

PANJAB UNIVERSITY EXTENSION LIBRARY

Civil Lines Ludhiana
Phone 0161-2449558, 2448917
Fax 0161-2449558

Ref: PUEL/ADG-16/392

Date 20/03/2020

Office Order

For the compliance of university office order No. 224/R/PA Dated 19/03/2020. The total staff of the library has been divided into two teams A & B, and Staff members of each team will be attending their office on alternate working days from 20 to 31 March 2020, **and public dealing work will be suspended in said duration.**

Name of the Officials	Sections
A (20, 25, 27 and 1st Half of 31 March 2020)	
1. Mr. C P Chaudhary (Assistant Librarian)	PUEL-Library
2. Mrs. Reetu Rani Library Assistant (Library Assistant)	Membership
3. Mr. Surinder Kumar (Library Assistant)	Technical
4. Mr. Manpreet Singh (Library Assistant)	Circulation
5. Mr. Rakesh Kumar (Senior Assistant)	Office
6. Mr. Vijay Kumar (Junior Assistant)	Office
7. Mr. Anil Kumar (Clerk)	Barcode Generation
8. Mr. Karnail Singh (Restorer)	Barcode Pasting
9. Mr. Jagtar Singh (Peon)	Routine work
10. Mr. Ram Sharan Singh (Cleaner)	Routine work
11. Mr. Bhupinder Singh (Mali)	Routine work
B (24, 26, 30 and 2nd Half 31 March 2020)	
1. Mr. Jasvir Singh (Library Assistant)	Technical
2. Mr. Gurpreet Singh (Library Assistant)	Technical
3. Mrs. Ramadeep Kaur I (Library Assistant)	Circulation
4. Mrs. Ramandeep Kaur II (Library Assistant)	Membership
5. Mrs. Harpreet Kaur (Senior Assistant)	Office
6. Mr. Sandeep Kumar (Senior Assistant)	Office
7. Mr. Nairder Paul (Electrician)	Routine work

8. Mr. Kanwar Pal (Restorer)

Barcode Pasting

9. Mr. Rakesh Kumar (Mali)

Routine work

10. Mr. Raj Mal (Peon)

Routine work

11. Mr. Tarlochan (Peon)

Routine work

12. Mr. Vikash (cleaner)

Routine work

Note: All Security Guards will perform their duties as per their previous scheduled


Assistant Inspector
20/11/2020
PUEL-Ludhiana

Copy to:

Director- PUEL-Ludhiana, for Information