

Office of the Principal, Govt. Polytechnic, Ambala City

O/O No. GPA/ 256

Dated: 10/03/2023.


The following Duties have been assigned to the mentioned officers in addition to their existing Duties due to Transfer and promotion of many staff members:-

S.no	Nature of duty	Name of officer Sh./Smt.
1.	S.F. Committee	Serebdeep Kaur -President
		Ram Niwas-Member Secretary
		Pardeep Mittal- Store (Student Fund)
2.	Service Book Verification of staff	Serebdeep Kaur
3.	O/I Outsourcing	Navneet Gupta
4.	Academic Improvement Committee/ Internal Quality Assurance Cell (Result Review, Readmission works etc)	Munish Gupta, O/I
		Adish Bindal
		Pushpendra Pratap
5.	Sports	Pankaj Garg-President
		Rahul Singh-Member Secretary
6.	O/I Exam	Preeti Srivastva
7.	O/I Library	Dr. Sunita
8.	Store (Govt.)	Bharat Bhushan
9.	Edusat Room with video conferencing facility & Smart Room	Hitesh Chawla
		Rajesh Kumar
		Parmod Kumar
10.	Photography & Videography club	Poonam Saini, O/I
		Ritu Goel
		Rajesh Kumar
		Mohit Saini, (GI)
11.	Blood Donation Team	Pushpendra Pratap, O/I
		Sushil Kumar
		Mohit Saini, Arun Syan
12.	Refreshment/ Lunch Committee for various function/activities at institute level	Baltar Singh, O/I
		Sushil Kumar , Member
		Rao Virender , Member
		Lakhwinder Singh, Member
13.	Media Cell	Priti Srivastava
		Dalwinder Singh
14.	Admission Cell/ AICTE works, Migration/ Affiliation	Pushpendra Pratap
		Dhramvir Saini
		Surbhi
15.	O/I Civil Work	Shish Pal
		Vijender Kumar (GF)
16.	Court Cases	Jagjit Singh Narang
		Aditya Gupta, Raj Kumar Pahwa
17.	O/I Beldar/ Tree Plantation	Dalwinder Singh
18.	Exam Stationary (Answer Sheets)	Baltar Singh
		Rakesh Manchanda
19.	Hiring of Bus/Taxi for various activities	Ravinder Sai, O/I
		Navneet Gupta, Member
		Rohtash Nehra, Member

20.	Tent Arrangement for Institute Functions	Ravinder Sai , O/I
		Navneet Gupta, Member
		Rohtash Nehra, Member
21.	O/I Vehicle & Licence for students	Navneet Gupta
		Gulshan, Clerk
22.	Cultural Activities	Bharat Bhushan, O/I
		Preeti Srivastva, Preetpal Kaur, Surbhi (GF), Savroop Kaur (GF)
		Bharat Bhushan, O/I
23.	CDTP/CEGO Cell/ Unnat Bharat Abhiyan/ Sahyog Club	Lakhwinder Singh
		Jageer Khan
		Sunil Rai, O/I
24.	PMS Cell (SC)	Sunita Rani (VEI), Member
		Poonam Saini, O/I
25.	PMS Cell (BC)	Anju
		Shiv Charan, O/I
26.	Cleanliness	Pankaj Kumar (GF)
		Retu Goel
27.	Sound System Arrangement	Rakesh Manchanda
		Jasmer Singh
		Parmod
		Ravinder Punia
28.	Purchase & Maintenance of CCTV's Camera	Anju
		Dalwinder Singh
		Pushpendra Pratap, O/I
29.	O/I Discipline/ Anti Ragging Committee/ Anti Squad Committee/ ICC	Ram Niwas, Sandeep Goel, Rao Virender, Birender Pal, Kimti Lal (GI), Kusum (GI),
		Dr. Sunita Rani
		Pammi Devi (GF)
30.	Women Cell/ Anti Sexual Harrasment Cell	Neetu Gupta (GF)
		Savroop Kaur (GF)
		R.L. Saini, SPIO
		Ravinder Sai, APIO
31.	RTI Cell	Virender Gupra, O/I
		Madhu Bala, Member
32.	Institute website Maintenance, Updation, Uploading of data on website.	Sushil Kumar, O/I
		Vishrut (GF), Kapil Verma (GF)
33.	Bus Pass & Railway Pass	Dr. Sarita Mann
34.	O/I Cash (Student Fund)	Dr. Sunita Rani
35.	O/I Cash (Govt. Side)/ MHRD Purchase	Dr. Adish Bindal
36.	ISTE Club activities	Dr. Inderjeet Singh
		Sandeep Goel
		Priti Shrivastva, Sharmila (GF)
37.	O/I Sessional	Dr. Sarita Mann, Anuradha Bajaj (for 1 st Year students only)
		Virender Gupta, O/I
38.	Maintenance of Computer H/W, Networking, Peripherals with AMC	Ravinder punia, Member
		Payal Arora, Member

39.	NCC (Boys)	J.S. Narang, Parveen (GF)
40.	NCC (Girls)	Dr. Sunita Rani Sohan Pati (GF)
41.	Security & All Institution Scholarship of students	Parveen Mohan
42.	Hostel (Boys)	Pushpendra Pratap, Supdt Dharamvir Saini, Deputy Supdt Rajesh Kumar
43.	Hostel (Girls)	Anju
44.	IIC Cell / Entrepreneurship Club	Hitesh Chawla, Navneet Gupta, Ram Niwas, Poonam Saini, Anju, Aditya Gupta, Rahul Singh, Payal Arora, Virender Nehra, Kaviraj, Pardeep Mittal, Vijender Singh (GF)
45.	NSS	Ravinder Punia Rohit (GF)
46.	Examination Secrecy Material	Bharat Bhushan Hitesh Chawla
47.	CM Window	Munish Gupta
48.	COE Committee for Power Grid Co. of India	R.L. Saini Hitesh Chawla Munish Gupta
49.	Accreditation Team	Dr. Inderjeet Singh
50.	O/I Guest Faculty	Dr. Adish Bindal
51.	Alumni Meet Committee	Munish Gupta, O/I Hitesh Chawla, Baltar Singh, Kulbir Singh, (Members)
52.	Road Safety Club	Ravinder Sai Sushil Kumar Rohtash Nehra
53.	GEM Portal	Munish Gupta Dr. Inderjeet Singh Anita Rani, Asstt.
54.	E-Tender Team	Munish Gupta Dr. Inderjeet Singh Amrita Saini
55.	Verification of Journey of all HOD	Munish Gupta
56.	Electrical Maintenance of Institution	R.L. Saini Rao Virender Parmod
57.	HRMS Portal & Online Banking Facility	Amrita Saini Madhu Bala
58.	Magazine & News Letter of Institute	Preeti Srivastva Preetpal Kaur
59.	SC/ ST Grievance Committee	Sunil Rai O/I Shish Pal Pammi Devi (GF)
60.	Care Taker (Govt. Houses)	Balkar Singh
61.	Committee for Vita Booth	Ram Niwas Kulbir Singh
62.	Store Keeper (Sports)	Harmeet Singh

63.	Care Taker (Institute)	Amir Chand
64.	Condemnation of Computer and I.T Items	Munish Gupta
		R.L. Saini
		Adish Bindal
65.	Condemnation of Machinery and Equipment (other than computer and IT Item)	Ravinder Sai
		Ram Niwas
		Baltar Singh
66.	O/I Income Tax	Sunita Rani (VEI)
67.	O/I Security	Rao Virender O/I
		Satish Kumar
68.	O/I HKRNL (Haryana Kaushal Rozgar Nigam Limited)	Virender Gupta
		Madhu Bala
69.	O/I Biometric	Madhu Bala


Principal
Govt. Polytechnic
Ambala City.

10/03/23

Endst. no. 1653-74

Dated: 10/03/23.

A copy of above is forwarded to the following for information and necessary action & get it noted from all staff members and be Responsible towards Assigned Duties-

1. HOD Arch./ Auto/ Civil/ Comp./ ECE/ Elect./Mech./Plastic/ App. Sc/ W/S/ DS/ TPO.
2. O/I Exam/ Admission/ NCC/ NSS/ Cleanliness/ Library/ PMS Cell/ Outsourcing/O/I Security.
3. Steno to Principal


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