

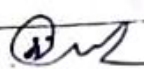
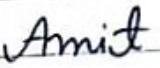
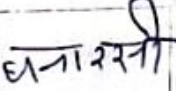

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, SAFIDON (JIND)**


Dated 03-09-2022

Memo No. GCS/2022/

**OFFICE ORDER**

Duties assigned for the session 2022-23 to following Non-Teaching staff members w.e.f. 03-09-2022

Sr. No.	Name of the Employee/ Designation	Duty Assigned	Signature
1.	Sh. Sunil Kumar, LA	Attendance and Leave Record, NSS (Girls)	
2.	Amit Kumar, Tabla Player	Library Security	
3.	Sh. Deepak Singh, LA	BC Scholarship, Other Scholarships	
4.	Sh. Pankaj Kumar, LA	SC Scholarship, Passport	
5.	Surender Kumar, LA	CCE Lab, Statistics Data of Staff and Students	
6.	Rakesh Garg, LA	Distribution of DMCs and Degrees of All classes	
7.	Vinod Kumar, LA	Placement Cell	
8.	Sh. Banarsi Das, Peon	Dusting of Principal Office, Girls Common Room, SPIO Office, NCC Office, NSS Office, Room No. 13, 14, 16	
9.	Sh. Anil Kumar, Peon	Dusting of Staff Room, English Language Lab, Placement Cell, Room No. 21, 22, 23, Night Chowkidar	
10.	Sh. Vijender Kumar, Peon	Dusting of General Office, Bursar Room, Room No. 15, 17, 18, Dairy and Dispatch Register Work, Bank and Post Office Works	
11.	Sh. Rohtash, Peon	Dusting of University Branch, Room No. 12, 24, 25	

  
PRINCIPAL  
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SAFIDON (JIND)  
