


Office of the Principal Govt. Polytechnic Hisar

Office order No 22

Dated 07/01/2022

All HOD/O/Is/Faculties are directed to submit the pending bills of all schemes/heads in the store before 12/01/2022. Further all are informed that no fresh sanction will be granted till 31<sup>st</sup> January except the committee constituted earlier for different works.


  
Principal  
Govt. Polytechnic  
Hisar

Encl No

Dated

A copy of the above is forwarded to the following for information through WhatsApp for necessary action

1. HOD Computer Engg./Applied Sc
2. O/I IC/ME/EE/Med Elex/TD/TP/TT/FD/FT/FAA/ECE/Civil
3. W/S Supdt
4. DSO

  
Principal  
Govt. Polytechnic  
Hisar

## प्रधानाचार्य राजकीय बहुतकनीकी हिसार

कार्यालय आदेश नं० जी०पी०एच०/२३

दिनांक: ०७/०१/२०२१

मुख्य सचिव, हरियाणा सरकार के आदेश क्रमांक 62/69/2021-6जी०एस०१ दिनांक 04.01.2022 के अनुसार इस संस्था के कार्यालय में कार्यरत कर्मचारियों की ड्यूटी इस प्रकार से लगाई जाती है :-

| Date       | Assistant                       | Clerk                                   | Peon                               |
|------------|---------------------------------|---|------------------------------------|
| 10.01.2022 | Satish Kumar, Joginder Singh    | Satbir Yadav, Monika, Anil              | Naveen, Krishan Kumar, Karan Singh |
| 11.01.2022 | Satish Kumar, Joginder Singh    | Satbir Yadav, Monika, Anil              | Naveen Virbhan, Joginder Singh     |
| 12.01.2022 | Joginder Singh, Ravinder Poonia | Satbir Yadav, Mehar Chand, Satbir Singh | Ajay, Joginder Singh, Virbhan      |
| 13.01.2022 | Satish Kumar, Ravinder Poonia   | Satbir Singh, Mehar Chand, Monika       | Ajay, Virbhan, Krishan             |
| 14.01.2022 | Ravinder Poonia, Joginder Singh | Mehar Chand, Anil                       | Ajay, Joginder, Karan              |
| 17.01.2022 | Ravinder Poonia, Satish Kumar   | Satbir Singh, Monika, Anil              | Krishan, Naveen, Karan             |
| 18.01.2022 | Satish Kumar, Joginder Singh    | Satbir Singh, Anil                      | Naveen, Krishan, Joginder Singh    |
| 19.01.2022 | Ravinder Poonia, Joginder Singh | Satbir Yadav, Monika, Mehar Chand       | Krishan, Karan Singh, Virbhan      |
| 20.01.2022 | Ravinder Poonia, Satish Kumar   | Satbir Yadav, Mehar Chand, Satbir Singh | Ajay, Joginder Singh, Karan Singh  |

  
प्रधानाचार्य

राजकीय बहुतकनीकी, हिसार।

दिनांक:

पृ० क्रमांक/जी०पी०एच०/

उपरोक्त की एक प्रति निम्नलिखित के सूचनार्थ एवं आवश्यक कार्यवाही हेतु पेशित है

1. All Concerned
2. DSO

प्रधानाचार्य

राजकीय बहुतकनीकी, हिसार।



**OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR**

Office Order No.: 24

Dated: 07/01/2022

In continuation office order no. 02 dated 04.01.2022 all HODs/O/I's are also requested to ensure collection /submission of recent passport size colored photograph (soft copy in jpg or JPEG format) of 3rdsem DET-L students(2021 admission) along with form in exam branch for uploading on HSBTE exam portal.

Principal  
Govt. Polytechnic  
Hisar

Endst. No.

Dated:

A copy of the above is forwarded to all HOD's and O/I's (through WhatsApp):

1. HOD's - Applied Science/CE
2. O/I's - Civil/EE/ECE/IC/ME/TD/TP/TT/FT/FD/M.Eltx/FAA
3. Workshop Supdt.
4. Exam Branch
5. Notice Board

Principal  
Govt. Polytechnic  
Hisar

**OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR.**

Order No. 25

Dated: 07/01/2022

Sanction is hereby withdrawal accorded under **Rule 38** of Haryana General Provident Fund Rules, 2016 for the grant of an advance of **Rs. 400000/-** (Four Lac only) to **Smt. Krishna, Peon** from his General Provident Fund account number **HR/Edu/142820** to enable him to defray charges on account of repair of house .

2. The advance withdrawal will be accorded under **Rule 38**.

3. The balance at the credit of **Smt. Krishna, Peon**, as on the date of sanction is detailed below:-

|       |  |           |
|-------|--|-----------|
| (i)   | Balance as per General Provident Fund statement for the year December 2021 | 732095-00 |
| (ii)  | Subsequent deposits (November 2021)  | 100000-00 |
| (iii) | Total of column (i) and (ii) Rs.   | 832095-00 |
| (iv)  | Subsequent advance/withdrawals, if any Rs.                                 | --        |
| (v)   | Balance as on date of sanction {column (iii) minus (iv)}                   | 832095-00 |

Dated:

Principal  
Govt. Polytechnic, Hisar

Endst. No.GPH/PF/2022/

Dated:

Copy forwarded to:--

1. The Principal Accountant General (A&E), Haryana, Chandigarh for information and to make a note in the ledger account of the subscriber.
2. Smt. Krishna, Peon with the direction to furnish a certificate to the effect that the amount of Advance obtained from GPF account has been utilized for the purpose for which it was sanctioned within one month from the date of drawl.
3. Treasury Officer, Hisar
4. Pay Bill Asstt. (along with one spare copy)

Principal  
Govt. Polytechnic, Hisar

**Office of the Principal, Govt. Polytechnic, Hisar**

Order No. 26

Dated 10/1/22

The following staff members will attend the Court Case titled Gunjan vs. State of Haryana in Hon'able distt. Session court Hisar on dated 11/01/2022.

1. Sh. Sidharth Sharma, Lect. Medical Electronics
2. Sh. Satbir Yadav, Clerk

They are also directed to carry all the record as desired by Hon'able distt. Session court Hisar.

Principal  
Govt. Polytechnic, Hisar

Dated

Endst No.-GPH (2022)

A copy of the above is forwarded to the following through Whatsapp for information and necessary action

1. H.O.D. Med. Eltx.
2. D.S.O.
3. Sh. Sidharth Sharma, Lect. Medical Electronics
4. Sh. Satbir Yadav, Clerk
5. Court Copy

Principal  
Govt. Polytechnic, Hisar

## OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Order No. 27

Dated: 16/1/22

Campus Drive for final year Electronics & Comm. Engg. students by VVDN Tech. Pvt. Ltd. IMT Manesar will be conducted on 11-01-2022 in the institute from 11:00 am. Written test will be held in C-302 (C-Block). All the students are informed to the present in the institute at 10:00 am with proper uniform, Identity card, aadhar card & other educational documents. They must insure to have wearing the mask and maintain the social distancing as per COVID-19 instruction.

Principal  
Govt. Polytechnic,  
Hisar

Endst. No./GPH/2022/ 300 - 302

Dated: - 10/1/22

A copy of the above is following for your kind information and necessary action.

1. TPO
2. O/I ECE (Through whatsapp)
3. Final year ECE students (through whatsapp group)

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Govt. Polytechnic,  
Hisar



## OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR


Order No. 28

Dated: - 10/1/22

Campus Drive for final year Electronics & Comm. Engg. students by VVDN Tech. Pvt. Ltd. IMT Manesar will be conducted on 11-01-2022 in the institute from 11:00 am. Written test will be held in C-302 (C-Block).

| Sr. No. | Name of Staff Member                            | Nature of Work  |
|---------|---|---|
| 1       | Sh. Rajesh Kumar, Lect. ECE                     | Lunch Arrangement   |
| 2       | Sh. Arshad Jamal, Lect. and Sh. Ajay Nehra (GF) | Discipline Maintenance/ Memento Arrangement/ Sanitizer/Mask Arrangement |
| 3       | Smt. Bharti, Lect. and Sh. Ajay Nehra, GF       | Sitting Arrangement and Projector Arrangement                           |
| 4       | Sh. Sunil Bhutani, Lect.                        | Refreshment   |

Discipline committee must ensure that participating students to use masks/Sanitizer/maintain proper social distancing as per COVID-19 guidelines during the interview.


  
Principal  
Govt. Polytechnic,  
Hisar

Endst. No./GPH/2022/

Dated: -

A copy of the above is following for your kind information and necessary action.

1. TPO
2. O/I TD/ ECE and concerned (Through whatsapp)
3. Sh. Sunil Bhutani, Lect.

  
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Govt. Polytechnic,  
Hisar

# OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR


Order No.GPH/2022/ 29

Dated: 10/01/22

In compliance with the HSBTE memo no. 500/Exam/ HSBTE, dated 06.01.2022, a rationalization committee of the following officers is hereby constituted for rationalization of sessional awards of 3<sup>rd</sup> and 5<sup>th</sup> semester of all classes. They are hereby directed to perform the duties as per HSBTE guidelines provided through Whatsapp.

1. Sh. Rajeev Sardana, HOD
2. Sh. Mandeep Nagpal, Sr. Lecturer
3. Smt. Roshni Ranga, Lecturer
4. Sh. Satish Kumar, Lecturer

1. All the HOD's, O/I's & Tutor incharges of 3<sup>rd</sup> and 5<sup>th</sup> semester are hereby directed to prepare two copies of subject wise marks of Internal Theory and subject wise marks Internal Practical and submit to the rationalization committee upto 17.01.2022.
2. The rationalization committee shall rationalize the awards as per HSBTE guidelines and return one rationalization copy awards to concerned HOD and one copy to exam branch.
3. The concerned HOD will ensure uploading the awards on PCA portal of HSBTE and verify that the awards have been uploaded correctly upto 24.01.2022 positively.

  
Principal,  
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Hisar

**Endst. No GPH/2022/**

A copy of the above is forwarded to the following through Whatsapp for information to all concerned staff and necessary action.

1. Sh. Rajeev Sardana, HOD
2. Sh. Mandeep Nagpal, Sr. Lecturer
3. Smt. Roshni Ranga, Lecturer
4. Sh. Satish Kumar, Lecturer
5. HOD - CE
6. O/I's - EE/ECE/IC/ME/TD/TP/TT/FT/FD/M.Eltx./FAA
7. Exam Branch

Principal  
Govt. Polytechnic  
Hisar



**OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR**


Order No. /GPH/ 2022/ 30

Date: - 10/11/22

As per the HSBTE Memo No. 500/Exam/HSBTE, dated 06.01.2022, all HOD's, O/I's & Tutor incharges are hereby informed that the Sessional (Internal Theory and Internal Practical) awards will be uploaded on PCA portal upto 24.01.2022, therefore all departments have been allotted Data Entry operators for uploading of sessional awards on PCA portal. The department shall ensure the correct uploading of the awards timely, failing which the concerned mentor will be held responsible and no request for correction shall be entertained as per HSBTE guidelines.

Discipline wise Sessional award will be uploaded in the various offices as per the details given below: -

| Sr. No. | Name of the Branch | Office               | Name of Operators                  |
|---------|--------------------|----------------------|------------------------------------|
| 1.      | IC,TT              | IC office            | Mr. Anil Kumar, DEO                |
| 2.      | ME, TD             | PMS office           | Mr. Sandeep Kumar, DEO,PMS         |
| 3.      | TP,FAA             | TPO office           | Mr. Satish Kumar, DEO              |
| 4.      | CE                 | Comp. Lab            | Mr. Yash Luthra, DEO               |
| 5.      | EE, Medical Eltx.  | Medical Eltx.        | Mr. Sandeep Kumar, DEO, Med. Eltx. |
| 6.      | ECE                | Elect. & Comm. Engg. | Mr. Sandeep Kumar, DEO, ECE        |
| 7.      | FD, FT             | Exam Branch          | Mr. Shyokin Singh, DEO             |

  
Principal  
Govt. Polytechnic  
Hisar

Endst. No./GPH/2022/

Date:-

A copy of the above is forwarded (through WhatsApp) to the following for information and necessary action.

1. HOD's - CE
2. O/I's - EE/ECE/IC/ME/TD/ TP/ TT/ FT /FD/ M. Eltx/FAA
3. Exam Branch

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Govt. Polytechnic  
Hisar



Office of the Principal, Govt. Polytechnic, Hisar

Order No. 31

Dated: 10/1/22

Expert Lectures for students of Mechanical Engg., Textile Technology, Civil will be conducted as per schedule mentioned below by Sh. Magandeep S/O Sh. Rajender Prasad (M.Tech. Civil Engg.).

| Date       | Day     | Time            | Class                     | Subject               | Topic   |
|------------|---------|-----------------|---------------------------|-----------------------|---|
| 07-01-2022 | Friday  | 1:00-3:00Pm     | 1 <sup>ST</sup> CIVIL     | IT(P)                 |   |
| 10-01-2022 | Monday  | 11:00-12:00noon | 1 <sup>ST</sup> Year T.T. | ENVIRONMENTAL STUDIES | Source of water pollution in Detail.            |
| 10-01-2022 | Monday  | 1:00-3:00Pm     | 1 <sup>ST</sup> ME-A      | IT(P)                 |   |
| 11-01-2022 | Tuesday | 09:00-10:00Am   | 1 <sup>ST</sup> Year T.T. | ENVIRONMENTAL STUDIES | Effect of Water pollution on human health.      |
| 11-01-2022 | Tuesday | 10:00-12:00noon | 1 <sup>ST</sup> ME-B      | IT(P)                 |   |
| 14-01-2022 | Friday  | 1:00-3:00Pm     | 1 <sup>ST</sup> CIVIL     | IT(P)                 |   |
| 17-01-2022 | Monday  | 11:00-12:00noon | 1 <sup>ST</sup> Year T.T. | ENVIRONMENTAL STUDIES | Water treatment, Objectives of Water treatment. |
| 17-01-2022 | Monday  | 1:00-3:00Pm     | 1 <sup>ST</sup> ME-A      | IT(P)                 |   |
| 18-01-2022 | Tuesday | 09:00-10:00Am   | 1 <sup>ST</sup> Year T.T. | ENVIRONMENTAL STUDIES | Treatment process, Screening.                   |
| 18-01-2022 | Tuesday | 10:00-12:00noon | 1 <sup>ST</sup> ME-B      | IT(P)                 |   |
| 21-01-2022 | Friday  | 1:00-3:00Pm     | 1 <sup>ST</sup> CIVIL     | IT(P)                 |   |
| 24-01-2022 | Monday  | 11:00-12:00noon | 1 <sup>ST</sup> Year T.T. | ENVIRONMENTAL STUDIES | Sedimentation, Sedimentation Process.           |
| 24-01-2022 | Monday  | 1:00-3:00Pm     | 1 <sup>ST</sup> ME-A      | IT(P)                 |   |
| 25-01-2022 | Tuesday | 09:00-10:00Am   | 1 <sup>ST</sup> Year T.T. | ENVIRONMENTAL STUDIES | Co-Agulation, Filtration.                       |
| 25-01-2022 | Tuesday | 10:00-12:00noon | 1 <sup>ST</sup> ME-B      | IT(P)                 |   |
| 28-01-2022 | Friday  | 1:00-3:00Pm     | 1 <sup>ST</sup> CIVIL     | IT(P)                 |   |
| 31-01-2022 | Monday  | 11:00-12:00noon | 1 <sup>ST</sup> Year T.T. | ENVIRONMENTAL STUDIES | Disinfection, Aeration.                         |
| 31-01-2022 | Monday  | 1:00-3:00Pm     | 1 <sup>ST</sup> ME-A      | IT(P)                 |   |

Principal,  
Govt. Polytechnic  
Hisar  
Dated: 10/1/22

Endst. No./GPH/2021/

A copy of the above is forwarded to the following for information and necessary action.

- 1.H.O.D Mech. Engg/T.T
2. TPO

Principal,  
Govt. Polytechnic  
Hisar



**OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR**

Office Order No. GPH/ 32

Dated:- 10/11/22

Sanction is hereby accorded to the grant of following kind of leave to Smt. Teena, Lect. in FT, for 5 days with permission to prefix/ suffix the being holidays under rules 8.116,8.119,8.119c 8.121 8. 137 of Punjab C.S.R. Vol. I Part-I

| Sr. No. | Leave        | From         | To         | Days      |
|---------|--------------|--------------|------------|-----------|
| 1       | Earned Leave | 10/01/2022   | 14/01/2022 | 05        |
|         |              | <b>Total</b> |            | <b>05</b> |

Certified the official would have continued to officiate in the post, but for is proceeding on leave. E.O.L. period will not be counted towards annual increment.

Principal,  
Govt. Polytechnic,  
Hisar  
10/11/22

Endst. No. GPH/PF/2022/

Dated:

A copy of the above is forwarded to the following for information and necessary action.

1. EA-I
2. O/I FT


Principal,  
Govt. Polytechnic,  
Hisar

**OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR**

**Order No.GPH/2022/ 23**

**Dated: 10/11/22**

In compliance with the guidelines received from HSBTE, 3rd sessional exams of 3<sup>rd</sup> and 5<sup>th</sup> semester of all classes may be conducted in online mode as per prevailing circumstances from 12.01.2022 to 15.01.2022. All HOD & O/I's shall prepare the datesheet for the conduct of 3<sup>rd</sup> sessional test of their department, inform the students to prepare and take the exam accordingly, and ensure to provide two copies of subject wise marks of Internal Theory and subject wise marks Internal Practical and submit to the rationalization committee upto 18.01.2022 (In partial modification of office order no. GPH/2020/29 dated 10.01.2022, the last date being 17.01.2022.)

  
Principal  
Govt. Polytechnic  
Hisar

**Endst. No GPH/2022/**

**Dated:**

A copy of the above is forwarded to the following through Whatsapp for information to all concerned staff and necessary action.

1. HOD - CE
2. O/I's - EE/ECE/IC/ME/TD/TP/TT/FT/FD/M.Eltx./FAA
3. Exam Branch

Principal  
Govt. Polytechnic  
Hisar



**OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR**

Office order no. 74

10.01.2022

**IIIrd Sessional DATESHEET**

| Fashion Technology |          |                        |                        |
|--------------------|----------|------------------------|------------------------|
| Date               | Time     | FT 3 <sup>rd</sup> Sem | FT 5 <sup>th</sup> Sem |
| 12.01.2022         | 11:00 AM | TIT-GF I               | -                      |
| 13.01.2022         | 11:00 AM | IGM-TKS                | FM-NS                  |
| 14.01.2022         | 11:00 AM | KGT-TV                 | -                      |

All the faculties are directed to conduct third sessionals in online mode as per the date sheet so that the internals (both theory and practicals) can be compiled, rationalised and uploaded as per board's schedule. Also enter the record in to teacher diaries along with complete compilation of internals strictly based on criteria set by HSBTE. Finally submit the completed rationalised internals and teacher diaries to O/I for record.

  
Principal  
Govt. Polytechnic, Hisar

Endst No./GPH/2022

Dated

Copy to- 1. O/I/FT  
2. Notice Board

Principal  
Govt. Polytechnic, Hisar