

O/O PRINCIPAL, SNSMK GC BEHRAMPUR (BAPAUDI), PANIPAT

OFFICE-ORDER

Memo. No.- SNSMKGCB/2025/1997

Dated: - 25/11/2025

Exam Duty November/ December 2025

Sr. No.	Name	Duty Allotted	Duration	Session (M/E)
1	Dr. Ritu Nehra (Principal)	Supdt. In Chief	All Exam	Morning/ Evening
2	Sh. Joginder	Additional Supdt. In Chief	28/11/2025 to 20/12/2025, 3/01/2026,5/01/2026	Morning
3	Sh. Joginder	Additional Supdt. In Chief	22/12/2025 to 24/12/2025	Morning/ Evening
4	Sh. Parvesh Ranga	Additional Supdt. In Chief	09/12/2025 to 20/12/2025	Evening
5	Sh. Parvesh Ranga	Additional Supdt. In Chief	29/12/2025 to 31/12/2025	Morning/ Evening
6	Ms. Ritu	Additional Supdt. In Chief	28/11/2025 to 8/12/2025	Evening
7	Ms. Ritu	Additional Supdt. In Chief	26/12/2025 & 27/12/2025	Morning/ Evening
8	Ms. Sangeeta	Centre Supdt	28/11/2025 to 12/12/2025, 03/01/2026, 05/01/2026	Morning
9	Dr. Dinesh (His.)	Centre Supdt.	28/11/2025 to 11/12/2025, 26,27,29/12/2025	Evening
10	Ms. Manju Devi	Centre Supdt.	11/12/2025 to 17/12/2025, 26,27/12/2025	Morning
11	Ms. Manju Devi	Invigilator	01/12/2026	Morning
12	Mr. Mangal Sain	Centre Supdt.	12/12/2025 to 20,30,31/12/2025 01/01/2026,10/01/2026	Evening
13	Ms. Ritu Mann	Deputy Supdt.	28/11/2025 to 12/12/2025, 03/01/2026, 05/01/2026	Morning
14	Ms. Amanjeet	Deputy Supdt.	02/12/2025, 09/12/2025	Evening
15	Ms. Amanjeet	Deputy Supdt.	10/12/2025 to 17/12/2025	Morning
16	Sh. Amit Kr.	Deputy Supdt.	28/11/2025 to 06/12/2025,22-23/12/2025, 01/01/2026	Evening
17	Sh. Amit Kr.	Invigilator	01, 05, 22/12/2025	Morning
18	Sh. Khushnandan	Invigilator	24/12/2025	Morning

19	Sh. Khushnandan	Deputy Supdt.	11/12/2025 to 20/12/2025, 24/12/2025	Evening
20	Dr. Dinesh Kr. (C)	Invigilator	22, 24/12/2025, 03/01/2026	Morning
21	Dr. Dinesh Kr. (C)	Invigilator	28-29/11/2025, 17-18/12/2025 01, 10/01/2026	Evening
22	Ms. Dimple	Invigilator	28/11/2025,01,03, 08, 10, 12, 24/12/2025	Morning
23	Ms. Dimple	Invigilator	02, 11/12/2025	Evening
24	Mr. Jitender	Invigilator	03, 24/12/2025, 03/01/2026	Morning
25	Mr. Jitender	Invigilator	29/11/2025, 02, 05/12/2025, 10/01/2026	Evening
26	Sh. Naseeb Singh	Invigilator	05, 08, 09, 11, 13, 17, 18/12/2025, 01, 10/01/2026	Evening
27	Sh. Naseeb Singh	Invigilator	28/11/2025, 10/12/2025, 30/12/2025, 03/01/2026	Morning
28	Ms. Monika	Invigilator	28/11/2025, 03,05,10/12/2025	Morning
29	Ms. Monika	Invigilator	02,08,09,11,12,13,18/12/2025	Evening
30	Mr. Abhishek Moga	Invigilator	28/11/2025,01,03,05,08, 10,12/12/2025	Morning
31	Mr. Abhishek Moga	Invigilator	29/11/2025, 09/12/2025 01/01/2026	Evening
32	Mr. Amit Rana	Invigilator	28/11/2025, 01, 03, 24, 26, 27, 30/12/2025	Morning
33	Mr. Amit Rana	Invigilator	28,29/11/2025 02, 05, 08, 09, 10, 11, 12, 13, 17, 22, 23, 24, 26, 27, 29, 30, 31/12/2025	Evening
34	Sh. Vineet	Center clerk	All Exam	Evening
35	Ms. Savita	Center clerk	All Exam	Morning
36	Ms. Poonam	Center clerk	Additional	----
37	Mr. Ramphal	Daftri	-----	Morning/ Evening
38	Mr. Ankit	Daftri	Additional	-----

Note:

1. All staff members assigned examination duty are directed to report to the **Centre Superintendent** at least **30 minutes before** the commencement of the examination.
2. Any staff member on examination duty who needs to take leave must arrange an appropriate **substitute on their own** and inform the Centre Superintendent in advance. **No last-minute or telephonic intimation of leave will be accepted.**
3. Staff members who are **not** assigned examination duty will assist in maintaining **discipline** in the examination centre.

Puneeta
27/11/2025
Principal
GOVT COLLEGE
REHMANPUR DISTRICT