


In superannuation of 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	Designation	Additional Duties
1	Smt. Geeta Devi	T P O	T.P.O, Chairman Alumni Association
2	Sh. Ravinder Kumar	Sr. Lecturer	O/I Civil, Building, O/I Mentor-Mentee
3	Sh. Zakir Hussain	Sr. Lecturer	O/I Mechanical, PIO
4	Sh. Ashwani Kumar	Sr. Lecturer	O/I Ceramic, President SF, Income -Tax
5	Sh. Diggpal Singh	Sr. Lecturer	O/I Purchase, O/I Vehicle, Skill dev. & NPTEL
6	Smt. Lata Yadav	Sr. Lecturer	O/I Admission, O/I Unserviceable, Chairman women cell
7	Sh. Umesh Saroj	Sr. Lecturer	O/I ECE, Nodal officer & O/I PMS, O/I Academics
8	Sh. Parveen Mehra	Sr. Lecturer	O/I Examination branch
9	Sh. Narender Kumar	Workshop Supdt.	O/I Court Case, Chairman discipline committee
10	Sh. Chander Prakash	Lecturer	O/I Cash, ATPO, O/I Secrecy
11	Sh. Kulwant Kharab	Lecturer	Driving License, O/I Merit cum means scholarship
12	Sh. Niraj Kumar Singh	Lecturer	UBA, PMKVY
13	Sh. V.N Jha	Lecturer	ATPO, O/I Conference halls
14	Sh. Satender Vashisht	Lecturer	O/I Out Source, O/I NCC
15	Sh. M.M Eqbal	Lecturer	Swachh Bharat Abhiyan, O/I AISHE
16	Sh. Yashvir Singh	Lecturer	O/I Computer Engg. O/I Apprentice & Shaksham Yuva & O/I AICTE
17	Sh. Vivek Dahiya	Lecturer	O/I C M Window, O/I HRMS
18	Sh. Harish Kaushik	Lecturer	ATPO
19	Smt. Reenu	Lecturer	Attached with O/I PMS
20	Smt. Rekha Jangir	Lecturer	O/I Website, O/I Bio-metric, Member women cell
21	Sh. Shakti Raj Singh	Programmer	O/I Internet, O/I Guest house
22	Sh. Dinesh Arya	Lecturer	Hostel Supdt., O/I Canteen
23	Sh. Pardeep Nandal	Lecturer	O/I Sports, ATPO
24	Sh. Ravinder Kharab	Lecturer	NBA co-coordinator, O/I CCTV
25	Sh. Bunty	Lecturer	O/I Time Table, Secretary S F, Member women cell
26	Sh. Vikas Goel	Lecturer	APIO, O/I Audit
27	Sh. Vijay Kumar	Lecturer	Attached with exam branch & O/I Passport
28	Sh. Amit Kumar	Lecturer	O/I Store, O/I CEGO, O/I Horticulture
29	Sh. Sandeep Dhandi	Lecturer	O/I NSS, CDTP, ATPO
30	Sh. Permal Singh	Lecturer	O/I Library, O/I Voter card
31	Smt. Bhawna Chaudhary	Lecturer	O/I Cultural, Member women cell
32	Smt. Neeru	Lecturer	O/I Girls common room , O/I Co-Curricular Activities
33	Smt. Sheetal	Lecturer	O/I Sports Girls, Chairman Editorial Board ,Member women cell
34	Sh. Ram Kumar	Foreman Inst.	Minor Civil works, Member Discipline committee
35	Sh. Jagdish Arya	Foreman Inst.	Electrical maintenance, O/I Furniture, Eduset
36	Sh. Gurdeep Singh	Foreman Inst.	Hostel-warden Boys
37	Sh. Rakesh Kumar	Dy Supdt.	will supervise on all clerical staff (Estt./Accounts & other)
38	Sh. Ajay Kumar	Assistant	Accounts (all accounts related work)
39	Smt. Parkash Devi	Assistant	Hostel warden Girls ,Demand, Security, Scholarship, GIS, Admission
40	Sh. Davender Singh	Assistant	Establishment (Class-I to Class-IV)

41	Smt. Jyoti	Steno-Typist	P A to Principal & Co-ordinate in Estt. work.
42	Smt. Renu	Clerk	Cashier (Govt., S.F. & others)
43	Smt. Deepa	Clerk	Attach with PMS & Examination branch
44	Sh. Anil Kumar	Workshop Instructor	Supervisor cleaning, Sanitary
45	Sh. Mukesh Kumar	Workshop Instructor	Member Discipline committee
46	Sh. Shiv Kumar	Workshop Instructor	Attached with O/I Horticulture
47	Sh. Shyam Sunder	Workshop Instructor	Bus Pass
48	Sh. Joginder	Workshop Instructor	Furniture Repair
49	Sh. Sushil Kumar	Workshop Instructor	Hostel warden Boys, Generator
50	Sh. Jaipal	Workshop Instructor	Caretaker, Iron/metal repair works
51	Sh. Daya Singh	Workshop Instructor	Assist in Electrical maintance
52	Sh. Vijay Pal Singh	Workshop Instructor	All wooden repair works
53	Smt. Kavita Rani	Lab Instructor	Attached in computer branch
54	Sh. Sukhbir Singh	VEI-Instructor	Store-Keeper
55	Sh. Shyam Lal	Lab-Attendant	Record Keeper (old & current)
56	Sh. Ramesh Kumar	Lab-Attendant	Electrician
57	Smt. Tej Kaur	Peon	Attach with Applied Science
58	Sh. Raj Kumar	Peon	Attach with Eltx & Communication Engg.
59	Sh. Ravinder Kumar	Peon	Attach with Main office
60	Sh. Nirmal	Peon	Attach with Main office & will work of Diary/Dispatch
61	Sh. Arvind Kumar	Peon	Attach with Civil Engg.
62	Sh. Ram Bhagat	Peon	Attach with Library
63	Sh. Sonu	Peon	Attach with Main office
64	Sh. Sunil	Peon	Attach with Ceramic Engg.
65	Sh. Sandeep	Peon	Attach with Workshop
66	Sh. Jaiveer	Peon	Attach with Exam branch
67	Sh. Vipin Pal	Peon	Attach with Mechanical Engg.
68	Sh. Pradeep Kumar	Peon	Attach with Main office
69	Sh. Naresh Kumar	Peon	Attach with T.P.O
70	Jagdish	Mali	Attach with Computer Engg.
71	Kashmir Singh	Mali	Attach with Electrical Engg.

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

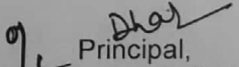

Principal,
Govt. Polytechnic Jhajjar.

Endst. No. GPJ (7496 - 1505)

Dated: 09/03/22

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

1. All HOD Civil Engg./ Ceramic Engg./ Computer Engg./ Elect. Engg./ Electronics Engg./ Mech. Engg./ Applied Science
2. Trg. & Placement Officer/Workshop Supdt./Deputy Supdt.


Principal,
Govt. Polytechnic Jhajjar.

mail


Principal

Duties.

From : Principal <gpjhajjar@hry.nic.in>

Wed, Mar 09, 2022 03:39 PM


Subject : Duties.

 1 attachment

To : Civil Engg <civilgpj@gmail.com>, ceramic engg <ceramicgpj@gmail.com>, computer engg <computergpj@gmail.com>, electrical engg <electgpj@gmail.com>, ECE <ecegpi@gmail.com>, mechanical engg <mechanicalgpj@gmail.com>, app sc <appscgpj@gmail.com>, tpo tpo <tpogpjhajjar@gmail.com>, workshop Gpj <workshopgpj@gmail.com>, Estt.Jhajjar <gpjhajjar.estt@gmail.com>

Please see the attach file.

Principal
G.P. Jhajjar

 **Office order no. 257.pdf**
1 MB

Office of the Principal, Govt. Polytechnic Jhajjar.

Office order no. GPJ/309

Dated: 5-4-22

An Anti Ragging Committee of the following officers is hereby constituted.

1. Mr. Digpal Singh, Lecturer in Mechanical Engg.
2. Mr. Ravinder Kumar, Lecturer in Electrical Engg.
3. Mr. Satender Vashishtha, Lecturer in Ceramic Engg.
4. Ms. Rekha Jangir, Lecturer in Computer Engg.
5. Mr. Ram Kumar, Foreman Instructor.

Principal,
Govt. Polytechnic Jhajjar.

Endst. No. GPJ/309

Dated: 5-4-22

action. Copy of above is forwarded to the following for information and necessary

1. All HODs- Applied Sc./Civil Engg./Ceramic Engg./Computer Engg./ECE/
Electrical Engg./Mechanical Engg./Workshop Supdt. (through e-mail).
2. Mr. Digpal Singh, Lecturer in Mechanical Engg.
3. Mr. Ravinder Kumar, Lecturer in Mechanical Engg.
4. Mr. Satender Vashishtha, Lecturer in Electrical Engg.
5. Ms. Rekha Jangir, Lecturer in Ceramic Engg.
6. Mr. Ram Kumar, Foreman Instructor.
7. Guard File.

Principal,
Govt. Polytechnic Jhajjar.

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, JHAJJAR

Office Order No. 314

Dated: 6-4-22

In partial modification to the office order no. GPJ/312 dated 05-04-2022, the following duties are hereby re-assigned to the following staff members for the Redressal of internal complaints.

Sr. No.	Name	Designation	Contact Details/ SBR No.
1.	Ms. Lata Yadav (Chairman)	Sr. Lect. in Electrical Engg.	9810727553
2.	Ms. Rekha Jangir (Member)	Lect. in Computer Engg.	9813736607
3.	Ms. Bunty	Lect. in ECE	9991886822
4.	Ms. Bhawna (Member)	Lect. in Applied Science	9818911330
5.	Ms. Sheetal (Member)	Lect. in Applied Science	8683938386
6.	Mr. Parvesh Chhikara (Member)	Vishwas Welfare (NGO)	9416377555

Principal
Govt. Polytechnic, Jhajjar.

Endst.No: GPJ/ 2045

Dated: 6-4-22

A copy of above is forwarded to the following through e-mail for information and necessary action:

1. Ms. Lata Yadav, Sr. Lect. in Electrical Engg.
2. Ms. Rekha Jangir, Lect. in Computer Engg.
3. Ms. Bunty, Lect. in ECE.
4. Ms. Bhawna, Lect. in Applied Science
5. Ms. Sheetal, Lect. in Applied Science.
6. Mr. Parvesh Chhikara (Member) NGO.

Principal
Govt. Polytechnic, Jhajjar.

06/04/22

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, JHAJJAR

Office Order No. 315

Dated: 6-4-22

In partial modification to the office order no. GPJ/313 dated 05-04-2022, a Grievance Redressal Cell (GRC) of the following staff members is hereby re-assigned for SC/ST faculty/staff.

1. Mr. Dharamvir Singh Sangwan, Principal (Chairperson).
2. Mr. Umesh Saroj, Sr. Lecturer in ECE (Member).
3. Mr. Ashwani Kumar, Sr. Lecturer in Ceramic Engg. (Member).
4. Mr. Permal Singh, Lecturer in Applied Sc. (Member).
5. Mr. Sushil, W/I (Member).

Principal
Govt. Polytechnic, Jhajjar.

Endst.No: GPJ/ 2046-2051

Dated: 6-4-22

A copy of above is forwarded to the following through e-mail for information and necessary action:

1. Mr. Dharamvir Singh Sangwan, Principal (Chairperson).
2. All HODs/ Workshop Supdt. (through e-mail).
3. Mr. Umesh Saroj, Sr. Lecturer in ECE (Member).
4. Mr. Ashwani Kumar, Sr. Lecturer in Ceramic Engg. (Member).
5. Mr. Permal Singh, Lecturer in Applied Sc. (Member).
6. Mr. Sushil, W/I (Member).

Dhar
Principal
Govt. Polytechnic, Jhajjar.
06/04/22

Office of the Principal, Govt. Polytechnic Jhajjar.

Office order no. GPJ/ 329

Dated: 08-4-22

An Internal Quality Assurance Cell is hereby constituted of the following HODs/ O/Is to maintain the quality of education and to introduce the latest teaching methods/techniques for improvements in education.

1. Mr. Ravinder Kumar, O/I Civil Engg.
2. Mr. Zakir Hussain, O/I Mechanical Engg.
3. Ms. Lata Yadav, O/I Electrical Engg.
4. Mr. Umesh Saroj, O/I ECE.
5. Mr. Ashwani Kumar, O/I Ceramic Engg.
6. Mr. Yashvir Singh, O/I Computer Engg.

Principal,
Govt. Polytechnic Jhajjar.

Endst. No. GPJ/2081-2086

Dated: 8-4-22

Copy of above is forwarded to the following through e-mail for information and necessary action.

1. Mr. Ravinder Kumar, O/I Civil Engg.
2. Mr. Zakir Hussain, O/I Mechanical Engg.
3. Ms. Lata Yadav, O/I Electrical Engg.
4. Mr. Umesh Saroj, O/I ECE.
5. Mr. Ashwani Kumar, O/I Ceramic Engg.
6. Mr. Yashvir Singh, O/I Computer Engg.

Principal,
Govt. Polytechnic Jhajjar.

08/04/22