

DR. BHIM RAO AMBEDKAR COLLEGE
(University of Delhi)

Main Wazirabad Road, Delhi-110091. Phones: 22814126, Telefax: 22814747
www.dbr.ambedkar.edu E-mail: info@dbrambedkarcollege.ac.in, brambedkarcollege.du@gmail.com



Ref. No. BRAC/2017-18/ 66

Dated: 08.04.2017

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OFFICE ORDER

Urgent
By Hand/Notice Board

Ref: College Communications dated 05.04.2017, 14.01.2016, 02.07.2013, 15.05.2013 (17th), 04.06.2012 and 28.06.2010 (9th)

Subject: Responsibility of the Senior Staff in all Sections.

All concerned Sectional Staff be noted as informed earlier that no Administrative Section will remain or left headless. If the Sectional Head/Designated Person is not available on any day(s) and/or at any time in his section including administration, accounts, library, labs and Dak; the next senior person/designated person (as mentioned below) present on that day and time will automatically be responsible to look after the routine work of the senior so that the official work does not suffer.

The sequence of responsibilities is (i) S.O. (Admin)/Mr. M.P. Singh/ Mr. Satbir/ Mr. Mahesh Kumar in administration; (ii) S.O. (A/Cs)/ Mrs. Anita Katyal/ Sh. Subhash Bhardwaj in account section ; (iii) Sr. P.A./Sh. Ravinder Singh in Principal Office ; (iv) Dr. M.K. Galhotra/Sh. Pushpender Dahiya/ Mrs. Sunita Kumari/ Mr. L. Ramesh in Library; (v) Mr. Praveen Kumar/Mr. Kanishk Nautiyal in Computer Lab; (vi) Sh. Raj Kumar/Mr. Puran Singh/ Sh. Shiv Ram/ Mr. Mahesh Kr. Panchal in Dak; (vii) Mrs. Promila Sharma/ Mr. Bhawani Singh in Psychology Lab; (viii) Mr. Rajesh Khatri/ Mr. Ravinder Singh in Geography Lab and (ix) Mrs. Shobha Sharma/Birander Singh in Social Work.

The sectional heads/designated persons proceeding on leave or going out at any point of time are expected to inform his/her next senior about the ongoing particularly the time bound works under intimation to the Sr.P.A. However the dealing hands will solely be responsible for any lapse and not meeting the time deadlines.


Principal

Copy for information & necessary action to:

- A. (1) Consultant (2) S.O. (A/Cs) (3) Librarian (4) S.O. (Admin) (5) Caretakers (6) Lab-in-charge (Comp S.W Psy Geog) (7) Dak Section

B. All sectional heads to inform their staff please.