

**Office of The Principal Govt. Polytechnic Hisar**

Office Order No. 29

Dated:- 5/1/24

As per the office order no. 1601 dated:- 24-11-2023 the written off items of Multimedia Lab under the charge of Sh. Nitin, Lecturer comp. Engg. and items of CAD Lab under the charge of Smt. Garima Ahlawat, SL FD had been distributed among the staff as per the requirement submitted. The Store Keeper is directed to dispose off the below mentioned items (list attached) from the account of Sh. Nitin and Smt. Garima Ahlawat.

| S.No | Name of the staff member | Designation  | Item No (Multimedia Lab)                  | Item No (CAD Lab) |
|------|--------------------------|--------------|-------------------------------------------|-------------------|
| 1    | Sh. Rajkumar             | W/Instr.     | 57,92,84,89                               |                   |
| 2    | Sh. Ashok saini          | W/Instr.     | 86,91                                     |                   |
| 3    | Sh. Sunil Kumar          | Lecturer     | 56,86,92                                  | 1,2,3,            |
| 4    | Smt. Rajbala             | Lecturer     | 3,18,22,23,24,26,27,45,68,69,84,90        |                   |
| 5    | Sh. Ajit Kumar           | Lecturer     | 50,53,54,58,85,89,90,91,92                |                   |
| 6    | Sh. Sunil Soni           | Lecturer     | 1,2,57,91                                 |                   |
| 7    | Sh. Manish Nagar         | Lecturer     | 1,2,9,10,11,12,37,38,73,76,85,89,91,      |                   |
| 8    | Sh. Nitin                | Lecturer     | 21,39,82,92,65,47,95,66,86,               | 1,2,3,            |
| 9    | Smt. Meenu               | Lecturer     | 43,44,45,46,48,49,28,57,62,66,86          | 1,2               |
| 10   | Sh. Ashok Kumar          | HOD          | 61,62,63,84,89                            | 1                 |
| 11   | Smt. Garima Ahlawat      | Sr. Lecturer | 36,40,41,42,55,78,88,92,93,85             | 1,2,3,            |
| 12   | Sh. Sunil Bhutani        | Lecturer     | 1,57,91,92,                               |                   |
| 13   | Sh. Mukesh Bansal        | HOD          | 57,71,72,81,91,92,                        |                   |
| 14   | Sh. Tejendra Singh       | Sr. Lecturer | 1,2,13,14,15,16,3,7,38,64,70,73,85,92     |                   |
| 15   | Sh. Naresh Kumar         | HOD          | 37,38,57,65,67,85,91,                     |                   |
| 16   | Sh. Jitender Kumar       | Lecturer     | 1,2,5,6,7,8,31,31,31,46,48,51,58,64,70,79 |                   |
| 17   | Smt. Rita Rani           | Instructor   | 75,57,29,30,32,33,34,35,84,87,91,93,94    |                   |
| 19   | Sh. Vikash               | Lecturer     | 87                                        |                   |
| 20   | Sh. Ravi Kumar           | Lecturer     | 86                                        |                   |
| 21   | Smt. Bala                | Lecturer     | 61,63,66,74,77,80,84,89,95,               | 1                 |
| 22   | Ms. Richa                | Lecturer     | 1,2,4,17,19,20,23,25,3,73,38,52,59,60     |                   |

Principal  
Govt. polytechnic Hisar  
Dated:-

Endst. No:-

A Copy is forwarded to the following for information and necessary action.

1. Smt. Garima Ahlawat, SL FD
2. Sh. Nitin, Lect. Comp. Engg.
3. Store Keeper

Principal  
Govt. polytechnic Hisar

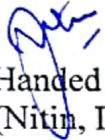
# Office of the Principal Govt. Polytechnic Hisar

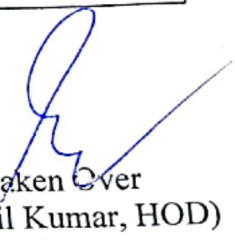
Office Order No.:- 30


Dated:- 5/1/24

Following item under the charge of Sh. Nitin, Lecturer Computer Engg. is shifted under the charge of Sh. Sunil Kumar, HOD Applied Sciences with details as below:

| Sr. no | Description of the item | Rate /amount | Quantity          |
|--------|-------------------------|--------------|-------------------|
| 1      | HP Laptop (BS669TU)     | 49800/-      | 01 No. (One only) |

  
Handed over  
(Nitin, Lecturer)

  
Taken Over  
(Sunil Kumar, HOD)

  
Principal  
Govt. Polytechnic  
Hisar

Endst. No. :-

Dated:-

1. Sh. Sunil Kumar, HOD
2. O/I Comp. Engg
3. Sh. Nitin, Lecturer Comp. engg
4. Personal File of Sh. Sunil Kumar, HOD
5. Personal File of Sh. Nitin, Lecturer
6. Store keeper

11  
Principal  
Govt. Polytechnic  
Hisar

OFFICE OF THE PRINCIPAL: GOVT. POLYTECHNIC: HISAR

OFFICE ORDER NO. 31

DATED: 5/1/24

Sanction is accorded to the medical reimbursement amounting to Rs. 25000/- (Rs. Twenty Five Thousands only) to Sh. Jaibir Singh, Workshop Superintendent in connection with OPD treatment of his daughter Miss Anika from N. C. Jindal Institute of Medical care and Research, Model Town, Hisar - 125005 from 20.12.2023 to 21.12.2023.

The reimbursement has been sanctioned on the production of essentiality certificate from the authorized medical attendant. The medical prescribed were absolutely essential for treatment and recovery/prevention of serious deterioration in the condition of the patient. As certified by the medical attendant no cheaper effective substitute was possible and price claimed is reasonable and further medicines are not in the nature of tonic. The cost of which is reimbursable under Govt. instructions issued on the subject from time to time.

The expenditure involved will be debited to the Head '2203-Technical Education-105-Polytechnic-59 Development of Govt. Polytechnics- Establishment Expenses -67 Medical Reimbursement for the year 2023-24.

Principal,  
Govt. Polytechnic,  
Hisar.

Dated:

Endst. No.GPH/2023/

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

1. Accountant General, (A&E) Haryana, Chandigarh
2. Treasury Officer, Hisar
3. Pay Bill Clerk along with medical bill
4. Sh. Jaibir Singh, Workshop Superintendent.

Principal,  
Govt. Polytechnic,  
Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

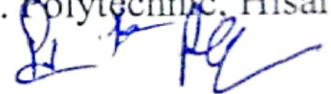
Office Order No. GPH/ 32

Dated:- 5/1/24

Sanction is hereby accorded to the grant of following kind of leave to Sh. Sube Singh Peon for 05 days with permission to prefix/ suffix the being holidays under rule 38 contain in Chapter IX of Haryana Civil Services (Leave) Rules ,2016.

| Sr. No. | Leave         | From       | To           | Days      |
|---------|---------------|------------|--------------|-----------|
| 1       | Medical Leave | 11-12-2023 | 15-12-2023   | 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  


Dated:

Endst. No. GPH/2024

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

1. HOD FT
2. EA-II

Principal,  
Govt. Polytechnic, Hisar