

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

Order no./ GDGPH/2024 **984**

Dated: - **25/6/24**

**Principal Office Charge List  
List of Item Handed/ Taken Over**

From Sh. Joginder, Peon to Sh. Sunil Kumar, Peon.

Item Sr. No. 1 to 30 Handed over/ Taken Over

Sr. No.	Name of Items	Qty	Indent No.	Remarks
1	Sofa Set	02 Nos.		All entry received from P. No. 3/173
2	Chair	06 Nos.		
3	Table	02 Nos.		
4	Wall Fan	05 Nos.		
5	Farate	02 Nos.		
6	Office Table	01 Nos.		
7	Diwan	01 Nos.		
8	Bedsheet	02 Nos.		
9	Pillow	01 Nos.		
10	Gadda	01 Nos.		
11	Fax Machine	01 Nos.		Not working now
12	Refrigerator	01 Nos.		
13	Stool	02 Nos.		
14	Battery	02 Nos.		
15	Inverter	01 Nos.		
16	Hitter	01 Nos.		
17	Lock	03 Nos.		
18	Indent Book Sr. No. 39	01 Nos.		
19	WWR 400V Guard Stabilizer	01 Nos.	B-30-32/28.09.2015	Not working now
20	Wall Clock	01 Nos.	B-30-40/03.04.2017	Consumable
21	Telephone set	01 Nos.	B-30-41/24.04.2017	
22	Paper Shredder Model Follower 60 CS	01 Nos.	B-30-44/15.09.2017	
23	Sofa Set in three pieces of teak wood, sheet 4", Back 3", cover velvet, polish in spirit	01 Nos.		
24	Acer Computer System	01 Nos.		
25	Head phone with mic	01 Nos.		
26	Computer speaker	01 Nos.		
27	Biometric scanner for biometric attendance	01 Nos.		
28	Wall fan (mistral wall double string - polar)	01 Nos.		
29	Small UPS	01 Nos.		
30	Table lamp LED	01 Nos.		

Item Sr. No. 01 to 30 Handed over/ Taken over

Handed over by

*JS*  
Sh. Joginder Singh  
Peon  
GD Govt. Polytechnic, Hisar

Taken over by

*Sunil*  
Sh. Sunil Kumar  
Peon  
GD Govt. Polytechnic, Hisar

*[Signature]*  
Principal  
GD Govt. Polytechnic, Hisar

Dated: - *25/6/24*

Endst. No./GDGPH/2024/

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

1. Sh. Joginder Singh, Peon
2. Sh. Sunil Kumar, Peon
3. Store Keeper

Principal  
GD Govt. Polytechnic, Hisar

**OFFICE OF THE PRINCIPAL: GD.GOV.T. POLYTECHNIC, HISAR**

Order No. / GDGPH/2024 983

Date 25/6/24

With reference to email received from Govt. Polytechnic, Jhajjar dated 24.06.2024 Smt. Priya, Assistant shall proceed to Govt. Polytechnic, Jhajjar will proceed on 26.06.2024 for hand over the service book and other official work. Sh. Narender Kumar, Workshop Supdt. and Sh. Ram Kumar, Foreman Instructor Service book for Annual Increment on 01.07.2024

Principal  
GD Govt. Polytechnic, Hisar

**Endst No. /GDGPH/2024**

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

1. DSO
2. Smt. Priya, Assistant

Date:-

Principal  
GD Govt. Polytechnic, Hisar

कार्यालय प्रधानाचार्य गुरु दक्ष राजकीय बहुतकनीकी हिसार।

आदेश न० १४२

दिनांक: २५/६/२४

इस संस्था के सभी विभागाध्यक्ष/इंचार्ज/कर्मशाला अधीक्षक/उप अधीक्षक को सूचित किया जाता है कि प्रधानाचार्य के कार्यालय में हाउस अलाटमेंट की मिटिंग 28.06.2024 को 12:45 पर आयोजित की जायेगी।

प्रधानाचार्य

गुरु दक्ष राजकीय बहुतकनीकी,  
हिसार।

पृ० क्रमांक

दिनांक:

उपरोक्त की एक प्रति निम्नलिखित के सूचनार्थ एवं आवश्यक कार्यवाही हेतू प्रेषित है। (Through whatsapp)

1. All HOD's/ O/I's
2. W/Supdt.
3. DSO
4. O/I Residence

प्रधानाचार्य

गुरु दक्ष राजकीय बहुतकनीकी,  
हिसार।