

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

Memo No. GCS/2025/1166

Dated 14-08-2025

**OFFICE ORDER**

In continuation of assignment duties for the session 2025-26 to following staff members are assigned the duties below w.e.f. 14-08-2025.

Sr. No.	Name of the Employee/ Designation	Duty Assigned	Signature
1.	Sh. Dharmender, Assistant	Fee, Fund and all type of supervision	
2.	Sh. Sohanu Ram, Clerk	Govt. Grant Bills, Pay Bill, HRMS, NCC, Attendance and Leave Record (Vijender Attached)	
3.	Sh. Arun , clerk	Establishment, Diary Dispatch, Email	
4.	Sh. Jogender .Junior Librarian	Library, Library security	
5.	Ms. Monika	AEBAS (1-10) Every Month	
6.	Dr. Ruchi Bhardwaj	AEBAS (11-20) Every Month	
7.	Sh. Vikas Bansal	AEBAS (21-30/31) Every Month	
8.	Sh. Rajender Kumar, JLA	Chemistry Lab	
9.	Sh. Chand Singh, JLA	Zoology Lab, Botany Lab, Statistics Data of Staff and Students	
10.	Sh. Sunil Kumar, JLA	Geography Lab, NSS ,All type of absentee Fine	
11.	Sh. Sushil Kumar, LA	University Affair, DMC Distribution, BC Scholarship	
12.	Sh. Deepak Singh, LA	Zoology Lab, Court case, Additional charge establishment	
13.	Sh. Pankaj Kumar, LA	Chemistry Lab, Digital Lounge, SC Scholarship, Computer Science Lab	
14.	Amit Kumar, Tabla Player	Passport, Merit Scholarship	
15.	Surender Kumar, LA	Geography Lab,	
16.	Rakesh Garg, LA	Physics Lab, all Classes Bus Pass , English Language Lab	
17.	Vinod Kumar, LA	Botany Lab, Maths Lab, Placement Cell	
18.	Sh. Vijender, Peon	Work related to treasury and bank etc.	
19.	Sh. Gourav , Library Attendant	Library work, Electricity related work etc.	
20.	Sh. Banarasi	Principal Office	
21.	Sh. Rohtash	University Branch	
22.	Sh Sonu, Sweeper	All Building except Science Block, library	
23.	Sh. Sanyam	Science block , Library , all other places not allotted to sonu, sweeper	

*Dharmender*  
(ASSISTANT)

*Jh.*  
PRINCIPAL  
GOVT. COLLEGE  
SAFIDON (JIND)  
*K*