



Rajeev Gandhi Govt. Post Graduate College, Ambikapur, Surguja (C.G.) India

CODE OF CONDUCT

Note: Rajeev Gandhi Govt. Post Graduate College, being a government institution, requires all employees and students to comply with the rules and Code of Conduct established by the Government of Chhattisgarh. Employees are expected to adhere to the duty regulations, leave policies, and other guidelines outlined in the MP/CG Code of Conduct for Civil Services (Conduct) Rules 1965.

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CODE OF CONDUCT FOR SUPPORTING STAFF

Administrative Staff

- ❖ Confidential report of the department should be kept confidential by staff members working in the Department as it is the part of personal information.
- ❖ Additional responsibilities should be taken by the staff if required as assigned by Principal.
- ❖ Service book of all teaching and non-teaching staff of the institution should be maintained by the staff.

Accountant

- ❖ All the financial statements and other financial reports should be prepared and examined by the accountant time to time.
- ❖ Accountant should prepare accounts, taxes and tax returns, and other payments as per requirements.
- ❖ Accountant should establish proper entries of accounts and tables.
- ❖ Accountant should discuss and report the financial status of the college to the Principal at regular intervals.
- ❖ Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- ❖ Accountant should provide all the necessary account statements and documents for various committees of the institute.
- ❖ Accountant should provide all necessary accounting documents for yearly account audits.
- ❖ Lab attendant should help the lab assistant to carry out the lab related responsibilities.

Clerk

- The clerk must take full responsibility of records and should be truthful and trustworthy in their position all the times

Peon

- ❖ Peon should report the college half an hour before the college time to ensure the arrangement.
- ❖ Peon should follow all the instructions and work assign by the Head of the department and other staff members.
- ❖ Peon should not leave the office until and unless the higher authority permits.

