



**Engineering College, Ajmer**  
(An Autonomous Institute of Govt. of Rajasthan)  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
Barliya Chouraha, NH - 8, Ajmer, Rajasthan (305025)

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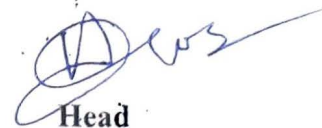
Date: 9/10/2020

Office Order

In order of smooth functioning and security of available resources of the departmental, the following staff members are assigned responsibility as Incharge in addition to their other responsibility for different classrooms/ premises of the department as mentioned below:

S. No.	Name of Incharge	Name of Classroom/ Premises
1.	Mr. Govind Prashad Sharma	NB-10, NB-13
2.	Mr. Gajanand Meena	NB-202, NB-212
3.	Mr. Devishankar	Workshop
4.	Mr Subhash Saini	
5.	L.D.C.	Office of Department

The above all members are caretaker for all the consumable/non-consumable items/devices/ equipment installed/fitted in the classrooms/ premises. All members of committee will submit the checklist of availability/working/non-working of installed/fitted items to departmental store officer by every fortnight that will be checked by departmental Store Officer

  
Head

Mechanical Engineering Department

Copy to (through web-portal)

1. Principal for kind information
2. Central store
3. Registrar
4. TEQIP-Cell
5. Concern staff member for implementation
6. Guard file after circulation