

Office Order No. 238

Dated 25/10/2024

For smooth functioning of the institution the additional duties are re-assigned in addition to their academic work to the officer/officials as below with immediate effect

Sr. No.	Name and Designation	E-mail	Mobile No.	Duty Assigned
1	Sh. Sanjeev Kumar, Lect. In Physics	oiappsc.gpsampla@gmail.com	8295981428	O/I Applied Science, O/I Income tax, O/I Court case, PIO
2	Dr. Sanju Yadav, Lect. In English	aayushi121@gmail.com	9811722888	O/I Academic, O/I Magazine, O/I Japanese Language
3	Smt. Anjali Yadav Lect. In Maths	yadavanjali12@gmail.com	9971057247	O/I Cultural, TPO, President Alumni
4	Dr. Yameeka, Lect. In Chemistry	dryameeka@gmail.com	8307013929	O/I Store, O/I First Aid, O/I Girls Common Room, O/I Canteen, O/I CM/PM window
5	Smt. Manisha, Lect in Maths	manisharana88@gmail.com	7988668779	O/I Guest Faculty, AICTE, AISHE, HSBTE, O/I Rail and Bus pass
6	Sh. Jatin Kochar, Lect. In ECE	gpsampla.oiece@gmail.com	8295333778	O/I ECE, O/I GeM, O/I HKRNL
7	Sh. Yogesh Sharma, Lect in ECE	ysharma005@gmail.com	8930045152	O/I CCTV, EPBX, O/I Furniture, O/I Website, O/I Biometric
8	Smt. Tarni, Lect. In ECE	tarni92@gmail.com	7206382480	O/I Unserviceable items, O/I Swarn Jayanti, O/I Apprenticeship, O/I Audit
9	Sh. Manoj Kumar, Lect in Arch.	oiarch.gpsampla@gmail.com	7979767707	O/I Arch. Asst., Nodal Officer Election, O/I COA, MODROB
10	Smt. Neetika, Lect. In Arch.	neetmor@gmail.com	9255418005	O/I Admission, O/I Library Secretary SF
11	Ms. Ashima Dahiya, Lect in Arch.	ashima.lecturer@gmail.com	9910720763	O/I Cash, O/I HRMS O/I NBA, O/I NPS
12	Sh. Jitender Kumar, Lect. In Chemical	oichemical.gpsampla@gmail.com	8950713897	O/I Chemical, O/I Admin O/I BoG, O/I Society Inspection
13	Dr. Rakesh Gupta, Programmer	rakeshguptah@gmail.com	9416778692	O/I Computer Science, O/I Internet, O/I E-office, O/I Advertisement, Institute, NSS
14	Sh. Yogesh, Lect. In Civil	scholarlydh@gmail.com	9671971253	O/I Civil Engg., O/I Exam President SRC, O/I NCC
15	Sh. Hardeep, Lect in Civil	hardeep.k6@gmail.com	7206286700	O/I Scholarship, Secretary Alumni, APIO
16	Sh. Harender Goyat, Lect. In Civil	coolsam.goyat@gmail.com	8168158044	Estate officer (O/I Building, O/I Fire Extinguisher, O/I water arrangement), O/I Swachh Bharat & Aatam Nirbhar Bharat
17	Sh. Naveen Punia, Lect. In Civil	naveenpunia444@gmail.com	9466901216	ATPO, Innovation Cell & industries - institution interaction cell In charge, O/I Driving Licence & pass port
18	Sh. Pramod, F/I	oiworkshop.gpsampla@gmail.com	9996558955	O/I Mechanical, O/I Workshop, O/I Secrecy, O/I Electrical, O/I Sports, O/I Skill Development
19	Sh. Phool Kumar, Driver	phoolsingh6569@gmail.com	9812121144	Store keeper, In charge Horticulture, sweeper & Security, attached with O/I Admission
20	Sh. Ajay Tyagi GF in Chemical	tyagijay22@gmail.com	9050894096	Attached with Mr. Sanjeev Kumar
21	Sh. Vikas Dahiya GF in chemical	vikas.dahiya22@gmail.com	7015038385	Attached with Mr. Jitender kumar & Ms. Ashima Dahiya
22	Sh. Naveen GF. In Mech	naveen07ohlyan@gmail.com	9017396889	Attached with Mr. Pramod
23	Ms Shalu GF in App. Sc.	shalluwadhwa96@gmail.com	7988300854	Attached with Ms. Anjali
24	Sh. Amit, GF in Arch	aramityadav2011@gmail.com	7906826584	Attached with Mr. Rakesh Gupta and Mr. Manoj
25	Sh. Sumit GF Chemical	sumit.tarun@gmail.com	9996566606	Attached with Ms. Tarni
26	Sh. Sukhpal GF Chemical	sukhpal3545@gmail.com	8685814054	Attached with Hardeep and Neetika
27	Smt. Pooja GF Chemical	poojasinghmann@gmail.com	7206902260	Attached with Mr. Yogesh Sharma & incharge record room
28	Smt. Priya WI Arch.	priyarathee241@gmail.com	9671790920	Attached with Mr. Yogesh and Mr. Phool Kumar

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Email - gpsampla03@gmail.com, Website - <http://gpsampla.ac.in>

29	Sh. Ombir WI	ombirsiwach217@gmail.com	9467142763	Attached with Ms. Manisha
30	Sh. Chand WI	kodainchand@gmail.com	8930067444	Attached with Mr. Pramod
31	Sh. Satyapal WI	satpalsingh92993@gmail.com	9315451006	Attached with Mr. Harinder Goyat
32	Sh. Haripal WI	haripaljaglan1994@gmail.com	8053330877	Attached with Mr Pramod
33	Smt. Kavita Assistant	gpes.kavita@gmail.com	8168342192	P.A. to Principal, Diary & Dispatch,
34	Sh. Satish Kumar, DEO	sethisampla@gmail.com	9215777731	Attached with Admin. branch
35	Sh. Vikas Sharma DEO	vikassharmaji90W@gmail.com	8708407898	Attached with Exam. branch
36	Sh. Vikas Rathee Assistant	rathee.vikas24@gmail.com	8607770765	Admission, Scholarship, Demand & Security
37	Sh. Ajay DEO	ajay25.2008@reduffmail.com	9034380970	Cashier
38	Sh. Amit DEO	amit786prajapati@gmail.com	8929508990	Pay bill, Bill Passing, Contingent bill & TA Bill
39	Sh. Parveen DEO	dhankhar.parveen2011@gmail.com	9812489006	Attached with Exam. branch
40	Ms. Priyanka DEO	prinkarani2015@gmail.com	9518651835	Attached with TPO & Record room
41	Sh. Ankur lab Attendant	ankurgatwal@gmail.com	8053322406	Attached with Mr. Jatin & Mr Rakesh Gupta
42	Sh. Jatin Kochar, Lect. In ECE Dr. Yameeka, Lect. In Chemistry Sh. Hardeep, Lect. In Civil			Grievances redressal, SC/ST Grievances committee
43	Smt. Neetika, Lect. In Arch. Sh. Naveen Punia, Lect. In Civil Sh. Pramod, F/I			Discipline & Anti Ragging Committee
44	Smt. Anjali Yadav Lect. In Maths Sh. Yogesh Hooda, Lect. In Civil Engg. Sh. Jitender Kumar, Lect. Chemical			Student Welfare Committee
45	Dr. Sanju Yadav, Lect. In English Sh. Manoj Kumar, Lect. Arch. Sh. Hardeep, Lect. In Civil			Internal Complaint Committee Sexual Harassment
46	Dr. Sanju Yadav, Lect. In English Ms. Ashima Dahiya, Lect. In Arch. Sh. Sukhpal, GF Chemical			Anti Tobacco
47	Sh. Sanjeev Kumar, Lect. In Physics Sh. Yogesh Sharma, Lect. In ECE Smt. Tami, Lect. In ECE			Auction & unsearchable committee
48	Sh. Jatin Kochar, Lect. In ECE Sh. Yogesh, Lect. In Civil Engg. Ms. Ashima Dahiya, Lect. In Arch.			Standard Technical Committee & Internal Quality Assurance Cell (Gem Purchasing)
49	Dr. Yameeka, Lect. In Applied Sc. Sh. Manoj Kumar, Lect. Arch. Sh. Hardeep, Lect. In Civil			Standard Purchasing Committee (Gem Purchasing)

The handed over/Taken over must be completed within a week positively.

Principal
DBSCR Govt. Polytechnic Edu. Society
Sampla (Rohtak)
Dated 25/10/24

Endst No. 1734-1737
A copy of above is forwarded to the following through E-mail for information and further necessary action. It is also directed to get it noted from the staff working in your department.

1. O/I App. Science/ Arch. Asst./Chem./ Civil/ Computer/ECE/Mech./Workshop (by e-mail)
2. O/I Admin (by e-mail)
3. O/I HKNRL (by e-mail)
4. TPO (by e-mail)

Principal
DBSCR Govt. Polytechnic Edu. Society
Sampla (Rohtak)