

Office of the Principal, Government Polytechnic Shergarh (Kaithal)

Office Order No. : 274

Dated: 01/07/25

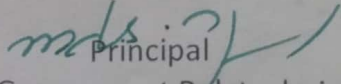
The following additional duties are hereby assigned to various staff members with immediate effect. The process of handing over/ Taken over of the charge should be completed within 3 working days. In case where more than one staff member is deputed, the physical charge will be taken by junior most member.

S.No.	Charges/Duties Assigned	Name
1.	PIO/CM Window	1. Sh. Deepak Puniya SL Mech. 2. Sh. Sohan Sharma GF Elect.
2.	Website	1. Sh. Surender Malan HOD Comp. 2. Sh. Ashish Mehta SL Comp.
3.	TPO/Alumni Meet	1. Sh. Amit Gupta HOD Mech. 2. Sh. Deepak Puniya SL Mech. 3. Sh. Aman Saini Lect. Civil 4. Sh. Pradeep GF Elect.
4.	O/I Admission/Migration	1. Sh. Ashish Mehta SL Comp 2. Smt. Anju GF Maths 3. Smt. Pooja GF Chem. 4. Sh. Kunal GF
5.	O/I Exam / HSBTE Affiliation	1. Ms. Ritu Lect. Maths 2. Mrs. Anju GF Maths
6.	O/I Passport/Driving Licence	1. Sh. Pradeep GF Elect.
7.	O/I UBA	1. Sh. Amit Gupta HOD Mech. 2. Sh. Deepak Puniya Sr. Lect. Mech 3. Sh. Sohan Sharma G/F Elect. 4. Sh. Surender Saini Lect. GFC
8.	O/I AICTE/AISHE	1. Dr. Balraj Lect. Comp.
9.	O/I Store	1. Sh. Hardeep Lect. Mech.
10.	O/I Bus Pass	1. Sh. Amreek Guest W/I 2. Sh. Naresh Clerk
11.	O/I Cash (Govt. & SF)	1. Mrs. Neeru Dhull Lect. App. Sc.
12.	Student Fund	1. Sh. Surender Malan HOD Comp. (President) 2. Sh. Shalander Mor Lect. (Secretary)
13.	O/I Generator	1. Sh. Anand Yadav Lect. Elect. 2. Sh. Pankaj Rana GI. 3. Sh. Sumit Electrician
14.	O/I Electrical Maintenance/ Renewable Energy / Fire Safety	1. Sh. Gavinder Rana FMI 2. Sh. Sohan Sharma GF 3. Sh. Sumit Electrician
15.	O/I Library / Newspaper / Magazines/ Journals	1. Mrs. Mamta HOD civil 2. Mrs. Anu GF civil
16.	Internal Complaint Committee/ Discipline Committee / Grieva nce Redressal/ Anti Ragging	1. Sh. Surender Malan HOD Comp. 2. Sh. Deepak Puniya SL Mech 3. Sh. Harish Sharma W/S Supdt.

17.	Women Cell/ Sexual Harassment Cell	1. Sh. Amit Gupta HOD Mech. 2. Mrs. Mamta HOD Civil 3. Ms. Ritu Lect. Maths
18.	O/I Scholarship	1. Sh. Narender kumar Lect. (MCM) 2. Mrs. Pooja GF chem.. (MCM) 3. Ms. Versha Lect. Eng. (PMS) 4. Smt. Shelly GF Civil (PMS) 5. Sh. Gourav Lect. Civil (AICTE) 6. Sh. Rakesh Manchanda FMI (AICTE)
19.	O/I Time Table	1. Respective O/I 2. Sh. Manish GF
20.	Caretaker Building (Furniture and Appliances including water coolers and RO)	1. Sh. Manoj Madan H.O.D Civil 2. Sh. Lokesh Guest W/I 3. Sh. Surender GI
21.	O/I HKRN	1. Sh. Gourav Lect. Civil 2. Sh. Pankaj Rana GI
22.	Nodal Officer Tobacco Free Institution/ Anti Drug	1. Sh. Anand Yadav Lect. Elect.
23.	O/I Sports	1. Sh. Manoj Lect. Mech. 2. Sh. Pankaj Rana G.I
24.	O/I Guest House	1. Sh. Manish GF Mech. 2. Sh. Surender GI
25.	O/I Apprenticeship	1. Sh. Shalander Mor Lect. Mech.
26.	O/I Vehicle	1. Sh. Aman Saini Lect.
27.	O/I Server Room/Internet	1. Sh. Surender Malan HOD Comp. 2. Sh. Sonu Rana Clerk
28.	Atamnirbhar Coordinator / Innovation cell	1. Sh. Shalander Mor Lect. Mech. 2. Sh. Pardeep G/F Mech. 3. Sh. Sohan Sharma G/F Elect.
29.	O/I Biometric Attendance	1. Dr. Balraj Lect. Comp.
30.	O/I CCTV Camera	1. Sh. Ashish Mehta SL Comp. 2. Sh. Lokesh Guest W/I
31.	O/I GeM	1. Dr. Balraj Lect. Comp.
32.	O/I Income Tax/GST	1. Sh. Hardeep Lect. Mect.
33.	O/I Security	1. Sh. Harish Sharma W/S Supdt. 2. Sh. Pardeep G/F Mech.
34.	O/I Land / Building / Horticulture / Plantation	1. Sh. Manoj Madan H.O.D Civil 2. Sh. Aman Saini Lect. Civil 3. Mrs. Shelly GF Civil
35.	O/I Guest Faculty	1. Sh. Satyawan Dhaka HOD App. Sc. 2. Ms. Versha Lect. Eng.
36.	O/I Cultural Activity	1. Sh. Deepak Puniya Sr. Lect. Mech. 2. Sh. Sohan Sharma GF Elect. 3. Smt. Anu GF civil 4. Sh. Kunal GF Phy.
37.	O/I NCC / NSS	1. Sh. Surender Saini Lect. GFC 2. Sh. Pradeep GF Elect.

38.	O/I Media Cell	1. Sh. Surender Saini Lect. GFC 2. Sh. Sohan Sharma GF Elect.
39.	NBA	1. Sh. Surender Malan HOD Comp. 2. Sh. Deepak Puniya Sr. Lect. Mech. 3. Sh. Aman Saini Lect. Civil
40.	SC/ST Grievance Committee	1. Sh. Narender kumar Comp. 2. Ms. Versha Lect. Eng. 3. Sh. Gourav Lect. Civil
41.	O/I Court Case	1. Sh. Surender Saini Lect. GFC 2. Sh. Sohan Sharma GF Elect.
42.	O/I First Aid / Health / Mental Health	1. Ms. Neeru Dhull Lect. Eng. 2. Sh. Sohan Sharma GF Elect.
43.	O/I Elections	1. Sh. Gaurav Lect. 2. Sh. Surender Saini Lect. GFC
44.	O/I ERP Dash Board	1. Smt. Ritu Lect. Maths 2. Sh. Kunal GF Physics
45.	O/I HRMS	1. Sh. Ashish Mehta Sr. Lect. Comp.
46.	O/I Socio Economic Survey	1. Sh. Amit Gupta HOD Mech.
47.	O/I MIS Portal	1. Smt. Neeru Lect. English
48.	O/I Answer Sheets	1. Sh. Anand Yadav Lect. Elect.
49.	O/I Secrecy	1. Sh. Gourav Lect. Civil
50.	O/I Agriculture Engg.	1. Smt. Mamta HOD civil
51.	O/I Cleanliness	1. Sh. Satyawan Dhaka H.O.D 2. Sh. G.S.Rana FMI 3. Sh. Pradeep GF Mech. 4. Sh. Surender GI
52.	O/I Office	1. Sh. Gourav Lect. Civil

All the staff members are requested to perform these duties with full dedication and hard work in the interest of the institution. No request for change in duties will be entertained.

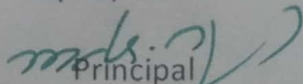

Principal
Government Polytechnic
Shergarh (Kaithal)

Endst. No. 1582 TO 1587

Dated 01/07/25

A Copy of the above is forwarded to the following . They are also requested to get it noted from staff working under them.

1. HOD- Elect/Civil/ Mech. / Comp. /Applied Sc./ W/s Supdt / DSO


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