

Office of the Principal, Govt. Polytechnic, Jhajjar

Office Order No. 277

Dated: 8/4/23

In suppression to all previous orders, the following duties are hereby assigned to the respective staff members in addition to their regular duties for smooth functioning of the Institute.

Sr. No.	Name	Duties Assigned
1.	Sh. Parveen Kumar Mehra	O/I Civil Engg., O/I PMS, O/I Unserviceable
2.	Sh. Ashwani Kumar	O/I Ceramic Engg., O/I Purchase, S.F. President, Hostel Supdt., Member Alumni Association
3.	Sh. Umesh Saroj	O/I ECE, O/I Mentor-mentee, Coordinator NBA, Skill development and NPTEL, Chairman Alumni Association, T.P.O
4.	Sh. Dinesh Kumar Arya	O/I Admission
5.	Sh. Permal Singh	O/I Applied Science, PIO, Chairman Discipline Committee
6.	Sh. Yashvir Singh	O/I Computer Engg., O/I Exam
7.	Smt. Bhawna Chaudhary	O/I Apprentice and Saksham Yuva, Chairman Women Cell, Member Alumni Association
8.	Sh. Vikas Goel	O/I Academics
9.	Sh. Narsingh Parmar	O/I Library, U.B.A
10.	Sh. Vivekananda Jha	O/I Income tax, O/I Smart Class Room
11.	Sh. Niraj Kumar Singh	O/I AICTE, O/I CM Window
12.	Sh. Satender Vasistha	O/I N.C.C, Hostel Warden (Hostel-I)
13.	Sh. M.M. Egbal	O/I Secrecy, ATPO
14.	Sh. Amit Kumar	O/I N.S.S, O/I Store
15.	Sh. Sandeep Dhandhi	O/I C.D.T.P, ATPO
16.	Sh. Narender Kumar	O/I PMKVY, Member Discipline Committee
17.	Sh. Ravinder Kumar Khrab	O/I Cash, O/I CCTV
18.	Sh. Pardeep Nandal	ATPO, Member Discipline Committee
19.	Smt. Buntty	Secretary S.F, Member Women Cell
20.	Smt. Suresh Rani	O/I Girls Common room, Member Women Cell
21.	Sh. Vivek Dahiya	Level Admin User HRMS, O/I Outsource, O/I HKNRL
22.	Smt. Rekha Jangir	O/I Website, O/I Biometric
23.	Sh. Shakti Raj Singh	O/I Internet, O/I Video Conferencing
24.	Sh. Harish Kumar Kaushik	ATPO, O/I Time Table
25.	Smt. Reenu	Attached with O/I Academics
26.	Sh. Kulwant Khrab	ATPO, O/I Merit cum Means Scholarship
27.	Sh. Ravinder Saharan	O/I Court Case
28.	Ms. Sheetal	Member Women Cell
29.	Sh. Ramkumar	O/I Conference Hall
30.	Sh. Ramesh Rawat	O/I Mechanical, O/I Audit
31.	Sh. Ashish Kumar Yadav	O/I CEGO
32.	Sh. Amit Kumar (Electrical)	Asstt. O/I Exam
33.	Sh. Sumit Kumar	APIO
34.	Sh. Deepak Kumar	Asstt. O/I PMS
35.	Sh. Vikas Dahiya	O/I Sports

36.	Sh. Prankit Gupta	O/I Passport, Student I-Card
37.	Sh. Mohit Kadyan	O/I Vehicle
38.	Sh. Akash Suran	O/I Driving Licence
39.	Sh. Rahul Nehra	O/I Electrical Maintenance
40.	Sh. Sahil Bangar	Asstt. O/I Admission
41.	Sh. Gaurav	O/I Building, ATPO
42.	Ms. Kajal Sachdeva	O/I Co-Curricular Activities
43.	Ms. Priya	Swachh Bharat Abhiyan, O/I AISHE
44.	Sh. Sukhbir Singh	O/I Canteen
45.	Smt. Pinki	Member Women Cell, Warden Girls Hostel

All are directed to assume their duties and hand over/take over their charge immediately without any delay.

Principal
Govt. Polytechnic, Jhajjar

Endst. No. GPJ/

1528

Dated: 8/4/23

Copy of above is forwarded to the following through e-mail for information and with a direction to get it noted from all the concerned staff members for necessary compliance.

1. HOD Electrical Engg.
2. TPO
3. O/Is – Mechanical Engg./ Computer Engg./ Civil Engg./ Ceramic Engg./ Applied Sc./ ECE

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