

## Paperless office policy 2022

### Aim

- The ultimate aim of the policy is to make the institute completely paperless.

### Objectives

- To save time and money by minimizing paper usages.
- To build a greener workplace by recycling and reuse of the paper.
- To make management of the institution Swift and hassle free

### Features of policy

- Frame a committee in the institution to ensure implementation of the paperless policy.
- Initially try to minimize usage of paper in official works
- Set up limit on maximum paper usage in a month and keep record of the same.
- Use storage devices like pen-drive and hard-drive and cloud storage to store data and reduce paper usage.
- Use of digital apps to create meeting agendas and other official works through the apps such as Google meet, Zoom, WhatsApp etc.
- Interaction and guide students through mentor groups on Whatsapp.
- Ensure moving financial work to digital platforms such as GEM, Paymanager, SIPP, GPF, SSO etc.
- Paperless marketing of Institutional programmes and research projects through online modes like email, e-books, blog posts, social media posts, videos and digital ads.
- Declare a champion of the office yearly who contributes most in going paperless.

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UNIVERSITY OF RAJASTHAN  
J.N. Marg, Jaipur 302004 Rajasthan, India

222 - LATE PANDIT MAHAL KISHORE SHARMA GOVT. COLLEGE, DAUSA

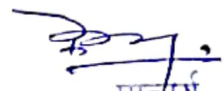
HELP LINE WORK  
SUM WORK  
PRACTICAL EXAM WORK  
PRACTICAL TRAINING WORK

Helpline Number :- 7726953531  
Toll Free Number :- 18001806433

NOTIFICATION REGARDING PRACTICAL TRAINING CAMP 2022  
INSTRUCTIONS REGARDING DEPOSITING OF EXAM FEES 2022  
IMPORTANT NOTICE FOR COLLEGE STUD EXAM FORMS 2022  
NOTIFICATION REGARDING EXAM BELL OF CENTRES 2022  
NOTIFICATION FOR SPECIAL PRACTICAL EXAM

INSTRUCTION FOR UG/PG PRACTICAL EXAM-2022  
~ For UG/PG Practical Queries Contact Number ~

S.NO.	CLASS	CONTACT NAME	Contact No.	Email Id
1.	ARTS	SHRI SUNIL PRASAD SHRI SADESH SHARMA	887560350 7841399572	ugsecretary@gmail.com
2.	SCIENCE	SHRI NAVJEET KUMAR SHRI GIADHARE SUDAKA	9482556548 9015129453	scsecretary@gmail.com
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3.	M. SC.	SHRI DUSSENA PRASAD	9945424119	scsecretary2@gmail.com

  
प्राचार्य  
स्व.पं. नवल किशोर शर्मा  
राजकीय स्नातकोत्तर महाविद्यालय, दौसा



Dashboard - College Admin

Enter the below information to create your home page

Link to Home Page	
Logo Profile	✓
Profile Image	✓
Website URL	✓
Management of Settings	✓
Management of Content	✓

test college

राजस्थान सम्पर्क  
RAJASTHAN SAMPAK

Government of Rajasthan

My Profile

Name: Poochoudhary2022@RAJASTHAN GOV IN

Internal User ID: cl\_ds\_gd\_pmcpl\_adm

Designation: Principal

Department: College Education

Office: Srangya PN KS Government P.O. College Dausa

Office No: -

Section: Administration

Role: Departmental Processing Office


Mobile: 5414441110

Grid of Services:

- Grievance Entry
- Disposal (Sampark 2.0)
- Reports
- Sampark Meetings
- Tour/Visit/Inspection
- Circulars
- DnT&C Service Request
- Discussion Forum
- SMS/Email Service
- Leads & Impressions
- Officer's Directory
- User Directory
- Sampark Helpline Mapping
- Quality Check
- Call Center

*के.प.*


प्राचार्य  
स्व.पं. नवल किशोर शर्मा  
राजकीय सांस्कृतिक महाविद्यालय, दौसा



# Department of Finance

Government of Rajasthan

## Integrated Financial Management System



Welcome 256, DoF College, Dausa

Home Financial Year 2022-2023 Date 25/07/2022

Home Admin
Financial
Downloads
Helps And Manuals

Update Profile (Kindly click on Generate OTP to change the mobile number.)

User Type:  Self  Created Users

Login ID:

User Name:

User Type:


e-Mail ID:


OTP via:  Email  Mobile

Email:

Office Phone:

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Department Logo

Book Issue | Book Deposit | Book Search


Dashboard
Member Requests
Book Acquisition
Non-Resident Cal. Of Journal
Library Master
Book Collection
Reports
Book Search

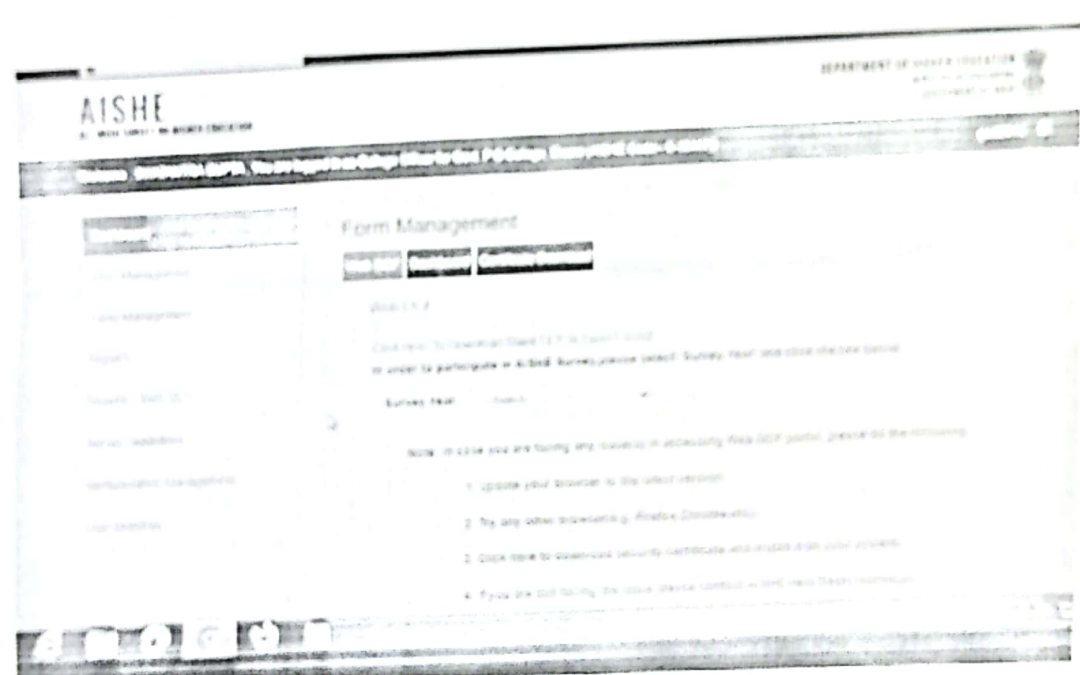
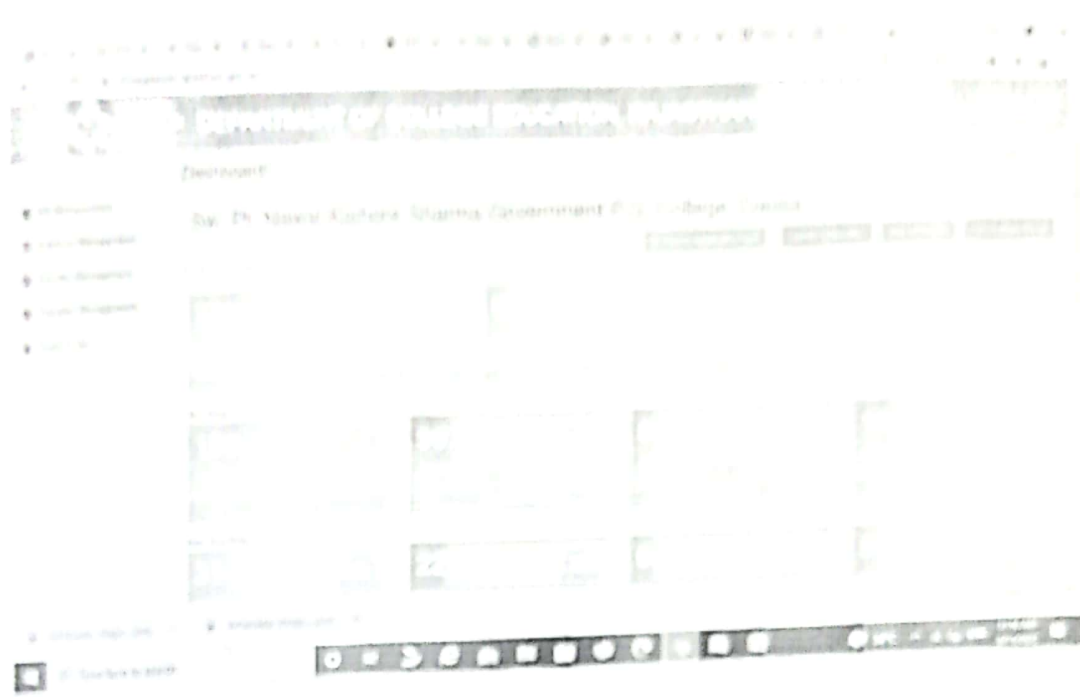
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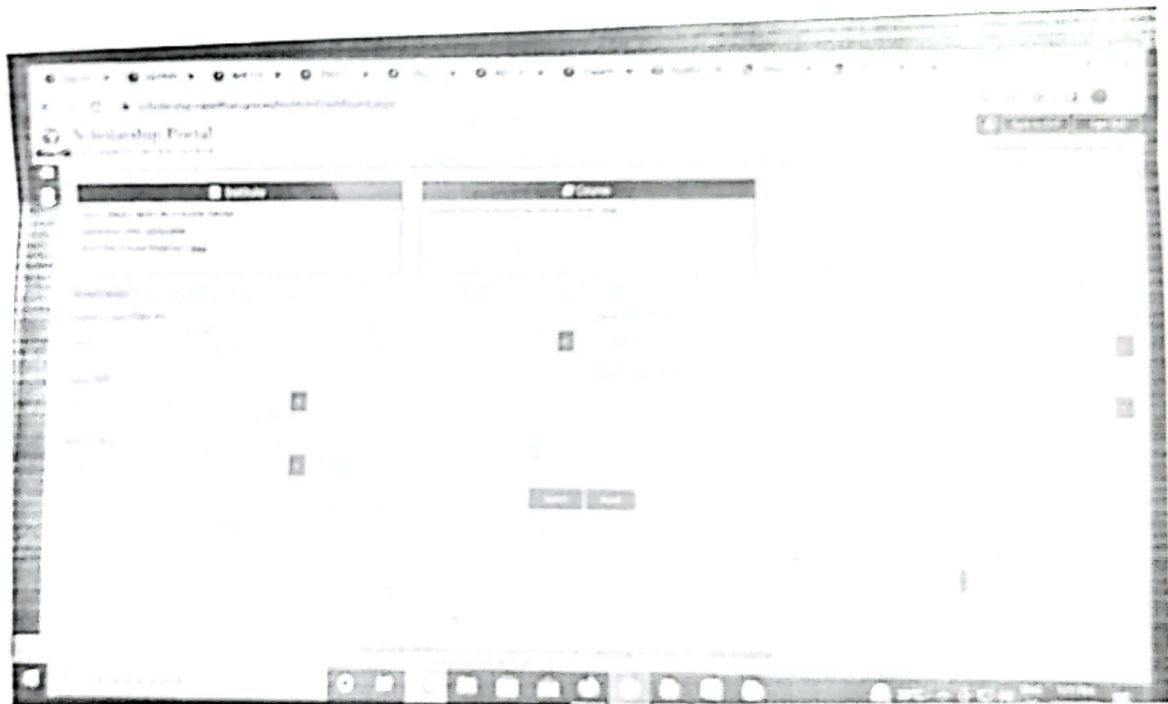
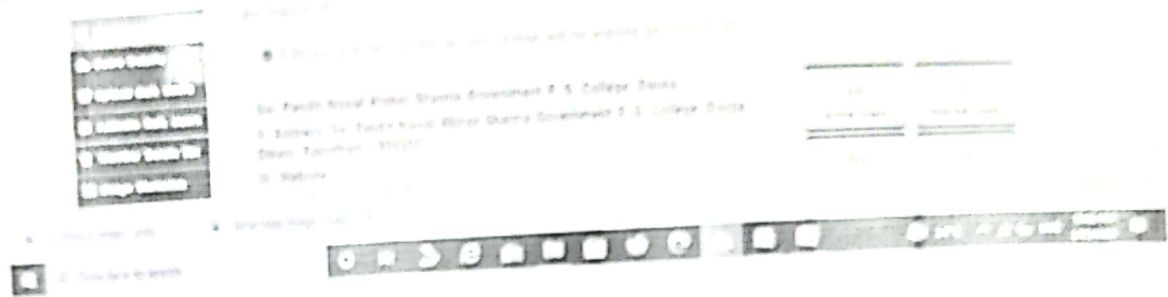
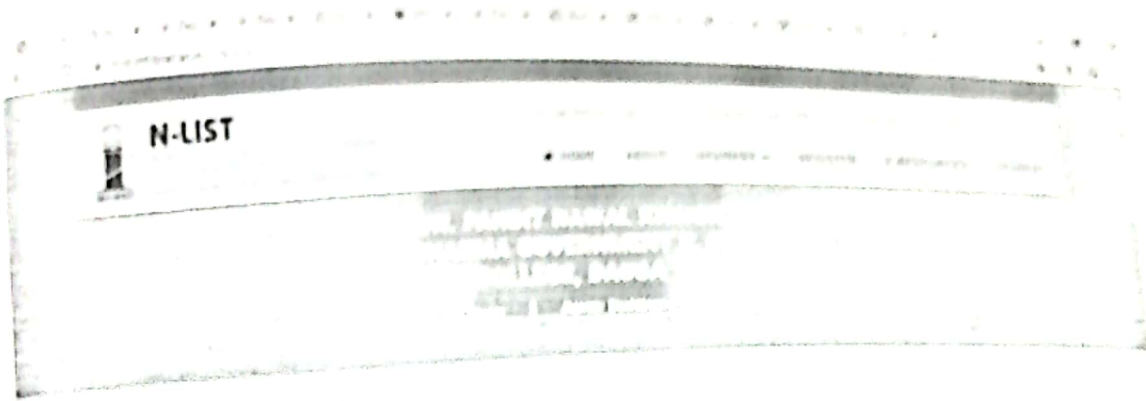
### Taskbar


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 प्राचार्य  
 स्व.पं. नवल किशोर शर्मा  
 राजकीय स्नातकोत्तर महाविद्यालय, दौसा



*[Handwritten Signature]*  
प्रचार्य  
स्व.प. नगर विद्यालय, जयपुर  
राजस्थान



  
प्रचारार्थ  
राजकीय सेवा विभाग, राजस्थान सरकार, जयपुर