



Principal

## OFFICE OF THE PRINCIPAL

GOVT. GIRDARI LAL DOGRA MEMORIAL DEGREE COLLEGE HIRANAGAR

(NAAC ACCREDITED WITH GRADE B+)

Website: <https://www.gldmdchiranagar.in> Email: [hiranagargdc@gmail.com](mailto:hiranagargdc@gmail.com)

M.No.94192-20975 Telephone No. 19222-95455



No: HC/2024/686  
Dt: 15-06-2024

### OFFICE ORDER

In compliance to the directions issued by the higher authorities and also by the District administration Kathua in the meeting held on dated 14.06.2024, it is hereby enjoined upon all the permanent employees of and need based casual workers of the college to not only ensure their participation but also for full contribution in successful organization of functions in the college campus which are scheduled to be held on June 20<sup>th</sup> and 21<sup>st</sup> of 2024 respectively. A duty roster indicating the role and responsibilities of the different committees for organizing the abovementioned scheduled events is enclosed herewith for the reference of all concerned officers/officials. Timely arrival on all days, timely completion of assigned tasks/duties, and cooperation with committee members are essential for the smooth organization of these functions. Dereliction of duty on part of any officer/official and need based casual workers or non compliance of this order in any form shall be viewed seriously and action as warranted under the relevant rules shall be initiated against the guilty officer/official.

### Duty Roster

#### Nodal Officers:

#### For IT

1. Prof. Roopali Jamwal *R Jamwal*
2. Prof. Amit Singh *A Singh*
3. Mr Surinder Kumar (Computer Assistant) *S Kumar*

#### For Logistics

1. Dr. Poonam Kamotra *P Kamotra*
2. Dr. Harvinder Kour *H Kour*
3. Dr. Anupma Arora *A Arora*

#### For Student Arrangement

1. Prof. Rakesh Sharma *R Sharma*
2. Prof. Amit Sharma *A Sharma*
3. Dr. Ram Krishan *R Krishan*
4. Prof Bhavna Jamwal *B Jamwal*
5. Prof. Shivani Slathia *S Slathia*
6. Prof. Shapia Shameem *S Shameem*

#### For Hall Arrangements

1. Prof Surinder Kumar *S Kumar*
2. Prof. Neeru Sharma *N Sharma*
3. Dr. Poonam Sambyal *P Sambyal*
4. Prof. Namrata Choudhary *N Choudhary*



Staff on duty other than above

1. Prof. Ganga Sharma *[Signature]*
2. Dr. Rajni Bala *[Signature]*
3. Prof. Raman Kumar *[Signature]*
4. Mr. Sandeep Kumar *[Signature]*
5. Dr. Bharat Bhushan *[Signature]*
6. Dr. Mukesh Kumar *[Signature]*
7. Prof. Balvinder Kour *[Signature]*
8. Prof. Tammna Rajput *[Signature]*

*[Signature]*  
17.06.2014

Principal  
Govt. G.L. Dogra  
G.L. D.M. Degree College  
Memorial Degree College  
Hiranagar  
Manager

Copy to the

1. All officers/officials for information and immediate compliance
2. The Deputy Commissioner, Kathua for information
3. *He. Aminder for sending the information on all personal/ Gov. in mail & whatsapp Accounts of all officials/officers. & uploading on college website.*