

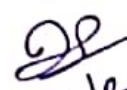
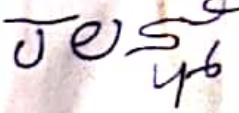
GOVERNMENT DEGREE COLLEGE, METPALLY, DIST: JAGTIAL


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	 22/2/2021
	ii) Inward and Outward	
	iii)D.G. Lab	
	iv)Admission Section	
	v)Sports	
	vi)Electricity Works	
	vii)All System works	
	viii)Examination Branch	
	ix) Bill Section	
	x)Computer Lab, xi)R.O. Plant in charge	
	xii)Gardening	
	2)S.Anwesh	
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)College opening and closing (9.30AM to 4.30PM)	 46
	ii)Office & Staff Room	
	iii)Computer Lab, D.G.Lab Cleaning	
	iv)1,3,5,7 Class Rooms Cleaning and office works	
	v)2,4,6,8 Class Rooms Cleaning and Ground cleaning	


 22/02/21
 PRINCIPAL (FAC)
 Govt. Degree College
 METPALLY-505 325, Dist: Jagtial (T.S.)


 22/2/21

**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) — RS
9701672160

B. Chand. 16/8/21
PRINCIPAL
PRINCIPAL (FAC)
Govt. Degree College
METPALLY-506 325, Dist. Tirupal (T.S.)

Dr
16/1/21

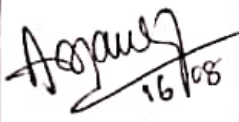
OFFICE OF THE PRINCIPAL, GOVT. DEGREE COLLEGE,
METPALLY

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.)

2/11/21