

OFFICE OF THE PRINCIPAL, V.N. (AUTO.) COLLEGE, JAJPUR ROAD

OFFICE ORDER NO. _____ / DATE _____

The following **Non-Teaching Staffs** of this college are assigned **Roster Duties** for the “**Summer Vacation – 2024**”. They are to report on duty positively on each working day on the dates mentioned below against each of their name. The Attendants / Peons are assigned duties to bring the “**DAK**” from the Jajpur Road post office, & attend the office and watch the college during the day time, respectively.

Sl. No.	Date	Name of the Class – III Employees	Name of the Attendant / Peon for day watch
1	04.05.2024 06.05.2024 07.05.2024 08.05.2024	Mrs. Sheela Sahoo Sri Pramod Kumar Patra	Sri Ajaya Kumar Sahoo Smt. Satyabhama Dhal Mrs. Ananpurna Swain
2	09.05.2024 10.05.2024 11.05.2024 13.05.2024	Mrs. Suprava Mohapatra Mrs. Swatisri Ray Sri Susanta Kumar Samal	Sri Rabindra Kumar Roul Sri Abhimanyu Sahoo Smt. Sanghamitra Jena
3	14.05.2024 15.05.2024 16.05.2024 17.05.2024	Mrs. Nirojprava Singh Sri Smruti Ranjan Rout	Sri Kartika Ch. Sahoo Smt. Manju Munda Sri Babuli Mukhi
4	18.05.2024 20.05.2024 21.05.2024 22.05.2024	Mrs. Karabi Mohanty Miss Smruti Rekha Dalei	Sri Madan Mohan Barik Sri Sadananda Sethy Sri Manas Ranjan Nayak Mrs. Puspallata Rout
5	24.05.2024 25.05.2024 27.05.2024 28.05.2024	Sri Bauri Bandhu Das Mrs. Minati Sahu Sri Santosh Parida	Sri Khirod Kumar Bihari Sri Khetrabasi Nayak Sri Harihar Nayak
6	29.05.2024 30.05.2024 03.06.2024 04.06.2024	Sri Pradipta Kumar Biswal Sri Kalpataru Parida Sri Manas Ranjan Pati	Sri Jadu Mukhi Sri Jitendra Kumar Malik Sri Subash Chandra Mukhi
7	05.06.2024 07.06.2024 08.06.2024 10.06.2024	Sri Madan Mohan Rout Sri Khageswar Prusty	Sri Kushadwaja Moharana Sri Ashok Kumar Dakhinray Mrs. Dolly Mukhi
8	11.06.2024 12.06.2024 13.06.2024	Sri Sarat Kumar Jena Sri Rabinarayan Sahoo	Sri Chandra Sekhar Nayak Sri Avimanyu Patra Sri Srikanata Kumar Nayak

❖ Sri Sisir Kumar Barik attached to SAMS (+2 & +3).

Principal

V. N. (Auto.) College, Jajpur Road

Memo No. 1478 (9) / Date 30-04-24

Copy to Order Book / Principal's Guard file / Summer Vacation file / Non-teaching Guard file / Head Clerk / Roster Duty file / Adm. Bursar / IQAC / College Website for information & necessary action.

Principal

V. N. (Auto.) College, Jajpur Road

30.04.24