



# OFFICE OF THE DIRECTOR -CUM- PRINCIPAL

Atal Bihari Vajpayee Govt. Institute of Engineering & Technology  
Pragatinagar, Kotkhai District-Shimla 171202 (HP)

01783-253918 253919 Email Id: director.abv@gmail.com Website:-www.abvgiet



NO. - 341

Dated :- 14 / 10 / 2022 -

## OFFICE ORDER

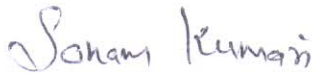
The following girls of 'Parvati Girls' Hostel shall perform the duties as per the table given below, until further orders:-

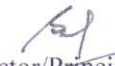
Sr. No.	Duties	Secretary B.Tech.	Members B. Tech.	Joint Secretary Poly./ ITI	Members Poly	Responsibilities
1	<b>Hostel Prefect</b>	Pratima	Isha	Anamika	Tamana Bhinta	Overall Hostel Prefects, Maintenance of in- out register, smooth functioning of various duties assigned to other students.
2	<b>Mess</b>	Ritika	Ritika Masand	Aarti	Aastha	Keeping track of requirement of vegetables, Rsahan items, tea, dairy products etc, and serving of certain special items.
3	<b>Discipline</b>	Tamanna	Alisha	Renuka	Sneha Sharma	Maintaining silence and non - violent atmosphere in the hostel, making boarders adhere to the timing of various activities as per schedule, anti ragging etc.
4	<b>Medical</b>	Jyoti	Tanya	Shailja Verma	-	Keeping record of girls already under some medical treatment. Maintaining record of the supplies in the first aid kits and purchasing of fresh supplies.
5	<b>Cleanliness</b>	Preeti Negi	Aditi Sharma & Tanvi	Arti	-	Ensuring cleanliness of the washrooms, rooms, mess. Common rooms and

*P. Negi*  
2022

						other areas of the hostel, ensuring continuous supply of hand wash, vim and washing pads tec.
6	<b>Fine</b>	Pratima	Isha	Anamika	Tamana Bhinta	Collection of fine from defaulters and maintaining record of the fine collected.
7	<b>Finance</b>	Ritika	Ritika Masand	Arti	Aastha	Collection of monthly mess charges, collection of bills, maintenance of financial record of hostel mess bill and keeping track of LPG supply.
8	<b>Sports</b>	Tamanna	Isha	Renuka	-	Giving requirement of sports equipments from time to time, maintaining record of all the items received, and ensuring proper usage of all the sports items.

  
Hostel Warden

  
Parwati Girls Hostel

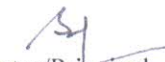
  
Director/Principal  
Atal Bihari Vajpayee  
Govt. Institute of Engg. & Technology  
Pragatinagar, Shimla, HP.

Endstt. No. — 3042

Copy to:-

1. Hostel warden
2. Notice board 'Parvati Girls' Hostel
3. Website Coordinator

*Dated:- 14-10-22*

  
Director/Principal  
Atal Bihari Vajpayee  
Govt. Institute of Engg. & Technology  
Pragatinagar, Shimla, HP.