



# **PRINCIPAL, GOVT. COLLEGE, SAFIDON (JIND)**



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Memo No. GCS/2023/3219

Date: 08/09/2023

## **Office Order**

The duties assigned to Lab staffs w.e.f. today i.e. 08-09-2023

Sr. No.	Name and Designation	Lab	Work other than Labs
1.	Sh. Rajender Singh, JLA	Physics, Chemistry	Placement Cell
2.	Sh. Chand Singh, JLA	Zoology & Botany	Statistics and Assist office staff for office work.
3.	Sh. Sunil Kumar, J.L.A.	Geography	Leave record, Parking Pass
4.	Sh. Deepak Singh LA	Zoology	Bus Pass, University Affairs
5.	Sh. Pankaj Kumar LA	Chemistry, Dusting of Digital Lounge	Students Passport, SC/BC and other Scholarships,
6.	Sh. Amit Kumar, TP	Music Labs	Absentee Fine List of UG 2 <sup>nd</sup> & 3 <sup>rd</sup> Years, Library Security
7.	Sh. Vinod Kumar, LA	Botany, Math, Dusting of Computer labs in new Art Block	Absentee Fine List of All Commerce UG & PG
8.	Sh. Rakesh Kumar, LA	Physics, Dusting of Computer Science labs in Sci. Block	Absentee Fine List of Science UG/PG, Physical Verification, Write Off and Auction
9.	Sh. Surender Kumar, LA	Geography	Parking Pass, Absentee Fee List of UG 1 <sup>st</sup> Year, Eng Honors and Arts PG

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