



GOVT OF RAJASTHAN  
OFFICE OF THE PRINCIPAL, GOVT COLLEGE REODAR  
SIROHI (RAJ.)

NO.1251

DATE: 02/02/2024

**ORDER**

1. ALL THE OFFICIALS ARE DIRECTED TO REPORT AND REMAIN PRESENT AT THE OFFICE IN THEIR STIPULATED TIME AS DIRECTED AND DECLARED AS PER TIME TABLE.
2. NO OFFICIAL WITHOUT INFORMATION IN WRITING AND APPROVAL OF LEAVE WILL REMAIN LEAVE /ABSENT FROM OFFICE, IF SO FOUND OFFICIAL CONCERNED WOULD BE MARKED ABSENT WILLINGLY AND DISCIPLINARY ACTION WOULD BE INITIATED AGAINST HIM.
3. DURING EXAM, ADMISSION, ELECTION AND WHENSOEVER REQUIRED CONSIDERING URGENCY OF SITUATION, GENERAL TIME WILL BE 10.00 AM TO 5.00 PM .
4. INCHARGE WILL ACCOMPLISH ASSIGNED TASK DILIGENTLY AND WILL REPORT THE SAME TO UNDERSIGNED TIME TO TIME
5. **AMID LACKING** HUMAN RESOURCES AND , IN THE ABSENCE OF UNDERSIGNED, SENIOR MOST FACULTY PRESENT AT THAT MOMENT IS HEREBY AUTHORISED AND BOUND TO UNDERTAKE AND PERFORM DUTY AS INCHARGE TO DISPOSE GENERAL ROUTINE WORK OF COLLEGE AS TC/CC , DEGREE MARKSHEET ETC. AS DEEMED FIT.
6. IN NO SITUATION, COLLEGE WORK WILL BE HAMPERED AND DELAYED BY IF-BUT POLICY, BEAT-ABOUT-BUSH POLICY.
7. ALL THE INCHARGES/FACULTY MEMBERS ARE DIRECTED TO MAINTAIN ALL THE RECORDS CONCERNED (STUDENTS ATTENDANCE AND CHARGE GIVEN ) CONSIDERING IT AS ACADEMIC AND ADMINISTRATIVE RESPOSIBILITY AND ARE SUPPOSED TO REPORT IT TO THE UNDERSIGNED AND ANY HIGHER OFFICIAL WHEN REQUIRED .
8. ALL THE OFFICIALS WILL WORK AS A TEAM WITH COOPERATIVE SPIRIT .

**TIME TABLE –ASSISTANT PROFESSORS**

S.NO.	FACULTY	SUBJECT	REPORTING & DEPARTURE TIME	SIGN
1.	M. K. MEENA	ENGLISH	11.30 AM -5.00 PM	
2.	KULDEEP SINGH LAKAHWAT	HISTORY	11:00 AM- 4.30 PM	
3.	DEVRAJ GAUR	POL. SCIENCE	11:00 AM- 4.30 PM	
4.	BHAWAR LAL	HINDI	10:00 AM -3.30PM	
5.	HANSRAJ MAHAWAR	SANSKRIT	10:00 AM- 3.30 PM	

NON COMPLAINE WILL BE VIEWED SERIOUSLY AS PER ORDER OF COMMISSIONER ATTACHED HEREWITH .

प्राचार्य

मतुश्री शांकाबा हजारीमलजी केंपी संपत्ती  
राजकीय महाविद्यालय, रेवडर (सिरोही)