

*Bearing same Number & Date*

# Office Of the Principal Govt. Polytechnic. Panchkula

Office Order No.GPP/1167

Dated :- 26/10/2023

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.)	-	On CCL upto 08.01.2024
2.	Sh. Subash Bhardwaj, HOD (Mech.)	O/I Guest Faculty O/I Court Case O/I Cash/ Audit/ Income Tax O/I UBA/ ANC	
3.	Smt. Paras Parashar, HOD (Comp.)	TPO,PIO ,MSME/HSBTE/SBI	Assist in Principal day-to day works
4.	Smt. Sudesh Sharma, S.L.	O/I Library(Both) O/I Time Table	
5.	Smt. Rajni Mehra, S.L.	O/I Electrical Engg.,O/I Apprenticeship	
6.	Smt. Amita, S.L.	E-Dashboard,,IIC Incharge,O/I HKRN	
7.	Sh. Pawan Baloda, S.L.	O/I Exam O/I Workshop O/I Hostel Supdt.*	*As per discussion in Monthly Meeting of staff held on 04.07.2023
8.	Dr Sarika Sharma,S.L.	Coordinator SIET Panchkula Coordinator MRAK	
9.	Smt. Preyank Shori, S.L.	O/I Cultural O/I Expert Lectures President SF Nodal Officer Tobacco Free Educational and O/I NCORD	Record of Expert Lectures may be maintained from staff of the institute.
10.	Sh. Rahul Jangra, S.L.	O/I MLT/Pharmacy O/I Sports O/I Scholarship	
11.	Sh. Ravinder Sheoran, Lect.	O/I Telephone/Networking/ CCTV O/I NCC/NSS	
12.	Smt. Meenu Nain, Lect.	O/I Cleanliness O/I Saksham Scholarship	
13.	Ms. Neha Midha, Lect.	O/I Admin, ATPO O/I Website (both) Nodal Officer CM Window	
14.	Smt. Suman Chaudhary, Lect.	O/I Admission,O/I AEBAS	




	Sh. Sanjeev, Lect.	*On Duty at Directorate of Technical Education Panchkula	
	Smt. Suchet , Lect.	O/I ECE Secretary SF	
17.	Smt. Nidhi, Lect.	Hostel Warden & Newsletter/ Advertising Incharge First Aid Asst. O/I HKRN	Till the end of semester
18.	Smt. Astha, Lect.	Asstt. Hostel Warden O/I Pragati Scholarship	Till the end of semester
19.	Smt Namrata, Lect.	Asst. O/I Admission, Scholarship for MRAK through groups / trusts	*Admission Record must be maintained online and offline.
20.	Sh Abhimanyu, Lect.	O/I Maintenance of Water Coolers and Lifts etc, O/I Canteen, O/I Vehicle, O/I Store	
21.	Sh Abhishek, Lect	O/I HRMS Assistant O/I Admin Assist in Placement Cell	
22.	Sh Kaushal, Lect	O/I Electrical Maintenance O/I PMKVY	
24.	Sh Jitender, Lect.	O/I PMS AICTE schemes Assistant UBA/ANC Assistant Coordinator SIET	
25.	Sh Vikas, Lect.	O/I Security, , O/I Secrecy O/I AICTE/AISHE/NEAT/COA related works Assistant O/I Guest Faculty	
26.	Sh Vishnu Goel, Lect	Assistant O/I Cash/ Audit/ Income Tax	
27.	Sh Neeraj, Lect	APIO Incharge Seminar Hall and Conference Hall, O/I Passport and License , Assistant O/I Sports	
28.	Sh Sahil Pahal, Lect.	O/I Building/ Civil Works/PWD O/I MRAK	
29.	Sh Vikram, Lecturer	Assistant O/I Cleanliness O/I Horticulture	
30.	Smt Saroj Bukkal, Junior Librarian	Library work and Caretaker Assistant First Aid	
31.	Sh. Pawan, Assistant	-	*Presently on Election Duty
32.	Smt. Mamta, Assistant	-	*Presently on Election Duty
33.	Ms. Riya, G.F.	Assist in Passport/License work & Hostel duty, O/I Projects	
34.	Ms. Heena Gulati, G.F.	Hostel Duty All registration related work for students for any scheme related to	



		students for any scheme related to Placement Cell and others. Special AICTE Schemes Social Media work	
35.	Sh. Hitesh, G.F.	All registration related work for students for any scheme related to Training and Placement Cell and others. Press Note work Assistant O/I NCC/NSS	
36.	Ms. Pratima, G.F.	Hostel Duty	
37.	Ms. Pooja, G.F.	Hostel Duty and Assist in Cultural	
38.	Sh Kuldeep, G.I.	Assist O/I Building	
39.	Sh Pardeep, G.I.	Assistant O/I Horticulture	

**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 Charges of similar nature type may be assumed in allotted to if note mentioned above.
4. Charges be handed over and taken over properly.


  
Principal  
Govt. Polytechnic  
Panchkula

Endst. No. 8037-8039

Dated :- 26/10/2023

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

  
Principal  
Govt. Polytechnic  
Panchkula