



SIKKIM GOVERNMENT COLLEGE, RHENOCK

RHENOCK - RUNGDUNG, PAKYONG DISTRICT, SIKKIM - 737133

(ACCREDITED BY NAAC)

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Ref. No.: 180/10/SGR/25-26

Date: 14.09.2025

OFFICE ORDER

In view of the urgent requirement, the following re-arrangement of work distribution among the staff is hereby ordered and shall come into effect with immediate effect.


Sl.No	Name & Designation	Works Assigned
1.	Mr. Chandra Prakash Adhikari, Safaikarmachari	He shall be responsible for opening and closing the college on time. In addition, he shall clean the entire Commerce Block and all the Gent's toilets of the Administrative Block.
2.	Mrs. Pabitra Sharma, Safaikarmachari	She shall be responsible for cleaning the entire Administrative Block, the Principal's washroom, the female staff washroom and the Academic Girls' toilets and female staff washroom.
3.	Mrs. Goma Pradhan, Safaikarmachari	She is hereby attached to the College Girls' Hostel. Accordingly, she shall be responsible for cleaning the entire Girls' Hostel building, toilets including its premises. She should sign her attendance in Girls' Hostel as well as main attendance register.

By Order

Sd/-
Principal
Government College Rhenock
East Sikkim

Copy for information to:-

1. All the above officials/staff
- ✓ 2. Principal, Govt. College Rhenock
3. File &
4. Guard file


(Mr. D.P. Adhikari)
Administrative Officer
Govt. College Rhenock
D P. Adhikari
Administrative Officer
Sikkim Government College
Rhenock, East Sikkim