

Office of the Principal Govt. College Alewa (Jind)

Office Order

Memo No: GCA/2025/4559

Date: 17/11/2025

The Duties of Non-teaching members are as follows:

Sr. No.	Name/Designation	Work	Signature
1.	Sh. Keshav (Assistant)	Fees & Fund Seat, Establishment Clerk, CM Windows related grievance, HRMS, Email & letter marking HKRN	
2.	Sh. Sagar Chhabra (Clerk)	E-Salary Bill Clerk RTI Clerk, Lapse Security, Telephone Bill	
3.	Sh. Sonveer (L.A.)	University Clerk, Electricity Bill & Maintenance of Electricity Register, Name Stuck off record, NSS Clerk, Character Certificate, Degree	
4.	Sh. Sanjay (L.A.)	Absentee Fine & Maintenance of record, DMC Distribution , Geog Lab. All Scholarship,	
5.	Mrs. Sarita Kumari (L.A.)	Chemistry Lab, Botany lab, Office Stationery Distribution, Clerical Office, DMC Distribution	
6.	Sh. Vikas (L.A.)	IQAC Clerk Biometric Principal office work College website	
7.	Sh. Amit (lib. Restorer)	To assist Electrical repair, College Building repair, CCTV Camera & IT equipment,	 17/11/25

P.T.O.

		Water repair work, Library	
8.	Sh. Kapil (Lib. Attendant)	Library Dusting, Generator Fuel & Record	Kapil
9.	Smt. Renu (Peon)	Dusting room no. 01 to 04, Leave record Pantry, Lecture Bell	
10.	Smt. Anita Kumari (Peon)	Physics Lab, Language Lab (01 day in week) Geography Lab, (in the absence of Sh. Sanjay, L.A.) Zoology Lab Decoration Principal Office works Girls Common room under the aegis of Women Cell (from 9:30 AM to 11:30 AM)	
11	Ms. Monia (Peon)	Dusting (Room-06) Diary & dispatch Bus Pass (Email & Dak in the absence of Sh. Balinder)	Monia
12.	Sh. Balinder (Peon)	Email-Dak, Notice Board Updation, NSS Peon, (Diary & Dispatch in the absence of Monia) Principal Office	Balinder
13.	Sh. Lalit (Sweeper)	Principal office Room No. 6 All male washroom, & All floors, Backyard of college	Lalit Chakraborty
14.	Sh. Reena (Sweeper)	Room No. 02 to 05 Ground Floor, All washroom, Girls Common room Library, Frontyard of College	Reena

Copy to: -

1. Mr. Sumita Duggal
(Senior Most Faculty member)
2. Bursar
3. Mr. Keshav (Assistant)
4. Mr. Balinder (For Record)
5. College Web-site I/c
6. Teaching & non-teaching staff (For Circulation)

Principal 17/11/25
Govt. College Alewa
(Jind)