

ਦਫ਼ਤਰ ਸ੍ਰੀ ਗੁਰੂ ਹਰਗੋਬਿੰਦ ਸਾਹਿਬ ਸਰਕਾਰੀ ਬਹੁਤਕਨੀਕੀਕਾਲਜ ਰਾਣਵਾਂ (ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ)।

ਦਫ਼ਤਰੀ ਹੁਕਮ

ਨੰ: ੧੩.

ਮਿਤੀ: ੫/੫/੨੦੨੨

ਇਸ ਦਫ਼ਤਰੀ ਹੁਕਮ ਰਾਹੀਂ ਸੰਸਥਾ ਦੇ ਕੰਮ ਨੂੰ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਡਿਊਟੀਆਂ ਉਨ੍ਹਾਂ ਦੇ ਨਾਵਾਂ ਦੇ ਸਾਹਮਣੇ ਦਰਸਾਏ ਅਨੁਸਾਰ ਲਗਾਈਆਂ ਜਾਂਦੀਆਂ ਹਨ:-

Sr. No	Duty/Activity/Responsibility	Name of the Officer Incharge/ Committee Members
1	Admin Officer	Sh.Sanjeev Goyal, HOD
2	DDO	Sh.Kulwinder Singh, Sr. Lect.
3	Academic & Examination Incharge/PSBTE Affairs	Sh.Kulwinder Singh, Sr. Lect. (Assist) Dr Major Singh, Sr. Lect.
4	AICTE/AISHE General/Student/Staff Group Accident Insurance	Ms Kanwaldeep Kaur HOD, Ms. Nishu Kansal Lect, Ms.Anchal Jain,Lect
5	Training & Placement Officer	Dr Gurinder Singh, HOD
6	Admission Incharge	Dr Major Singh, Sr. Lect.
7	Incharge Time Table	Ms Kanwaldeep Kaur HOD (Assist.) Sh Ankush Goyal, Lect.
8	Anti Ragging Committee	Ms Kanwaldeep Kaur HOD, Sh. Sanjeev Goyal HOD, Dr Gurinder Singh HOD and Class Incharges
9	Student Scholarships (PMS)	Sh. Arvind Chopra,Sr. Lect Scholarship Clerk
10	SRC President	Sh Gurinder Singh, HOD
11	SRC Secretary	Sh Gurinder Singh, Lect.
12	Discipline Committee	HODs & Officer Incharges of Departments
13	Library Incharge	Ms Kanwaldeep Kaur HOD
14	Sports Officer	Sh Daljot Singh Kang, Lect
15	Project Officer NSS/NCC/Red Ribbon	Ms.Rupinder Kaur, Sr. Lect. Ms Nishu Kansal Sh. Satnam Singh
16	Coordinator Table Marking Nodal Centre	Sh. Satnam Singh, Lect.
17	Community & Skill Development Courses	Sh. Navdeep Singh HOD Sh. Amritpal Singh Lect. APO
18	Incharge Staff Attendance / Leave Manager	Sh. Sanjeev Goyal, HOD Ms Kulwinder Kaur Jr Scale Stenographer
19	College Bus Incharge	Sh. Harpreet Pal Singh W/S
20	Bus Pass Incharge	Sh. Gurdeep Singh Lect .
21	Incharge Mails & Correspondence	Sh. Kulwinder Singh,Sr.Lect. Sh.Kawalpreet Singh,Clerk Diary/Dispatch Clerk
22	Purchase Committee/ Development Fund Committee/GEM	Sh. Navdeep Singh HOD Sh Sanjiv Jindal, Sr Lect/Store Officer

		Officer who Placed the requirement Sh Manpreet Joshi Store Keeper
23	Store Officer	Sh. Sanjiv Jindal, Sr. Lect. Sh Manpreet Joshi Store Keeper
24	Estate Officer	Sh. Gurdeep Singh Lect .
25	Incharge Electricity Consumption, Electrical Maintenance, Gererator etc.	Sh AmritPal Singh,Lect. Sh Harpreet Pal Singh W/Shop Supdt Sh Ankush Goyal, Lect.
26	Officer Incharge Class-1V	Ms Rupinder Kaur, Sr. Lect., (Assist) Sh Balwant Singh,F/I
27	RTI/ RTS	Sh. Navdeep Singh, HOD Sh. Hardeep Singh, Sr.Assist.
28	Convenor CCTV/ Biometric Attendance	Sh. Kulwinder Singh Sr.Lect, Sh. Sanjiv Jindal, Sr Lect., Sh. Amritpal Singh Lect. Sh. Manpreet Singh Store Keeper
29	Fire & Safety Committee	Sh. Gurdeep Singh, Lect., Sh Balwant Singh F/I
30	Staff Welfare Committee	Ms Kanwaldeep Kaur HOD Sh. Sanjiv Jindal, Sr Lect., Ms Anchal Jain & Ms Gurwinder Kaur, Librarian
31	Women Grievances Committee	Ms Kanwaldeep Kaur HOD, Ms Rupinder Kaur,Sr Lect, Ms Nishu Kansal, Lect, Ms Kulwinder Kaur Jr Scale Stenographer
32	Incharge College Website	Sh. Kulwinder Singh, Sr.Lect., Sh Gurinder Singh Lect, Ms Anchal Jain, Lect.
33	Student Counsellors	Ms Anchal Jain, Lect, Ms Nishu Kansal, Lect, Sh Satnam Singh Lect., Ms Gurwinder Kaur, Librarian
34	Language Lab	Ms Kanwaldeep Kaur HOD , Sh Dalbir Singh Lect,
35	Medical Counselling/ First Aid	Dr Sunita Rani, Lect, Ms Gursimrat Kaur, Lect.
36	Notice /Display/Boards/Flexs	Sh Navdeep Singh HOD, Sh. Sanjiv Jindal, Sr Lect., , Ms.Hardeep Singh F/I
37	SC/ST Welfare Committee	Sh. Damanpreet Singh Lect., Sh. Gurdeep Singh Lect., Sh. Harpreet Pal Singh W/S
38	Internal Quality Assurance Cell	Sh. Sanjeev Goyal, HOD, Dr Gurinder Singh HOD. Sh. Kulwinder Singh Sr. Lect.
39	General Grievances Comittee	Ms Kanwaldeep Kaur HOD, Sh. Sanjeev Goyal, HOD , Dr Gurinder Singh HOD. Sh. Harpreet Pal Singh,W/Shop Supdt
40	Media Cell/ Social Media/Facebook/Whatsapp Media	Sh. Navdeep Singh. HOD Ms. Aanchal Jain Lect, Ms. Nishu Kansal Lect
41	SVEEP Activities/Electoral Literacy & Mental Health Club	Ms Rupinder Kaur Sr Lect, Sh Gurinder Singh, Lect., Ms.Aanchal Jain Lect.,

		Ms.Nishu Kansal Lect
42	Campus Beautification	Ms Rupinder Kaur Sr Lect, Sh Balwant Singh,F/I

ਇਹਨਾਂ ਹੁਕਮਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

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ਪ੍ਰਿੰਸੀਪਲ,

ਸ਼੍ਰੀ ਗੁਰੂ ਹਰਗੋਬਿੰਦ ਸਾਹਿਬ ਸ.ਬ.ਕਾਲਜ  
ਰਾਣਵਾ (ਫ.ਗ.ਸ)

ਪਿੱਠ ਅੱਕਣ ਨੰ: 733-737.

ਮਿਤੀ: 4/4/2022.

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਅਤੇ ਦਰਸਾਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਮੂਹ ਸਟਾਫ ਨੂੰ ਨੋਟ ਕਰਵਾ ਦਿੱਤਾ ਜਾਵੇ:-

1. ਮੁਖੀ ਵਿਭਾਗ, ਅਪਲਾਇਡ ਸਾਇੰਸ
2. ਮੁਖੀ ਵਿਭਾਗ, ਈ.ਸੀ.ਈ.
3. ਮੁਖੀ ਵਿਭਾਗ, ਮਸ਼ੀਨੀ
4. ਵਰਕਸ਼ਾਪ ਸੁਪਰਡੈਂਟ
5. ਦਫਤਰ ਇੰਚਾਰਜ

ਪ੍ਰਿੰਸੀਪਲ,  
ਸ਼੍ਰੀ ਗੁਰੂ ਹਰਗੋਬਿੰਦ ਸਾਹਿਬ ਸ.ਬ.ਕਾਲਜ  
ਰਾਣਵਾ (ਫ.ਗ.ਸ)