

Office of the Principal, Govt. Polytechnic Meham (Rohtak)
Office Order

Office Order no. 138

Dated: 17/02/2020

In supersession of previous office orders issued by the undersigned, the following duties are hereby revised and assigned to Smt. Neelam Rani, Lecturer in Computer Engineering (consequent upon her Headquarter shifting at this Institute) & Sh. Gordhan Dy. Supdt. :

Name of Faculty Member	Designation	Duty/ charge assigned	Staff attached
Smt. Neelam Rani	Lecturer in Computer Engg.	O/I Admission	Sh. Pardeep, GF in Civil Engg.
		O/I Internet & Networking/ Website including institute's promotion on social media etc.	1.Smt. Madhu GF in Computer, 2.Smt. Manju GF in Civil 3.Sh. Pawan Kumar , Guest Instructor 4. Madhu DEO
		O/I Meeting and Inspection	Smt. Madhu Madhan, VTF
		O/I Accreditation	Sh. Ashok Kumar, GF in Electrical Engg.
		O/I AICTE Schemes or any other Schemes related to Students welfare.	Sh. Mohan, GF in Electrical Engg.
		O/I Cultural	1.Smt. Madhu GF in Computer, 2. Ms. Heena VTF 3.Smt. Rina VTF 4.Smt. Sucheta VTF 5. Smt. Sonia VTF 6. Sh. Jagdeep VTF 7. Sh. Amit VTF
	Nodal Officer HRMS	Ms. Heena VTF	

Sh. Gordhan	Dy. Supdt.	O/I Horticulture	Sh. Pardeep Kumar GF in Civil Engg.
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It is further directed that Smt. Neelam Rani Lecturer in Computer Engg. will sit in room no. 105 (along with female staff of Computer & Civil Engg.) and the male staff of Mechanical Engg. & Civil Engg. will sit in room no. 112 & 113 respectively during their free periods/timings.

o/c

Pardeep Kumar
Principal
Govt Polytechnic
Meham (Rohtak)

Endst. No. - 870 - 871

Dated: 17/02/2020

A copy of the above is forwarded to all concerned for information and necessary action.

1. All Concerned
2. E.A.

o/c

Pardeep Kumar
Principal
Govt. Polytechnic
Meham (Rohtak)