**gzikp nkJhH;hHNhH n?i{ae/;aB ;';kfJNh (ipkts)**

**zrUrI hdwieqW**

mu~K dPqr qo pRwpq hdwieqW Anuswr pUry ij~ly iv~c AweI. sI. tI. pRojYkt dw Acncyq inrIKx iksy vI idn sMBv ho skdw hY[ ies leI smy` sm`y jwrI hdwieqW Anuswr hyT ilKy mh~qvpUrx p~Kw nUM cMgI qrw GoK ky auicq kwrvweI kr leI jwvy[

iehnW swrIAW hyT iliKAW zrUrI hdwieqW nUM cMgI qrW iDAwn nwl pVHky, hr ie`k (ie`k-ie`k krky) hdwieq qruMq Aml iv`c ilAWdI jwvy[

 iehnW hdwieqW dy swry pyzW dw swP-swP ipMRtAwaut (do pVHqW) ilAw jwvy Aqy ies au`pr skUl mu`KI Aqy skUl dy swry kMipaUtr AiDAwpk Apxy hsqwKr krxgy[iesdI ie`k kwpI skUL mu`KI kol Aqy ie`k kwpI kMipaUtr lYb iv`c hr smyN mojUd hovy[

**General Instructions**

1. skUl mu`KI dAwrw ieh XkInI bxwieAw jwvy ik kMipaUtr lYb dw ieMcrwj isrP iek hI kMipaUtr AiDAwpk nUM hI bxwieAw jwvy qW jo lYb sbMDI hr cIz bwry ausdI ijMmyvwrI hovy[ pr ieQy ieh sp`St krnw jrUrI hY ik dUjy kMipaUtr AiDAwpk vI pUrI qrW kMipaUtr lYb pRqI ijMmyvwr hoxgy[kMipaUtr lYb ieMcwrj dI hwzrI/gYr hwzrI iv`c dUjy kMipaUtr AiDAwpkW nMU lYb Aqy LYb irkwrf bwry pUrI Aqy cMgI qrW jwxkwrI hoxI LwzmI hY[kMipaUtr lYb ieMcwrj vI dUjy swry kMipaUtr AiDAwpkW nUM LYb Aqy LYb irkwrf bwry hryk g`l dI pUrI-pUrI jwxkwrI dyvygw Aqy dUjy kMipaUtr AiDAwpk vI kMipaUtr lYb ieMcwrj nMU pUrw sihXog dyxgy[
2. inrIKx dOrwx ieh vyKx iv`c AwieAw hY ik kMipaUtr lYb Aqy kMipaUtr lYb dw irkwrf, keI vwr cwbI nw hox kwrx cY`k nhIN kIqw jWdw hY[ies leI skUl mu`KI dAwrw ieh XkInI bxwieAw jwvy ik kMipaUtr lYb Aqy kMipaUtr lYb dy irkwrf vwlI AlmwrI dI cwbI hr smyN skUl (Kws krky imfl skUl) ivc hovy qW jo kMipaUtr AiDAwpk dI gYr hwzrI iv`c LYb Aqy lYb sbMDI irkwrf iksy vI smyN cY`k kIqw jw sky[hryk kMipaUtr AiDAwpk kol LYb ieMcwrj dI gYr hwzrI iv`c vI cwbI hoxI jrUrI hY[
3. AweI. sI. tI. pRojYkt nwl sbMDq irkwrf ijv`y ik kMipaUtr AiDAwpkW dI fylI fwierI, sI. sI. eI. rijstr, ividAwrQIAW dy tYstW dw irkwrf, hwrfvyAr-km-ieMMtrnYt kMply`t rijstr, stwk rijstr, kYS-bu~k, pws-bu~k, pyst-PweIl Awid sB ku~J mukMml kr ilAw jwvy [
4. kMipaUtr lYb iv`c noits borf (cwhy isrP sPyd cwrt qy) l`gw hovy ijs auqy Time Table, Skill set, Syallbus, Lab stock, important Contact No. Awid pyst kIqy hox[
5. v~K-v~K sm`y qy skUl iv~c pRwpq mltImIifAw aupkrx Bwv 29” Weston TV/DVD, ICP K-YAN (Projector), 32” Samsung LFD jW 32” Panasonic LCD with CPU Awid (jy hovy qW) dw irkwrf AweI. sI. tI. Stwk rijstr (smyq sIrIAl nMbr) iv`c Aqy iesdI KrwbI dI iSkwieq AweI. sI. tI. kMply`t rijstr iv`c kIqw jwvy [
6. TV/DVD, K-YAN, LFD jW LCD Awid (jy hovy qW) dI klws l`gx sbMDI pUrw irkwrf (ROT dy PwrmY`t Anuswr) ie`k v`Kry rijstr iv`c r`iKAw jwvy Aqy ieh hr hPqy skUl mu`KI qoN cY`k krvwieAw jwvy[ieh Aiq zrUrI hY[
7. ieh XkInI bxwieAw jwvy ik kMipaUtr lYb iv`c iksy iksm dI koeI vI sm`isAw nw hovy[ LYb iv`c PrnIcr Aqy ielYktrIkl sbMDI koeI vI id`kq nw hovy pr iPr vI jy koeI vI id`kq AwaudI hy qW sbMDq grWt vrq ky qruMq TIk krvw leI jwvy[
8. swry AweI. sI. tI. irkwrf vwly rijstr skUl ipRMsIpl/mu~KI/ieMcwrj qo` pyj mwrikMg krvw ky qsdIk krvwey jwx Aqy hr mhIny dy AMq iv~c ie~k vwr nvIAW AY`trIj Verify krvweIAw jwx [
9. kMipaUtr lYb qoN bwhr lYb dw koeI vI smwn bwhr nw hovy[ ies dw inrIKx iksy vI smy ho skdw hY[stw`k rijstr Anuswr hr cIz lYb iv`c hr smyN hwzr hoxI jrUrI hY[
10. AweI. sI. tI. PMf dI kYS-bu~k, pyst-PweIl iv~c lgwey ib~l/vwaUcr mukMml rUp iv~c st`Yp Aqy sweIn hoxy cwhIdy hn [ kMipautr AiDAwpkW dIAW qnKwhW sMbMDI ey-rol Aqy ienkm-tYks ktOqI Awid sMbMDI kwrvweI mukMml hoxI cwhIdI hY [
11. Kws qOr qy AweI. sI. tI. lYb dI swP-sPweI v~l iDAwn id~qw jwvy [ lYb ivc purwxIAW fMp cIjW, purwxy g`qy dy f`by Awid nw rKy jwx [lYb ivc Kwx pIx dIAW cIzw Awid nw r`KIAW jwx Aqy lYb Kwxw vgYrw Kwx leI kdy vI nW vrqI jwvy[
12. kMipaUtr lYb dI AriQMg dI iek kmytI bnweI jwvy [kMipaUtr lYb dI AriQMg (Earthing) iv`c hr 15 idnW bwAd (grmIAW iv`c hr hPqy) nmk imlwky pwxI pwieAw jwvy [ jykr AriQMg Krwb hY qW qurMq TIk krvw leI jwvy[GtdI vDdI voltyz vI TIk krvweI jwvy[pwxI pwaux dI irkwrf iek v`Kry rijstr iv`c hyTW id`qy PwrmY`t iv`c r`iKAw jwvy[

Format

|  |  |  |  |
| --- | --- | --- | --- |
| lVI nM | pwxI pwaoux dI imqI | pwxI pwaux vwly AiDAwpk dw nWA | kmytI mYNbrW dy hsqwKr |

1. skUl m`uKI duAwrw G`to G`t hPqy iv`c ie`k vwr kMipaUtr lYb iv`c Kud jw ky inrIKx kIqw jwvy Aqy ieh XkInI bxwieAw jwvy ik kMipaUtr LYb pUrI qrW cwlU hwlq iv`c hovy Bwv swry kMipaUtr cldy hox Aqy PrnIcr, ibjlI Awid pUrI qrW TIk hox[ iksy vI id`kq leI qruMq bxdI kwrvweI kIqi jwvy[ hr hPqy ies dw ieMdrwz kMipaUtr LYb dI ivztr bu`k iv`c LwzmI kIqw jwvy[
2. jo vI AiDkwrI / ieMjnIAr jW koeI hor kMipaUtr LYb iv`c AwaudW hY ausdw ieMdrwj ivztr b`uk iv`c (smyq nwm Aqy mobwiel nMbr) jrUr kIqw jwvy[
3. kMipaUtr AiDAwpk duAwrw ieh XkInI bxwieAw jwvy kMipaUtr lYb dy iksy vI kMipaUtr iv`c sbMDq ivSy qoN ibnw koeI vI hor cIz lof nw hovy ijvyN gwxy, iPlmW Awid[
4. ieMtrnYt sbMDI kMplyt vI qurMq BSNL nUM 198 jW hyTW id`qy nMN qy drz krvweI jwvy Aqy kMplyt nM. ilAw jwvy Aqy kMplyt rijstr iv`c drz kIqw jwvy[[ieMtrnYt TIk krvwauxw skUl mu`KI /kMipaUtr AiDAwpk dI ApxI ijmyvwrI hY[
5. kMipaUtr LYb jW ieMtrnY`t kunYkSn jW kMipaUtr LYb dw koeI vI smwn, DEO dPqr dI ilKqI mnzUrI qoN ibnW, iksy hor jgHw auopr iSPt nwN kIqw jwvy[ ies sbMDI AxgihlI leI skUl mu`KI/ kMipaUtr AiDAwpk izmyvwr hoxgy[
6. kMipaUtr LYb iv`c l`gy ieMtrnY`t kunYkSn dI qbdILI (Braoadband to Wimax or Vice Versa jW Dongle Awid) , DEO dPqr dI ilKqI mnzUrI qoN ibnW, nwN kIqI jwvy[ ies sbMDI AxgihlI leI skUl mu`KI/ kMipaUtr AiDAwpk izmyvwr hoxgy[
7. skUl mu`KI /kMipaUtr AiDAwpk duArw ieh XkInI bxwieAw jwvy ieMtrnY`t dw ib`l smyN isr BirAw jwvy qW jo ietrnY`t hr vyly cwlU hwlq iv`c rhy[ikauNik ietrnY`t ib`l dI rkm iPks hY ies leI jykr ietrnY`t ib`l skUl iv`c pRwpq nw vI hovy qW vI ipCly mhIny dw ib``l hryk mhIny dI 20 qwrIK q`k BSNL dPqr iv`c Br id`qw jwvy qW ik lyt PIs Aqy kunYkSn k`tx qoN bicAw jw sky[
8. AweI.sI.tI. kMipaUtr LYb dw koeI vI kMm (iv`qI jW hor) ijvyN grWt vrqx, Lyb iSPt krn, ieMtrnYt qbdIl krvwaux Awid dw kMm pUrI jwxkwrI ley ibnW nw kIqw jivy qW jo bwAd iv`c koeI vI id`kq nw Awvy[ iksy vI iksm dI jwxkwrI leI DEO dPqr iv`c izlHw AweI.sI.tI. koAwrfInytr nwl qurMq sMprk kIqw jwvy[

**Hardware Instructions:**

1. ijAwdwqr ieh vyKx iv~c AwieAw hY ik hwrfvyAr kMplyt rijstr nvy` PwrmYt (fI. jI. AYs. eI. mImo nM: 3/7-2012/HW Comp/5274 dated 14-09-2012) Anuswr nhI` lgwieAw jWdw Aqy nw hI hwrfvyAr kMply`t pUrI qrW drj krky ieh rijstr skUl mu~KI q`o cYk krvwieAw jWdw hY, ijs dw Pwiedw HCL jW Wipro dy ieMjInIAr glq FMg nwl lY jwdy hn [
2. hryk hwrfvyAr kMplyt dy sbMD iv~c ieMjInIAr AwpxI Customer Satisfaction Slip skUl mu~KI vlo st`Yp Aqy sweIn krvwaudw hY, pr ieh Slip mukMml BrI nhI` jWdI Aqy hwrfvyAr kMplyt rijstr nwl myl nhI` KWdI[ ieh Aksr vyKx iv~c AwieAw hY ik kMipaUtr AiDAwpk ieMjInIArW dIAw g~lW iv~c Aw ky ADUry silp qy hI st`Yp Aqy sweIn krvw ky kMplyt bMd krvw idMdy hn[ Biv~K iv~c Aijhy doSI kMipaUtr AiDAwpk iKlwP sKq kwrvweI kIqI jwvygI [ skUl mu~KI ies gl nUM XkInI bxwaux Aqy kMpautr AiDAwpk dy vI hsqwKr sbMDq kMply`t ivru~D rijstr iv~c drj krvwaux [
3. AweI. sI. tI. stwk rijstr (nvyN PwrMmYt iv`c) iv~c smy` sm`y isr Awey hwrfvyAr, PrnIcr, ikqwbW Aqy stySnrI Awid dy bdlwv nUM Apfyt nhI` kIqw jWdw, ijv`y ik lyjr ipMRtr, XU. pI. AYs. bYtrIj, AlmwrI Awid [
4. hyTW id`qy PwrmY`t iv`c AweI. sI. tI. stwk rijstr Aqy hwrfvyAr kMplyt rijstr mukMml kr ilAw jwvy[
5. stwk rijstr iv`c LYb dw swrw smwn drz kIqw jwvy (Coty qoN Cotw vI)[ smwn cwhy AweI. sI. tI. vlON AwieAw hovy cwhy skUl vloN iv`qw igAw hovy jW dwn vjoN AwieAw hovy ijvyN p`Ky, itaUblwiets, MCBs, pl`g, AYgjwst PYn Awid[
6. do stwk rijstr lgwey jwx pihlw Non Consumable (iPksf smwn ijvyN kMipaUtr, PrnIcr Awid) Aqy dUjw Consumable (vrqxXog smwn ijvyN irMm, mwrkr Awid)
7. Non Consumable stwk rijstr iv`c hryk hwrfvyAr dw sIrIAl nMbr TIk drz kIqw jwvy[hwrfvyAr dw sIrIAl nMbr kMipaUtr AiDAwpk vloN in`jI qOr qy sbMDq hwrfvyAr qoN cY`k kr ky hI drz kIqw jwvy[ purwxy iksy vI pey hoey irkwrf qoNN kwpI nw kIqw jwvy[
8. Non Consumable stwk rijstr iv`c hwrfvyAr ie`k ie`k isstm Anuswr drz kIqw jwvy ijvy srvr (CPU, Monitor, KBD, Mouse)[ ies qrHW hI klwieMt 01, klwieMt 02, klwieMt 03 Awid[ eI LYb vwsqy ieh trmInl vwiez hovygw ijvyN trmInl A, trmInl B, trmInl C, iPr ausdw pUrIAW AwietmW[ ieh kMm bhuq hI iDAwn nwl kIqw jwvy ikauNik ieh Aiq mh`qvpUrn hY Aqy iesdw iksy vI vyly inrIKx ho skdw hY[
9. Non Consumable stwk rijstr dI hryk Aietm dy Remarks vwly kwLm iv`c “kMipaUtr LYb iv`c vriqAw jw irhw hY” il`iKAw hovy[
10. Consumable stwk rijstr dI hryk Aietm dy Remarks vwly kwLm iv`c “imqI ------ nMU kMipaUtr LYb iv`c vrqI jw cu`kI hY” il`iKAw hovy[
11. hryk AYNtrI skUl m`uKI vlON qsdIk krvweI jwvy[

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **New FORMAT OF COMPLAINT REGISTER** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| lVI nM | iSkwieq drj krvwaux dI imqI Aqy iSkwieq nMbr | Krwb hwrfvyAr dw vyrvw | Krwb hwrfvyAr dI igxqI | Krwb hwrfvyAr dw sIrIAl nM. | ieMjnIAr dy Awaux dI imqI | TIk kIqy hwrfvyAr dI igxqI Aqy vyrvw | TIk nw kIqy hwrfvyAr dI igxqI Aqy vyrvw | rihMdy hwrfvyAr nUM TIk nw krn dw kwrn  | dsqKq (kMipaUtr tIcr nwm smyq) | dsqKq (ieMjInIAr nwm smyq) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **New FORMAT OF STOCK REGISTER FOR CONSUMABLE & NON CONSUMABLE GOODS OF COMPUTER LAB** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Name of Article\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |
| **Particulars of the Article & Sr. No.** | **Received from/ Issued to** | **Receipt/ Issue voucher No. or bill No. with date** | **Page no of Voucher file** | **Quantity Received** | **Quantity Issued**  | **Balance** | **Remarks** |  |  |  |
|  CPU924528282 |  HCL/Pictes |  100025, 21.07.2006 |  04 |  01 | 01 | 01 | Placed in Comp Lab |  |  |  |
|   |   |   |   |   |   |   |   |  |  |  |
|  |   |   |   |   |   |   |   |  |  |  |
| **jrUrI nOt: ieh XkInI bxwieAw jwvy ik stwk rijstr Aqy kMplyt rijstr dy swry kwlm Bry hox[ stwk rijstr i`vc smwn dw ibl nM., imqI , ijQoN pRwpq hOieAw, viaUcr nM. Aqy hryk hwrfvyAr dw sIrIAl nM. Awid drz hoxy Aiq jrUrI hn[KwlI kwlmz skul muKI vlON qsdIk krvwey jwx ijvyN ibl nMN dw kwlm[**1. kMipaUtr lYb iv`c nY`tvrikMg, ipRtr Awid cwlU hwlq iv`c hovy, nhIN qW kMplyt qurMq sbMDq vYNfr kMpnI (HCL jW Wipro) drz krvweI jwvy[

13.ieh XkInI bxwieAw jwvy ik ieMtrnY~t kunYkSn jo kMipaUtr lYb leI id`qw hoieAw hY auh isrP lYb iv`c hI l`gw hovy[Lyb qoN bwhr ieMtrnY~t kunYkSn nw iljwieAw jwvy[14. hwrfvyAr dI kMplyt qurMq sbMDq vYNfr kMpnI (HCL jW Wipro) nUM idqy gey nMbrW qy drz krvweI jwvy Aqy kMplyt nM. ilAw jwvy Aqy kMplyt rijstr iv`c drz kIqw jwvy[inrIKx dorwx vyKx iv`c AwieAw hY ik Krwb hwrfvyAr, ieMtrnY`t Awid dI kMplyt kMipaUtr AiDAwpk duAwrw sbMDq vYNfr (HCL jW Wipro Awid) nUM qurMq drz nhIN krvweI jWdI jW is`Dy ieMjnIAr nUM drz krvweI jWdI hY[ies leI kMipaUtr AiDAwpk duArw ieh XkInI bxwieAw jwvy ik kMplyt drz krvwaux iv`c iksy iksn dI dyrI jW AxgihlI nw kIqI jwvy Aqy nw hI kMplyt is`Dy ieMjnIAr nUM drz krvweI jwvy [dyrI jW AxgihlI leI sbMDq kMipaUtr AiDAwpk dI in`jI ijMmyvwrI hovygI[ kMplyt sB qoN pihlW hyT ilKy nMbrW auqy drz krvweI jwvy Aqy bwAd iv`c sbMDq ieMjnIAr nUM kMplyt dI siQqI bwry jW jldI TIk krvwaux bwry sMprk kIqw jw skdw hY[15**. kMplyt krvwaux leI jrUrI nMbr hyT ilKy Anuswr not kIqy jwx-:**1. HCL kMpnI (Pyz 4, Pyz 5)- 18001801881 (Tol free), 0172-2240109, 2240132, 2240138, 2240142, 2240144, 2240146, 2240147, 2240149, 2240150, 8054499137, 8054499133, 9780011581
2. HCL kMpnI (Pyz 1 & 2 E Lab)- 18001801881 (Tol free), 0172-2240142, 2240147, 2240149, 2240150, 2240120, 8054499132, 7696815833, 9780011581 singh.hardeep@hcl.com, hardeep1091@gmail.com,
3. Wipro kMpnI (Pyz 3)- 18002003456, 18003453456 (Tol free), 0172-4014019, 4014034, 4014612 Helpdesk.pictes1@wipro.com, Helpdesk.pictes2@wipro.com, Helpdesk.pictes3@wipro.com
4. Internet Complaints BSNL: 198, 1500 or Local Exchange/Concerned JE Tel No.
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6. LFD Samsung/LCD Panasonic 32 ieMc - 180030100044 (Tol free), 0172-3262540, 8054565547, davinder.singh@core-edutech.com
7. TV/DVD- 09818431296, 09988190292.

16. ieh vI XkInI bxwieAw jwvy ik koeI vI kMplyt sbMDq vYNfr kMpnI nUO drz krvwaux auprMq (kMplyt nMbr lyy ky) hI E-Punjab Portal auqy lof kIqI jwvy jW DEO dPqr d`sI jwvy[koeI vI kMplyt, sbMDq vYNfr kMpnI nUO drz krvwey ibnW jW kMplyt nMbr ley ibnW, nw hI E-Punjab Portal auqy lof kIqI jwvy Aqy nw hI DEO dPqr d`sI jwvy[17. jdoN vI kMplyt E-Punjab Portal auqy lof kIqI jwvy jW DEO dPqr d`sI jwvy qW kMplyt nMbr lwzmI d`isAw jwvy[ E-Punjab Portal auqy kMplyt nMbr Description vwly kwLm iv`c ilKI jwvy[ieQy ieh not kIqw jwvy ik ibnW kMplyt nMbr qoN kMplyt iksy vyly vI Kqm ho skdI hY Aqy kMplyt TIk hox iv`c dyrI ho skdI hY ijsdI swrI izmyvwrI sbMDq kMipaUtr AiDAwpkW dI hovygI[18. kMplyt TIk nw hox dI sUrq iv`c vwr-vwr sbMDq vYNfr (HCL jW Wipro Awid) nUM ikhw jwvy Aqy hr roz kMplyt dI siQqI bwry puiCAw jwvy[ Pyr vI TIk nw hovy qW DEO dPqr d`isAw jwvy[LFD, KYAN, TV/DVD Awid leI vI iesy qrW kIqw jwvy[19. ieh XkInI bxwieAw jwvy ik lYb iv`c corI hox dI Gtnw nW vwpry[pr iPr vI jykr kMipaUtr lYb dw koeI vI hwrfvyAr jW hor smwn corI ho jwvy qW iesdI sUcnw qruMq DEO dPqr nUM il`KqI rUp iv`c pUry ivvrx sihq id`qI jwvy Aqy qruMq FIR drz krvweI jwvy[y ies sbMDI sbMDq vYNfr kMpnI Aqy DEO dPqr nUM iesdI sUcnw Aqy FIR dI kwpI jldI qoN jldI pujdI kIqI jwvy[20. kMipaUtr AiDAwpk duArw ieh XkInI bxwieAw jwvy ik hryk kMplyt TIk hox qoN bwAd ies bwry DEO dPqr jrUr d`isAw jwvy qW jo skUl dI pYifMg kMplyt Kqm kIqI jw sky[21. kMipaUtr lYb dy swry smwn dI cMgI qrW sWB sMBwl kIqI jwvy ikauN ik lwprvwhI nwl hoey nukswn dI sbMDq vYNfr (HCL jW Wipro Awid) vloN koeI vI BrpweI nhIN kIqI jWdI ijvyN cUhy vlON kuqrxw, kIborf/mwaUs dIAW ipMnW/btn tutxw Awid[ ies hwlq iv`c swrI izmyvwrI sbMDq skUl dI hovygI[ies sm`isAw qoN bcx leI kMipaUtr lYb iv`c pRYktIkl vyly ividAwrQIAW v`l ivSyS iDAwn id`qw jwvy qW ik kMipaUtr lYb dy iksy vI smwn nwl koeI vI CyVKwnI nw ho sky[22. kMipaUtr lYb iv`c Lyzr ipRtMr iksy vI hwlq iv`c UPS aupr nw clwieAw jwvy[ ies nUM is`Dy ibzlI nwl clwieAw jwvy[ ies leI iek v`KrI ibjlI dI is`DI qwr dI iPit`g krvweI jw skdI hY[23. kMipaUtr lYb dw UPS myn qoN bMd nw kIqw jwvy qW ik iesdIAW bYtrIAW lgwqwr cwrz ho skx[**Academic Instructions:**1. kMipaUtr lYb iv~c cwrt/postr, Anmol il`pI cwrt, tweIm-tybl, islybs, Required skill set, pMjwbI tweIipMg kI-borf ipRMt-AwaUt Awid auplbD hoxy cwhIdy hn [ islybs Anuswr pRYktIklj, AMgryjI Aqy pMjwbI dI tweIipMg AiBAws hr jmwq dw pUrw hoxw cwhIdw hY [ nwl hI ividAwrQIAW nUM AweI. sI. tI. lyYb iv~c aupl~bD swry hwrfvyAr bwry Xog jwxkwrI hoxI cwhIdI hY [
2. inrIKx dorwx vyKx iv`c AwieAw hY ik ividArQIAW dy pVHweI dw p`Dr sMqoSjnk nhIN huMdw[ ies leI kMipaUtr AiDAwpk duAwrw ieh XkInI bxwieAw jwvy ik hryk klws dy ividArQIAW dw kMipaUtr ivSy dw islybs pUrw krvwieAw hovy Aqy ividArQIAW dIAW kwpIAW smyN isr cY`k kIqIAW jwx Aqy ividArQIAW dy pVHweI dw p`Dr sMqoSjnk hovy[
3. hryk mhIny hryk klws (6vIN qoN 12vIN) dw tYst (20 nMbrW dw PwrmY`t Anuswr), ie`k pwT pUrw krvwaux qoN bwAd, ilAw jwvy Aqy iesdw dw irkrf ie`k v`Kry rijstr (tYst rijstr) iv`c drz kIqw jwvy[ieh tYst rijstr skUl iv`c pihlW mojUd CCE rijstr qoN v`Krw hoxw cwhIdw hY[

Format of TEST Register

|  |  |  |
| --- | --- | --- |
| Rollno | Student Name |  Marks |
| April | May | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. AiDAwpk fylI fwierI hr roz ilKI jwvy Aqy G`to G`t hPqy iv`c ie`k vwr skUl mu`KI qoN qsdIk krvweI jwvy[
2. tiemtybl hryk kMipaUtr AiDAwpk dw v`Krw-v`Krw lYb iv`c l`gw hovy[tiemtybl hryk idn (Daywise Mon Tue etc.) Anuswr hovy Aqy iQaUrI, pRYktIkl sp`St iliKAw hovy[

**skUl p~Dr qy iv~qI irkwrf (Financial Instructions) myntyn krn leI hdwieqW** 1. kY~s bu~k inrDwrq Pwrm iv~c lgweI jwvy [ 2. hr ie~k iv~qI swl leI vK~rI kY~S bu~k lgweI jwvy [ 3. jdoN vI koeI AwmdnI Aqy Krcy dI tRWzkSn huMdI hY auh ausy idn kYS bu~k iv~c ieMdrwj kIqw jwvy [ 4. kYS bu~k dI hr ie~k ieMdrwj skUl dy mu~KI v~loN qsdIk kIqw jwvy[5. ijs idn vI tRWzkSnW huMdIAw hn ausy idn hI kY~S bu~k iv~c bkwieAw k~iFAw jwvy [ hr mhIny dy AMq iv`c bkwieAw grWt vwiez k`iFAw jwvy[6. kY~S bu~k dw hr mhIny dw bkwieAw, bYNk dy bkwey nwl myl krdw hoxw cwihdw hY jykr iksy qrHW dw AMqr hY qW Bank Reconcilation Statement rwhIN ieh AMqr dUr kIqw jwvy [ 7. kYS bu~k iv~c AOvr rwieitMg Aqy kitMg nUM skUl dy mu~KI/DDO v~loN qsdIk kIqw jwvy [ 8. iksy vI qIjI iDr nUM AdwiegI isrP AkWaUt pyeI cY~k nwl hI kIqI jwvy [ koeI vi AdwiegI kYS iv`c nW kIqI jwvy[9. hr ie~k ib`l Aqy vwaUcr pyf AYNf kYNsl kIqw jwxw cwhIdw hY [ ies ieh vI iliKAw hovy ik ieh AweI.sI.tI. grWt iv`coN pws kIqw igAw hY[10. hr ie~k ib`l Aqy vwaUcr aupr AdwiegI dw cY`k nMbr vI iliKAw hovy ijs rWhI ib`l dI AdwiegI kIqI geI hovy[1. kMipaUtr AiDAwpk nUM qnKwh sbMDI stytmYNt skUl m`uKI duAwrw id`qI jwvy[

12. kMipaUtr PIs dw kY~S bu~k iv~c ieMdrwj kIqw jwvy Aqy ieh PIs ijs idn pRwpq huMdI hY ausy idn jW Agly idn bYNk iv~c jmHW krvweI jwvy [ PIs ie`kTI hox qoN bwAd qurMq DEO dPqr ByjI jwvy[13. 499 ru: qoN v`D Krcy dy iek ibl leI G`to G`t 03 kutySnW LwzmI leIAW jwx Aqy iehnW dI Comparative Stattement bxwky G`to G`t ryt vwlI dukwn qoN smwn KrIidAw jwvy[14. AweI.sI.tI. grWt kyvl inXmW Aqy hdwieqW Anuswr hI vrqI jwvy[ ies sbMDi p`qr pihlW hI jwrI kIqy jw cu`ky hn [ pr iPr vI ieh slwh id`qI jWdI hY ik GrWt vrqx qoN pihlW iek vwr DEO dPqr qoN jwxkwrI lY leI jwvy qW ik koeI grWt glq Awietm KrIdx qy nw vrqI jwvy Aqy Awift dI smisAw qoN bicAw jw sky[13. v~K-v~K sroqW qoN KrIdI sm~grI stwk rijstr iv~c kImq Aqy mwqrw sihq drj kIqI jwvy Aqy hr ie~k ieMdrwj skUl dy mu~KI v~loN qsdIk kIqw jwvy [ hr sm~grI leI stwk rijstr iv~c v~Krw-v~Krw pMnw rwKvw hoxw cwhIdw hY [ vrqoN qoN bwd sm~grI d**w bkwieAw k~Fxw jrUrI hY [**skUl mu~KI iehnW hdwieqW Anuswr qurMq kwrvweI krnI XkInI bxwaux[ kMipaUtr AiDAwpk duAwrw iehnW swrIAW hdwieqW dI ieMn ibMn pwlxw kIqI jwvy Aqy bwkI sm`y-smy` isr jwrI hdwieqW Anuswr irkwrf Aqy hor jrUrI kMMm pUry kr ley jwx qW jo iksy iksm dI AnuSwsnI kwrvweI qo` bicAw jw sky [  |  |