

O/o The Principal, Govt. College For Women, Gharaunda (Bastara)




Memo No. GCW/2023/2636

Dated:- 08-05-2023

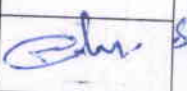


Office Order

In continuation of Office Memo No. GCW/2023/2618 dated-06/05/2023 the duty of Sh. Sukhraj, Assistant Professor Chemistry has been assigned to the following Teachers.

CONVENER

Sr. No.	COMMITTEE NAME	Convener upto 06/05/2023	Convener from 08-05-2023	Remarks
1	BUILDNG/ ELECTRICITY/PUBLIC HEALTH/GENERATOR/PWD/B&R/ DILAPIDATION/COLLEGE MAINTENANCE	Mr. Sukhraj	Dr. Hitender	
2	PROPERTY INCHARGE (Movable & Immovable)	Mr. Sukhraj	Dr. Hitender	
3	LMS / CMS / PRAYAS	Mr. Sukhraj	Mrs. Apoorva	Apoorva
4	PASSPORT / DRIVING LICENSE	Mr. Sukhraj	Dr. Satish Kumar	 9/5/2023

MEMBER

Sr. No.	COMMITTEE NAME	Member upto 06/05/2023	Member from 08-05-2023	Remarks
1	BUS PASS/VOTER CARD/AADHAR CARD/PPP	Mr. Sukhraj	NIL	
2	COURT MATTERS	Mr. Sukhraj	Mrs. Renu Kumari	 Sgl.
3	GEMS	Mr. Sukhraj	Dr. Meetu Chawla	
4	LOCAL PURCHASE COMMITTEE	Mr. Sukhraj	Dr. Hitender	
5	CLEANLINES COMMITTEE/CAMPUS BEAUTIFICATION/ TREE PLANTATION	Mr. Sukhraj	NIL	

6	PRINTING & STATIONERY COMMITTEE	Mr. Sukhraj	Dr. Vikram Singh	W
7	TENT & SAMIANA	Mr. Sukhraj	Dr. Vikram Singh	W

Under Balancing act of Workload the following duties are also change to give the relief Dr. Hitender & Dr. Satish Kumar

Sr. No.	COMMITTEE NAME	Convener upto 06/05/2023	Convener from 08-05-2023	Remarks
1	COLLEGE COMPUTER LABS/ E-Learning /ERP/CCTV/WEB PORTAL	Dr. Hitender	Mrs. Apoorva	Apoorva

Sr. No.	COMMITTEE NAME	Member upto 06/05/2023	Member from 08-05-2023	Remarks
2	PASSPORT / DRIVING LICENSE	Dr. Satish Kumar	Dr. Vikram Singh	W
3	MIS / HRMS / HKRNL	Dr. Hitender	Mrs. Anuradha	A/W

1. This duty list will be effective with immediate effect.
2. The charge of the concerned committee be taken immediately.
3. These duties are directly connected with API Score/Performance.

Principal
Principal
Govt. College for Women,
GCW Bastara (Karnal)
Gharaunda (Bastara) Karnal