



Government of West Bengal  
Office of the Principal  
Jalpaiguri Government Engineering College  
Jalpaiguri-735102, West Bengal, India

Phone no.:03561-255131,  
Fax no.03561-256143, website:www.jgec.ac.in  
Email: [principal@jgec.ac.in](mailto:principal@jgec.ac.in)  
Mobile no: +91-9434381078

No.01082025-P(Caretaker)

Office order

Date: 01.08.2025

It is hereby informed to all concerned that due to administrative reasons, **Mr.Hirak Dhar**, will take over the charge as **Caretaker** of Jalpaiguri Government Engineering College campus from **Mr.Dilip Roy** with effect from 01.09.2025. Mr. Dhar has been assigned additional responsibilities in addition to his normal and earlier assigned duties / academic responsibilities. The process of charge makeover/ Handover must be completed by 31<sup>st</sup> August,2025.

**Responsibilities:**

- 1) To do the needful for protection and securing the total college campus/college.
- 2) To open up the building in the morning and lock it at the end of the day
- 3) To supervise security & cleaning staff
- 4) To check, sign and forward all the bills related to security & sweeping agencies for further processing / must be forwarded through the caretaker section.
- 5) To take care of the entire area of the campus and liaison with the people residing in the campus
- 6) To liaison with the District's administration, legal issues, Police, PWD-Construction, PWD-Electricals, PHE etc.
- 7) To take care of the guest house
- 8) Any other administrative duties assigned by the Principal from time to time.

  
Principal

Copy to:

1. Director of Technical Education
2. All Heads/Section Incharge
3. Registrar
4. Accounts Officer
5. Office Superintendent
6. Mr.Hirak Dhar
7. Mr.Dilip Roy: Please hand over all the files, keys, and official belongings to Mr.Hirak Dhar.
8. Office file