


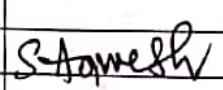
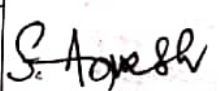
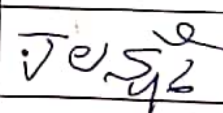
GOVERNMENT DEGREE COLLEGE, METPALLY, DIST: JAGTIAL

PRESNT:Dr.B.Chandrashekar, Principla(FAC)

Date:22-02-2021

Non- Teaching office order

All the Non-Teaching staff members are hereby informed that, the following various sections charges handed over to the following members.

Name of the Staff	Allotted Work	Signature
1)Raziyz Sulthana	i)All Cash Books	
	ii) Inward and Outward	
	iii)D.G. Lab	
Assistants		
a)U.Mallikarjun	i)Admission Section	
	ii)Sports	
	iii)Electricity Works	
b)K.Sathish	i)All System works	
	ii)Examination Branch	
	iii) Bill Section	
c)B.Laxman	i)Computer Lab, ii)R.O. Plant in charge iii)Gardening	
2)S.Anwesh		
	i)Scholarships	
	ii)Stationary Issued and Maintain Stock Registers	
	iii)Local Tappa	
	iv)University Works	
	v)All Bank Works	
	vi) All type of Memos received and Issued	
3)J.Laxmi	i)Office & Staff Room ii)College Closing 4.30Pm	
a)M.Bhagyamma	i)College opening 9.30AM ii)Computer Lab, D.G.Lab Cleaning	
Assistants		
a)M.Bhagyamma	1,2,3,4,5,7 Class Rooms Cleaning and office works	
b) <del>Laxmi</del> S.Uma	2,4,6,8 Class Rooms Cleaning and Ground cleaning	

T.B. Gowd  
22/02/21  
PRINCIPAL (FAC)  
Govt. Degree College  
METPALLY, 505 321 Dist: Jagtial (T.S.)

**OFFICE OF THE PRINCIPAL, GOVT. DEGREE COLLEGE,  
METPALLY**

**PRESENT: DR. B.CHANDRASHEKAR, PRINCIPAL (FAC)**

Date: 16-08-2021

**OFFICE ORDER**

1. RTI ACT 2005 Public Information Officer Sri Dr.B Chandra shekar  
PRINCIPAL (FAC) — B. Chand.  
9849582926
2. RTI ACT 2005 Assistant Public Information Officer Rajiya Sultana  
(SENIOR ASSISTANT) —  
9701672160

B. Chand. 16/8/21  
PRINCIPAL  
PRINCIPAL (FAC)  
Govt Degree College  
METPALLY-505 325. Dist: Jagtial (T.S.)

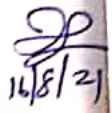
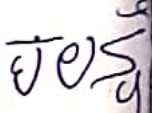
16/8/21

OFFICE OF THE PRINCIPAL, GOVT. DEGREE COLLEGE, METPALLY  
PRESENT: DR. B.CHANDRASHEKAR, PRINCIPAL (FAC)


Date: 16-08-2021

**OFFICE ORDER**

Distribution of work among the Non-Teaching staff is ordered with immediate effect. The in charges are requested to complete the take handing over of charges within two days and submit the compliance reports to the undersigned. Further all the in charges are requested to maintain personal registers.

S.NO.	NAME & DESIGNATION	INCHARGE	SIGNATURE
1	RAZIYA SULTHANA (Senior Assistant)	<ol style="list-style-type: none"><li>1. Establishment</li><li>2. Accounts &amp; Bills</li><li>3. All cash books maintained</li><li>4. All Computer system work</li><li>5. RTI Act 2005 APIO</li><li>6. Bio- metric Attendance maintenance and Report</li><li>7.CL maintenance A/c</li><li>8.Computer Lab in charge</li></ol>	 16/8/21
v2	S.ANWESH (Record Assistant)	<ol style="list-style-type: none"><li>1. Scholarships</li><li>2. Stationary</li><li>3. Local Tappa</li><li>4. University works</li><li>5. All Bank works</li><li>6. All type of Memos received and issued</li><li>7. Admissions section</li><li>8. Electricity works</li><li>9. Examination branch Assistant</li><li>10.Maintenance of Inward and Out ward section</li></ol>	S: Anwesh 16/8/21
3	J. LAXMI (Office subordinate)	<ol style="list-style-type: none"><li>1. R.O. Water Plant in charge</li><li>2. All classrooms and corridors daily cleaning</li><li>3. Gardening in charge</li><li>4. College opening and closing daily(9.30am TO 4.30pm)</li><li>5.Examination branch Assistant</li></ol>	

  
PRINCIPAL (FAC) 16/8/21  
Govt. Degree College  
METPALLY-505 325. Dist: Jagtial (T.S.)

  
16/8/21

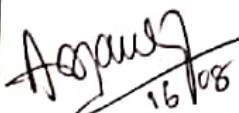
OFFICE OF THE PRINCIPAL, GOVT. DEGREE COLLEGE,  
METPALLY

PRESENT: DR. B.CHANDRASHEKAR, PRINCIPAL (FAC)

Date: 16-08-2021

OFFICE ORDER

Distribution of work among the Teaching staff is ordered with immediate effect. The in charges are requested to complete the take handing over of charges within two days and submit the compliance reports to the undersigned. Further all the in charges are requested to maintain personal registers.

S.NO.	NAME & DESIGNATION	INCHARGE	SIGNATURE
1.	A.MANOJKUMAR (Contract lecturer in commerce)	1. Academic CO-ordinator, 2. Examinations 3. Library, 4. ED Cell, 5. Harithaharam, 6. Public relation officer, 7. Green Audit	 16/08

B. Chandrashekar  
PRINCIPAL 16/8/21  
PRINCIPAL (FAC)  
Govt Degree College  
GDC METPALLY  
METPALLY-505 325, Dist: Jagtial (T.S.)

16/8/21