




DELHI COLLEGE OF ARTS AND COMMERCE
UNIVERSITY OF DELHI
NETAJI NAGAR, NEW DELHI – 110 023

Date : 02.09.2024

Office Order

Mr. Yash, Junior Assistant who has been looking after the work of Caretaker since last month is hereby directed to take over the formal charge of Caretaker of the College with immediate effect besides other work assigned to him.

Mr. Santosh Pal, Assistant is directed to handover all registers/papers/documents/keys/room/and all other related responsibilities and records to Mr. Yash on priority basis the new caretaker latest by today 3 PM and intimate the undersigned and AO-Administration.


(Prof. Rajiv Chopra)
Principal

Copy to:

1. A.O. (Admn.)
2. A.O. (Accounts & Establishment)
3. Librarian
4. Sh. Santosh Pal, Assistant
5. Sh. Yash, Junior Assistant & Caretaker
6. For College Website