

Department of Chemistry
Duty Chart of Non-Teaching Staff

SI. No.	Name of the Employee	Ph.No. (O)	Work Assigned
1.	Sh. D.C. Meena, Tech. Officer	4361	Maintenance and upkeep of all instrumentation labs. Running of sophisticated equipment.
2.	Sh. K.C. Tiwari, Supdt.	6235	Accounts/Purchase/Tender work & other office work.
3.	Sh. Babu Ram, Jr. Supdt.	6203	Library /Care-Taker work/Filing work of Ph.D. & PG students
4.	Sh. Rajneesh Sharma, Jr. Tech. Supdt.	4361	Maintenance & operation of instruments in Instrumental Lab- 1
5.	Sh. Hem Singh Panwar, Sr. Lab Asstt. GD-II	4362	Handling Store Work/Write-off work /Glass blowing & other related work
6.	Sh. Pankaj, Multi-task Office	4361	Maintenance & operation of equipment in Instrumentation Labs – II / Write off work
7.	Sh. Tilak Ram, Sr. Attdt. GD-II		M.Sc. (P) Org./Inorg. Laboratory and any other duty assigned to him
8.	Sh. Raj Kumar, Sr. Attdt. GD-II		Old B.Tech. Lab
9.	Sh. Rohit Sharma, Jr. Attdt		Forenoon in old B.Tech lab from Monday to Thursday and in New B.Tech Lab on Friday. Afternoon in office/M.Tech/M.Sc. (Physical) Labs
10.	Sh. Amar Singh, Sr. Attdt. GD-II		Old B.Tech. lab and any other duty assigned to him
11.	Sh. Manoj Kumar, Attdt-II	4318	Open the department at 6.00 A.M., Cleaing of the class rooms of A,B block IInd Floor & Seminar room of D block 3 rd floor sofa-sets A block first floor, office dak and attached to the HOD's office etc.
12.	Sh. Ramesh Chand, Attdt-II	4318	Closing of department at 8.00 P.M. , Office daks and cleaning of ground floor class room+seminar room+ground floor sofa-sets 'A' block first floor class room+ new seminar room & attached to the HOD's Office etc.
13.	Sh. Madan Pal, Y-Pool Worker	4361	Instrumentation/Computer Lab. & Projector work etc.
14.	Sh. Shyam Lal Yadav Sr. Attdt. GD-III		Maintenance of Lawns, Flowers etc.
15.	Sh. Bijendra, Sr. Attdt. GD-II		Time : 7.30 A.M. to 12.00 Noon 2.00 P.M. to 5.30 P.M. Cleaning of A & B Blocks and adjacent open space
16.	Sh. Deepak Kumar, Multi-task Office	4318	M.Sc.(Phy.), (F) & M.Tech. Labs. Forenoon in the Office
17.	Sh. S.P. Singh, Ex-Supdt.	5218/4318	Attached to HOD and overall management of Office.
18.	Sh. Abdul Haq, Ex-Tech. Supdt.	6235	Help in purchase, Installation & Maintenance of the equipment.
19.	Sh. Ankur Kapil, Work-hire	5218/ 4318	E-mail and all computer data related work, filing work and to receive & despatch of Dak, Xerox etc.
20.	Sh. Aashu Sharma Work-hire	5218/ 4318	Attached to the Office, Xerox work, cleaning of library & Conference Room, Tea etc.
21.	Sh. Rohitash		Time : 7.30 A.M. to 12.00 Noon 2.00 P.M. to 5.30 P.M. Cleaning of C & D Blocks and adjacent open space.

Note: The above duties will be effective with immediate effect.

Bgupla
(O.C. OFFICE)
Copy to: 1. All Faculty Members.
2. All concerned.

Hansraj
PROFESSOR & HEAD
Head
Chemistry Deptt.
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09/8/17