

Swami Vivekanand Group of Institutes,

Chandigarh Patiala National Highway, Ram Nagar, Banur

Ref. No.: SVGOI/Admin/2025/269

Dated: 23.12.2025

Office Order

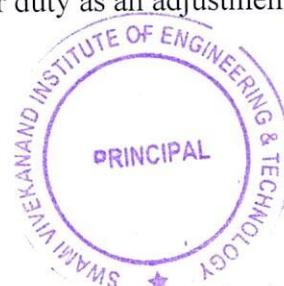
The following Library staff members are hereby deputed on duty to ensure the smooth and efficient functioning of the Library in the Administration Block on all Saturdays and Sundays, in addition to the regular working days, from 09:00 AM to 04:40 PM, with immediate effect:

1. Ms. Jasvir Kaur
2. Mr. Ranbir Singh
3. Ms. Simranjeet Kaur
4. Ms. Jyoti Bala
5. Ms. Anur Bala
6. Ms. Rekha
7. Ms. Manpreet Kaur

The duty shall be performed on a rotation basis. All concerned staff members are directed to strictly adhere to the allotted duty schedule and ensure proper discipline, smooth library operations, and adequate support to students during library hours.

Ms. Rekha shall perform her duty as an adjustment in the B.Ed. and Pharmacy Libraries, as required.

Dr. Pertik Garg
Principal,
SVIET



PA to: Hon'ble Chairman/ President for kind information
Director Secretarial & Administration
Project Director
Director Operations
Director Academics
All HODs
Concerned Officials
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