

Office Of the Principal Govt. Polytechnic. Panchkula

Office Order No.GPP/ 731

Dated :- 07/07/2023

In supersession of all the previous orders, the following duties are hereby assigned for the combined work for GP Panchkula & MRAK to all the officers and officials with immediate effect:

S.No	Name of Officers	Additional Work Allocated	Remarks, if any
1.	Smt. Eesha Mehta, HOD (Arch.)	TPO, PIO,O/I NBA/ NEP	Assist in Principal day-to-day works
2.	Sh. Subash Bhardwaj, HOD(Mech.)	O/I Guest Faculty O/I Workshop O/I UBA/ ANC	
3.	Sh Satyawan Dhaka, HOD(Applied Sc.)	O/I Cash/ Audit/ Income Tax	Assist in Principal day-to day works
4.	Smt. Paras Parashar, HOD (Comp.)	MRAK ,MSME/HSBTE/SBI	Assist in Principal day-to day works
5.	Smt. Sudesh Sharma, S.L.	O/I Library(Both) O/I Time Table	
5.	Smt. Rajni Mehra, S.L.	-	On CCL
6.	Smt. Amita, S.L.	E-Dashboard, Overall Incharge Scholarship, IIC Incharge	
7.	Sh. Pawan Baloda, S.L.	O/I Exam O/I Hostel Supdt.*	*As per discussion in Monthly Meeting of staff held on 04.07.2023
8.	Smt. Preyank Shori, S.L.	O/I Cultural President SF Nodal Officer Tobacco Free Educational and O/I NCORD	
9.	Sh. Rahul Jangra, S.L.	O/I MLT/Pharmacy O/I Sports	
10.	Sh. Ravinder Sheoran, Lect.	O/I MRAK O/I PMKVY O/I Telephone/Networking/ CCTV O/I NCC/NSS,O/I Secrecy	
11.	Smt. Meenu Nain, Lect.	O/I Cleanliness O/I Saksham Scholarship	
12.	Ms. Neha Midha, Lect.	O/I Admin,ATPO O/I Website (both) Nodal Officer CM Window	
13.	Smt. Suman Chaudhary, Lect.	O/I Admission,O/I AEBAS	
14.	Sh. Sanjeev, Lect.	*On Duty at Directorate of Technical Education Panchkula	

	Suchet, Lect.	O/I Electrical Engg. Secretary SF, Apprenticeship	
	Smt. Nidhi, Lect.	Hostel Warden & Newsletter/ Advt. drafting work. Incharge First Aid O/I HKRN	
17.	Smt. Astha, Lect.	Hostel Warden O/I Pragati Scholarship	
18.	Smt Namrata, Lect.	Asst. O/I Admission, Scholarship for MRAK through groups / trusts	*Admission Record must be maintained online and offline.
19.	Sh Abhimanyu, Lect.	O/I Maintenance of Water Coolers and Lifts etc, O/I Canteen, O/I Vehicle	
20.	Sh Abhishek, Lect	O/I HRMS Assist in Admin work Assistant Training and Placement Related works	
21.	Sh Kaushal, Lect	O/I Electrical Maintenance Asst. PMKVY	
22.	Sh Vikram, Lect.	-	On EOL
23.	Sh Jitender, Lect.	O/I PMS Assistant UBA/ ANC AICTE schemes	
24.	Sh Vikas, Lect.	O/I Security Assist O/I Admin O/I AICTE/AISHE/NEAT/COA/ MSRTE related works	
25.	Sh Vishnu Goel, Lect	Assistant O/I Cash/ Audit/ Income Tax	
26.	Sh Neeraj, Lect	APIO Incharge Seminar Hall and Conference Hall, O/I Passport and License , Assistant O/I Sports	
27.	Sh Sahil Pahal, Lect.	O/I Building/ Civil Works/PWD O/I Horticulture and Landscape	
28.	Sh. Deep Chand, FMI	O/I Store	
29.	Sh. Pawan, Assistant	Assist in Accounts, Store, Exam works	
30.	Smt. Mamta, Assistant	Assistant Hostel Warden	All the pending work related to establishment branch be done with in a week time to avoid any action.
21.	1. Ms. Riya, G.F.	Assist in Passport/License work & Hostel duty	

2.	MS. Pratima, G.F.	Assist in AICTE schemes and Cleanliness	
	3. Ms. Binny, GF	Social Media Updation, Cultural and Projects, O/I Attendance	
2.	Ms. Heena Gulati, G.F.	Hostel Duty All registration related work for students for any scheme related to Placement Cell and others. Special AICTE Schemes	
23.	Sh. Hitesh, G.F.	All registration related work for students for any scheme related to Placement Cell and others. assistant O/I NCC/NSS	
24.	Sh Kuldeep, G.I.	Assist HOD Arch in all works	

Note:

1. The concerned HOD's can assign any other duty in the Department. Further, the O/I's can also distribute their work to any officers attached to him or her as required.
2. Works on top priority will be taken care under the guidance of the then O/Is.
3. The court case related to the concerned work will be dealt by the concerned O/I's.
4. The Charges of similar nature type may be assumed in allotted to if note mentioned above.
5. Charges be handed over and taken over properly.

Daljit Singh
Principal
Govt. Polytechnic
Panchkula

Dated :- 07/07/2023

Endst. No. 4322 - 4324

A copy of the above is forwarded to the following for information & further necessary action.

1. All Concerned to note for compliance (By Official whatsapp group and Email)
2. O/I Admin
3. Guard File

Daljit Singh
Principal
Govt. Polytechnic
Panchkula