

ANNUAL STAFF DUTY LIST

SESSION 2021-22

Memo No.

Dated: 12/2/2022

- The necessary steps are to be taken i.e. inviting quotation, seeking administrative & financial approval etc. wherever necessary by the committee well in the time.
- The next Person in committee will look after the work in case of leave of the convener.

2	Bursar	<ul style="list-style-type: none"> <li>Dr. Jitender Kumar</li> </ul>
10	Internal Assessment	<ul style="list-style-type: none"> <li>Sh. Satbir Singh(C)</li> <li>Dr. Rajbir Singh</li> <li>Dr. Naveeta Adlakha</li> <li>Ms. Dr. Seema (Chemistry)</li> <li>Mrs. Seema (Hindi)</li> <li>Dr. Devinder</li> <li>Ms. Manisha</li> <li>Mr. Sandeep LA (Clerical Work)</li> </ul>
20	Property Incharge	<ul style="list-style-type: none"> <li>Sh. Satbir Singh (C)</li> <li>Mrs. Manjit Kaur (Iron)</li> <li>Dr. Satish Kumar Garg(Plastic)</li> <li>Dr. Devender Kumar(Wooden)</li> </ul>
26	Court Case	<ul style="list-style-type: none"> <li>Dr. Rajiv Kumar</li> <li>Sh. Satbir Singh</li> <li>Dr. Satish Kumar Garg</li> <li>Ms. Neha (Clerical Work)</li> </ul>
34	Lecture Shortage & Absentee Fine	<ul style="list-style-type: none"> <li>Dr Naveeta Adlakha (C)</li> <li>Mrs. Seema (Hindi)</li> <li>Ms. Dr. Seema (Chemistry)</li> </ul>
41	Outsourcing Policy-I/II and Extension Lecturer	<ul style="list-style-type: none"> <li>Dr. Rajiv Kumar (C)</li> <li>Sh. Satbir Singh</li> <li>Mrs. Manjit Kaur</li> </ul>
52	Canteen Committee	<ul style="list-style-type: none"> <li>Sh. Satbir Singh (C)</li> <li>Dr. Rajbir Singh</li> <li>Sh. Naresh Kumar Nain</li> </ul>
54	Result Verification Committee	<ul style="list-style-type: none"> <li>Dr Naveeta Adlakha (C)</li> <li>Mrs. Seema (Hindi)</li> <li>Ms. Dr. Seema (Chemistry)</li> <li>Ms. Manisha (Commerce) (C)</li> <li>Ms. Preeti Sharma (Commerce)</li> <li>Sh. Sunil Kumar (Arts)</li> </ul>
55	Biometric/BSNL/Internet/Dongle Recharge	<ul style="list-style-type: none"> <li>Ms. Manisha (C)</li> <li>Dr Naveeta Adlakha (C)</li> <li>Ms. Pooja (C. Sci.)</li> <li>Mr. Vinay Kumar Pathak</li> <li>Sh. Satbir Singh</li> <li>Dr. Satish Kumar Garg</li> </ul>

		<ul style="list-style-type: none"> <li>• Sh. Sandeep Kumar (LA) <i>Sandeep</i></li> </ul>
65	Compulsory Computer Education	<ul style="list-style-type: none"> <li>• Dr Naveeta Adlakha (C) <i>Naveeta</i></li> <li>• Dr. Sapna <i>Sapna</i></li> <li>• Mrs. Pooja (C.Sc.) <i>Pooja</i></li> </ul>
71	Auction/Disposal	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar(C) <i>Krishan</i></li> <li>• Sh. Satbir Singh <i>Satbir</i></li> <li>• Ms. Manisha <i>Manisha</i></li> </ul>

Note: These committees will start working with immediate effect. All are further requested to take over the charge from previous incharge latest by 18/02/2022.

Copy to:

*Eighteen Feb. 2022*

Chief Proctor  
Bursar  
Office Clerk

*Mehar*  
Principal  
GCG Palwal  
Kurukshetra