

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Order No.GPH/2023/ 1195-

05.09.2023

In accordance with the ongoing faculty training within the institute and scheduled physical counseling on left over seats it has been decided that there will be non-teaching days on 07.09.2023 and 08.09.2023.

Principal

G.P Hisar

05.09.2023

Endst No/ GPH/ 2023/

A copy of the above is forwarded to following for information and necessary action:  
All HoDs/ O/Is/TPO/WSupdt/DSO (through whatsapp)

Principal

G P Hisar

Office of Principal, Govt. Polytechnic, Hisar

Office Order No. 1196

Dated 5/6/23

The sanction is hereby accorded under Sr. 1, Chapter-III of the T.A. rules read with Sr. No. 6 of the rule 15.1 of the Punjab civil services rule Vol.I part-I of Sh. Ajit Kumar, Lecturer in Computer Engg. performed the following journey in the public interest.

Date	From	To	Mode of journey	Purpose
07.07.2023	Hisar	GP Ambala and Back	By Own Car	To attend meeting on OCET-2023

- Note: 1. No TA/DA is allowed beyond 120 days during the current financial year.  
2. The expenditure involved shall be met out of the TA grant of the Institution.

Principal  
Govt. Polytechnic  
Hisar

Endst No. GPH/J-/2023/

Dated:

A copy is forward to the following for information and necessary action please.

1. Sh. Ajit Kumar, Lecturer in Computer Engg.

Principal  
Govt. Polytechnic  
Hisar

Office of Principal, Govt. Polytechnic, Hisar

Office Order No. 1197

Dated 5/9/23

The sanction is hereby accorded under Sr. 1, Chapter-III of the T.A. rules read with Sr. No. 6 of the rule 15.1 of the Punjab civil services rule Vol. I part-I of Sh. Ajay Jindal, Lecturer in Textile Processing performed the following journey in the public interest.

Date	From	To	Mode of journey	Purpose
04.08.2023	Hisar	New Delhi and Back to Hisar	By Institute Jeep	To attend Gartex Texprocess India 2023

- Note: 1. No TA/DA is allowed beyond 120 days during the current financial year.  
2. The expenditure involved shall be met out of the TA grant of the Institution.

Principal  
Govt. Polytechnic  
Hisar

Endst No. GPH/2023/

Dated:

A copy is forward to the following for information and necessary action please.

1. Sh. Ajay Jindal, Lect.

Principal  
Govt. Polytechnic  
Hisar

Office Order No. 1198

Office of Principal, Govt. Polytechnic, Hisar

Dated 5/9/23

The sanction is hereby accorded under Sr. 1, Chapter-III of the T.A. rules read with Sr. No. 6 of the rule 15.1 of the Punjab civil services rule Vol.I part-I of Sh. Sunil Bhutani, Lect. performed the following journey in the public interest.

Date	From	To	Mode of journey	Purpose
04.08.2023	Hisar	New Delhi & Back	By Institute Vehicle	to attend Gartex Texprocess India, 2023
11.08.2023	Hisar	Manesar and nearby areas and Back	By own Vehicle	For Training and placement Work.

- Note: 1. No TA/DA is allowed beyond 120 days during the current financial year.  
2. The expenditure involved shall be met out of the TA grant of the Institution.

Principal  
Govt. Polytechnic  
Hisar

Endst No. GPH/2023/

Dated:

A copy is forward to the following for information and necessary action please.

1. Sh. Sunil Bhutani, Lect.

Principal  
Govt. Polytechnic  
Hisar

Office of Principal, Govt. Polytechnic, Hisar

Office Order No. 1199

Dated 5/9/23

The sanction is hereby accorded under Sr. 1, Chapter-III of the T.A. rules read with Sr. No. 6 of the rule 15.1 of the Punjab civil services rule Vol.I part-I of Sh. Sanjeev Kumar, Lecturer in Computer Engg. performed the following journey in the public interest.

Date	From	To	Mode of journey	Purpose
30.08.2023	Hisar	Panchkula & Stay at Panchkula	By Own Car	To submit UMC Packets, Question Paper and Inspection Report.
31.08.2023	Panchkula	Hisar	-do-	-do-

- Note: 1. No TA/DA is allowed beyond 120 days during the current financial year.  
2. The expenditure involved shall be met out of the TA grant of the Institution.

Principal  
Govt. Polytechnic  
Hisar

Endst No. GPH/J-/2023/

Dated:

A copy is forward to the following for information and necessary action please.

1. Sh. Sanjeev Kumar, Lecturer in Computer Engg.

Principal  
Govt. Polytechnic  
Hisar

Office of Principal, Govt. Polytechnic, Hisar

Office Order No. 1200

Dated 5/9/23

The sanction is hereby accorded under Sr. 1, Chapter-III of the T.A. rules read with Sr. No. 6 of the rule 15.1 of the Punjab civil services rule Vol.I part-I of Sh. Nitin, Lecturer in Computer Engg., performed the following journey in the public interest.

Date	From	To	Mode of journey	Purpose
20.07.2023	Hisar	Chandigarh & Stay	By own Car	For CDTP Work
21.07.2023	Chandigarh	Punchkula & Hisar	By own Car	-do-

Note: 1. No TA/DA is allowed beyond 120 days during the current financial year.

2. The expenditure involved shall be met out of the TA grant of the Institution.

Principal  
Govt. Polytechnic  
Hisar

Endst No. GPH/J-/2023/

Dated:

A copy is forward to the following for information and necessary action please.

1. Sh. Nitin, Lecturer in Computer Engg.

Principal  
Govt. Polytechnic  
Hisar

Office of Principal, Govt. Polytechnic, Hisar

Office Order No. 1207

Dated 5/9/23

The sanction is hereby accorded under Sr. 1, Chapter-III of the T.A. rules read with Sr. No. 6 of the rule 15.1 of the Punjab civil services rule Vol.I part-I of Smt. Garima Ahlawat, O/I Fashion Design, performed the following journey in the public interest.

Date	From	To	Mode of journey	Purpose
06.06.2023	Hisar	Jaipur & Stay	By hired Bus	For TPO Work and Alumni meet.
07.06.2023	Stay at Jaipur			-do-
08.06.2023	Jaipur	Hisar	By Hired Bus	-do-
20.07.2023	Hisar	Chandigarh & stay	By Bus	for TPO Work
21.07.2023	Chandigarh	Hisar	-do-	-do-

Note: 1. No TA/DA is allowed beyond 120 days during the current financial year.

2. The expenditure involved shall be met out of the TA grant of the Institution.

Principal  
Govt. Polytechnic  
Hisar

Endst No. GPH/2023/

Dated:

A copy is forward to the following for information and necessary action please.

1. Smt. Garima Ahlawat, O/I Fashion Design.

Principal  
Govt. Polytechnic  
Hisar

Office of the Principal Govt. Polytechnic, Hisar

Order No. 1202

Dated 5/9/23

The following teams are hereby constituted for various Admission duties mentioned against their names for 2<sup>nd</sup> Round of Institute level Manual Counselling scheduled to be held on 07.09.2023 & 08.09.2023: -

Sr. No	Nature of Duty	Name of Staff members
1	Discipline Committee	Sh. Mukesh Bansal, TPO Sh. Naresh Ghangas, HOD Sh. Naresh Suthar, HOD
2	Seat Chart Preparation	DET- Sweety Singh, GF (Med.) DET-L Richa, GF
2	Seating Arrangement	Sh. Rajkumar Siroha, FMI Sh. Rghubir Singh, FMI Sh. Jaibir Kajal, W/I
3	Sound & Electricity Arrangement	Sh. Sanjeev Kr., Sr. Lect in EE Sh. Arshad Jmal, Lect Sh. Vijay Pal, W/I
4	Refreshment for Staff on duty	Smt. Garima, Sr. lect Sh. Nitin Arora, Lect Sh. Sunil Bhutani, Lect

  
Principal  
Govt. Polytechnic  
Hisar

Endst No. GPH/2023/

Dated

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

- 1) TPO
- 2) HOD IC/Med.Eltx. /TD
- 3) O/I Elect. /ECE/FD/
- 4) O/I Admission
- 5) W/Shop Supdt.
- 6) Sh.Nitin Arora, Lect

Principal  
Govt. Polytechnic  
Hisar



कार्यालय प्रधानाचार्य, राजकीय बहुतकनीकी, हिसार

नोटिस नं० / जी०पी०एच० / 2023 / 203

दिनांक:- 5/9/23

इस संस्था में कार्यरत सभी अधिकारियों व कर्मचारियों को सूचित किया जाता है कि जिनके आधार कार्ड में नाम/जन्म तिथि में भिन्नता होने के कारण आधार कार्ड एच०आर०एम०एस० में अपट्रेड नहीं हो पा रहा है तथा फ़ैमिली आई०डी० मैपिंग एच०आर०एम०एस० में लम्बित है वो अधिकारी/कर्मचारी मुख्य कार्यालय में इसे शीघ्र अति शीघ्र अपट्रेड करवायें।

↓  
प्रधानाचार्य  
राजकीय बहुतकनीकी, हिसार

दिनांक:-

पृ० क्रमांक नं०-जी०पी०एच० / 2023 /

उपरोक्त की प्रति सभी अधिकारियों/कर्मचारियों को सूचनार्थ एवं आवश्यक कार्यवाही हेतू प्रेषित है (Through Watsapp)

↓  
प्रधानाचार्य  
राजकीय बहुतकनीकी, हिसार

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC, HISAR

Dated: 5/9/23

Order No:GPH/ 1204

The undersign will proceed to NITTTR Chandigarh on 06.09.2023 as per directions of DGHE memo no. 105/T&P dated 04.09.2023 by own car Sh. Rajeev Sardana, HOD will officiate the institute.

Principal  
Govt. Polytechnic,  
Hisar

Dated:

Endst: GPH/

A Copy of the above is forwarded to the following for information & necessary action:

1. Director General, Higher Education Department (Directorate of Technical Education), Haryana, Bays No. 7-12, Sector-4, Panchkula

Principal  
Govt. Polytechnic,  
Hisar  
Dated:

Endst: GPH/

A Copy of the above is forwarded to the following for information & necessary action:

1. Sh. Rajeev Sardana, HOD Computer Enng.

Principal  
Govt. Polytechnic,  
Hisar

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

Order No. GPH/2023/ 1205

Dated:- 05/9/23

Sh. Sunil Bhutani, ATPO. will proceed to New Delhi, Gurugram and nearby places for Training and Placement work & meeting the company officials for the feedback of students undergoing summer training, on 06.09.2023 by own car as institute vehicle is engaged as per Endst. No. GPH/2023/7295, dated 05.09.2023.

Principal,  
Govt. Polytechnic, Hisar

Dated:-

Endst. No. GPH/2023/

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

1. TPO
2. HOD TD
3. Sh. Sunil Bhutani, Lect. TD

Principal,  
Govt. Polytechnic, Hisar

# OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC HISAR

Office Order No. 1206

Date:- 5/9/23

All the staff members who have performed the exam duty outside this institute as per the order from HSBTE, are requested to submit the remuneration bill along with duty certificate in exam branch upto 08-09-2023 positively, *after that no bill will be entertained.*

  
Principal  
Govt. Polytechnic,  
Hisar 

Endst. No./GPH/2023/

Date:-

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

1. All HOD's/O/I's (Through Whatsapp), *exam Subdt*
2. O/I Exam


Principal  
Govt. Polytechnic,  
Hisar

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

Order No: GPH/2023/ 1207

Dated: 5/9/23

A meeting of all tutor incharges of 1<sup>st</sup> year of all branches is scheduled on 08.09.2023 at 11:00 AM in the TPO office to discussed the implementation of digital productivity course from UNICEF as per instruction of Directorate Panchkula vide memo no. 381/Academic dated 28.06.2023.

  
Principal  
Govt. Polytechnic,  
Hisar

Dated: 

Endst: GPH/2023/

A Copy of the above is forwarded to the following for information & necessary action:

1. TPO
2. HOD App. Sc.
3. All concerned (through whatsapp)

Principal  
Govt. Polytechnic,  
Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Office Order No. GPH/ 1208

Dated:- 5/9/23

Sanction is hereby accorded to the grant of following kind of leave to Sh. Vijay Pal W/I for 02 days with permission to prefix/ suffix the being holidays under rules 35, 38 contain in Chapter IX of Haryana Civil Services (Leave ) Rules ,2016.

Sr. No.	Leave	From	To	Days
1	Earned Leave	31-08-2023	01-09-2023	02
			<b>Total</b>	<b>02</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

Dated:

Endst. No. GPH/2023

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

1. Workshop Supdt.
2. EA-II

Principal,  
Govt. Polytechnic, Hisar.

OFFICE OF THE PRINCIPAL: GOVT POLYTECHNIC HISAR

05.09.2023

Order No 1209

Minutes of Meeting

A meeting was held on 29.08.2023 in the chairmanship of the undersigned in the office. The following attended the meeting:

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 1. Naresh Kumar, HOD IC             | 9. Sanjay Kumar, O/I Mech/ Civil |
| 2. Mandeep Nagpal, HOD TP           | 10. Anil Nain, O/I Time Table    |
| 3. Desh Deepak, HOD TD              | 11. Sanjeev Kumar, O/I Elec      |
| 4. Rajesh Kadian, HOD TT            | 12. Jaibir Dhull, W Supdt        |
| 5. Tarun Kr Sharma, HOD FT/ O/I FAA | 13. Sandeep Olla, O/I NCC        |
| 6. Naresh Kumar, HOD Med El         | 14. Raj Kumar, FMI               |
| 7. Arvind Kumar, O/I Time Table     | 15. Raj Kumar, DSO               |
| 8. Ashok Chowdhary, O/I ECE         |                                  |

After deliberation on following agenda the decision were taken as mentioned below:

Sr No	Agenda	Decision
1.	House Allotment of HNo 10, 36	04 Applications were received for HNo 10 and 02 Applications were received for HNo 36. After deliberation the meeting decided to allot house on the basis of station seniority as per rule and accordingly HNo 10 was allotted to Sh Karan Doda, Lect and HNo 36 was allotted to Sh Sandeep Kumar, Clerk.
2.	Induction program of new students	HOD Applied Science will organize induction program for new batch in last week of September 2023 after completion of admissions.
3.	Admission on Left over seats	Another centralized Manual Counseling will be scheduled on 07 <sup>th</sup> and 08 <sup>th</sup> September 2023.
4.	Time Table	Both time table incharges were directed to publish time table in specified time.
5.	NCC Enrolment	O/I NCC to complete NCC enrolment in September 2023 and all HODs/O/Is are directed to inform all new admission students about the process through their tutor incharges.
6.	NSS Enrolment	NSS Programme Officer to start enrolment process in September 2023 and all HODs/O/Is are directed to inform all new admission students about the process through their tutor incharges.
7.	Hostel Allotment	Hostel Supdt informed that hostels are ready for allotment from 01.09.2023 after following due procedure.
8.	Cleanliness and maintenance of	O/I Cleanliness is directed to arrange thorough cleaning

	class room/ Labs/ workshops	of all teaching rooms as soon as possible. All HODs/O/Is are directed to ensure labs/ workshops be ready for semester teaching.
9.	Miscellaneous a. Alumni Meet b. Educational Tours	a. Alumni Meet date should be decided very soon and accordingly all staff members were directed to be prepared for the same. b. Henceforth, all educational tour will only be sanctioned after receiving permission from concerned industry.

The meeting ends with thanks to the chair.

Principal  
G P Hisar  
05.09.2023

Endst No/GPH/2023/

A copy of the above is forwarded to following for information and necessary action through whatsapp  
All HODs/TPO/ O/Is/ WSupdt/ TimeTable/NCC/NSS/ Hostel/Admission/ Cleanliness/DSO

Principal  
G P Hisar



# Office of the Principal Govt. Polytechnic, Hisar

Dated 5/9/23

Order No. 1210

The following duties are hereby assigned to staff members mentioned against their names for 2<sup>nd</sup> round of Institute level Manual Counselling scheduled to be held on Dated 08.09.2023 (Friday) (Diploma-Engg) & A-Block (Language Lab & Conference Hall) for Admission Session 2023-24 :- **DET**  
Incharge - DET- Sh. Manish nagar , Programmer

Incharge - DET-L- Sh. Nitin Verma , Lect.

S.No	Admission Duty	Name of Staff members
1	Student Help Desk	1) Sh. Sahil , Lect in FAA 2) Smt. Urmila, GI 3) Smt. Rita Rani, GI
2	Announcement	1) Sh. Vikas Modi, GF 2) Sh. Sanjay Siggarr , GF
3	Student Registration	1) Sh. Amit Kumar Lect. in Mech. 2) Sh. Vikash, Lect in Mech 3) Sh. Ramesh Sharma, GF
4	Document Verification Committee	1) Sh Arshad Jmal, Lect 2) Sh. Atul Agrwal, Lect 3) Sh Tushar Jain, Lect.
5	Seat Allotment Committee	1) Sh. Mandeep Nagpal, HOD 2) Sh. Naveen Arora, Sr.Lect 3) Sh. Rajesh Gautam, Lect
6	Online fee Payment	1) Sh. Satbir Singh, Clerk 2) Sh. Karan Singh 3) Sh. Naveen Kr
7	Online Updation on Admission portal	1) Sh. Manish Nagar, Programmer (DET) 2) Sh. Nitin Verma, Lect. (DET-L) 3) Sh. Yash, Data operator 4) Sh. Anil Kr., Data operator 5) Sh. Satish Soni, Data operator
8	Peon/Attendant	Ravi, Parlahd , Ajay ( ECE)

- All staff members ensure that admission will be made strictly as per merit list & eligibility criteria laid down qualification mentioned in Diploma Prospectus 2023-24.
- The Co-ordinator of online updation committee will ensure timely updation work of all admitted students & submit status report in Admission cell on daily basis.
- Verification of credentials of candidate will be done by comparing with original certificates against which seat has been allotted to him/her.
- Seat allotment committee requested to communicate with concerned incharge (DET/DET-L) for corss-checking of all seat allotted candidates on daily basis.

Principal

Govt.Polytechnic ,Hisar

Dated

Endst No. GPH/2023/

A copy is forwarded to the following through whatsapp for information and necessary action. .

- 1) HOD CE//App. Sc/Med.Eltx./IC/TD/TT/TP/FT
- 2) O/I /Admission/ Civil/ME/ECE//EE/FD/FAA
- 3) O/I Internet to make the necessary arrangement for the smooth working of internet system.
- 4) Sh. Dinesh Nain ( Incharge- Language Lab ) & Sh. Ravi Kr, ( Incharge-Conference Hall ), lect to make necessary arrangement in their labs.

Principal

Govt.Polytechnic,Hisar

Most Urgent

PRINCIPAL GOVT. POLYTECHNIC, HISAR

Office Order no. 1211

Dated: 5/9/23

All staff members teaching and non-teaching are directed to submit training record from Jan 2020 onwards as per given format up to 12.09.2023.

S No.	Employee ID	Name of Employee	Designation	Subject Training	Training Institute	Date from	Date to	Office Order	Office Order Date
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Principal  
Govt. Polytechnic,  
Hisar

Endst. No./GPH/2022/

Dated:

A copy of the above is forwarded for the following for information and necessary action.  
(Through Watsapp)

1. All HOD, O/I
2. Workshop Suppt.
3. DSO
4. TPO

Principal  
Govt. Polytechnic,  
Hisar