

OFFICE OF THE PRINCIPAL, CHIKITI MAHAVIDYALAYA, CHIKITI, GANJAM

OFFICE ORDER 707 DATED: 01-07-2021

Sub: Roster duty during July 2021

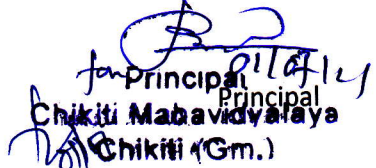
Ref: Department of Higher Education, Govt of Odisha letter 21535 dated: 28-05-2021 & Letter 17676 Dated: 16-04-2021.

It is hereby informed to all teaching staff that the institution shall continue functioning as per the roster duty given below. All the classes will be held from Monday to Saturday except holiday on-line mode as per the time table given earlier. The respective staff members are required to attend their duty as per the roster arrangement mentioned against each. All the staff, when not on roster duty shall work from home to perform their duty and should be readily available at the Headquarter to physically come to the institution for any urgent matter, if called by the undersigned.

NON-TEACHING

SL.No	Name of the Incumbent	Disignation	ROSTER DUTY DATES IN JULY 2021
1	Sri Narasingh Patnaik	HEAD. CLERK	All working days
2	Sri Sukanta Nayak	SR. CLERK	All working days
3	Sri Dandapani Panda	JR. CLERK	All working days (10 AM to 1 PM)
4	Sri Bhubanananda Sahu	DEO	All working days
5	Sri Biswanath Das	JR. CLERK	All working days
6	Sri Bauri Raulo	DEO	All working days
7	Sri K.Anand Subudhi	LIBRARY ATTENDANT	All working days
8	Sri Jyotiraj Behera	LAB. ATTENDANT	All working days (10 AM to 1 PM)
9	Sri Lakshmi Narayan Padhi	LAB. ATTENDANT	All working days (10 AM to 1 PM)
10	Sri Alekha Nayak	GARDNER	All days(NIGHT DUTY AT COLLEGE)
11	Sri Khalli Behera	PEON	All working days GATE DUTY (10 AM to 1 PM)
12	Sri Abhimanyu Bisai	SWEEPER	All working days GATE DUTY (1 PM to 4 PM)
13	Smt Laxmi Behera	LADY ATTENDANT	All working days
14	Sri Nayak Behera	PEON	All working days (10 AM to 1 PM)
15	Sri Biswambar Patnaik	LIBRARY WATCHMAN CUM BEARER	All working days(As per earlier Notice)
16	Sri Antaryami Das	PEON	All working days (10 AM to 1PM)
17	Sri Anil Kumar Panda	PEON	All working days (10 AM to 1PM)
18	Sri Satrughna Mallik	HOSTEL NIGHT WATCHER	All days

19	Sri Bhagaban Mohanty	PEON	All working days
20	Sri Siba Satu	SWEEPER	All working days (8 AM to 12 Noon)
21	Sri Ratnakar Behera	PEON	All working days(As per earlier Notice)
22	Sri Deepak Behera	Hostel Day Watcher	All working days
23	Sri Mahendra Mallik	Hostel Day Watcher	All working days
24	Sri Prabhakar Gouda	PEON	All working days (10 AM to 1 PM)
25	Sri Rana Pratap Behera	PEON	All working days
26	Smt. Sanju Ghasi	DLR	All working days (8 AM to 12 Noon)

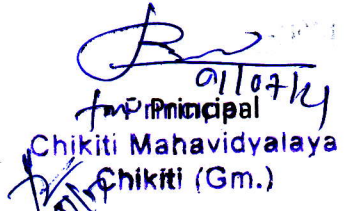
  
Principal  
Chikiti Mahavidyalaya  
Chikiti (Gm.)

Memo No 708/CM

Dated: 01-07-2021

Copy to all teaching staff for information and necessary action.

Copy to Academic Bursar/Guard file

  
Principal  
Chikiti Mahavidyalaya  
Chikiti (Gm.)