



Ref. No.: 181/10/94CR/2026-27

Date: 10.07.26

OFFICE ORDER

The following allocation of work is ordered in respect of the following individuals as per details given below with immediate effect till further orders:

Sl. No	Name & Designation	Works Assigned
1.	Ms. Chandrakala Sunwar, LDC	She is attached to the Statistics Laboratory.
2.	Ms. Rewati Sharma, Office Assistant	She shall look after the Commerce Block. Owing to the shortage of Office Attendants in the College, she is assigned this responsibility.
3.	Ms. Christina Rai, Office Assistant	She shall look after Dispatch and maintain the Guard files.
4.	Mrs. Binita Subba, Office Attendant	She shall look after 1 st floor (Academic Block), Department of Sociology, Computer Science & Language Lab, Geography Department, Mathematic Department, Statistic Department.
5.	Mrs. Laila Darjee, Office Attendant	She shall look after the ground floor (Academic Block).
6.	Mrs. Passang Phuti Sherpa, Office Attendant	She is attached to Principal's Office and shall also be the In-charge of Xerox Machine.
7.	Mr. Parsuram Sharma, Office Attendant	He is attached to the Principal's Office.
8.	Mrs. Puspa Chettri, Lab Attendant	She is attached to the library.
9.	Mrs. Nima Doma Tamang, Office Attendant	She is attached to the Geography Laboratory.
10.	Mr. Durga Prasad Sharma, Night Guard cum Chowkidar	He shall look after Boys' hostel as Chowkidar. (Night Chowkidar Boys, hostel) and other works if needed.
11.	Mr. Mahendra Chettri, Night Guard cum Chowkidar	He shall look after the 2 nd floor (Academic Block) Department of History, Department of Nepali, Department of Psychology, Department of Economics. He shall also be responsible for ringing the College bell.

Note: This Office Order supersedes the previous Office Order with immediate effect.

By Order,

Sd/-
 Prof. Shobha Sharma Basistha (Ph.D)
 Principal
 Sikkim Government College Rhenock

Copy for information to:-

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

10/07/2026
 (Mr. D.P. Adhikari)

Administrative Officer
 Sikkim Govt. College Rhenock
 Administrative Officer
 Sikkim Government College
 Rhenock, East Sikkim

