoga training, sports and games. The Department of Physical Education maintains a well-equipped fitness centre accessible for the staff for their sound mental and physical health.

## **16. Day Care Centre**

For kids of staff members.



## **17. Collective Issues**

In addition to this, the staff members can discuss their problems, demands and new proposals in the staff meeting which is convened by staff secretary in consultation with the principal. The outcome of the meeting are recorded as the minutes of meeting and are then put forward for execution. The ministerial and non-teaching staff also discuss their problems, demands and suggestion amongst themselves. These are then forwarded to the Head of the institution who discusses it further with the advisory committee and gives needful recommendations.