

# GOVERNMENT COLLEGE, DAMAN

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Dated : 05/03/2014

## SUO-MOTO PUBLICATION OF 17-MANUALS

### MANUAL – 1

#### THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-

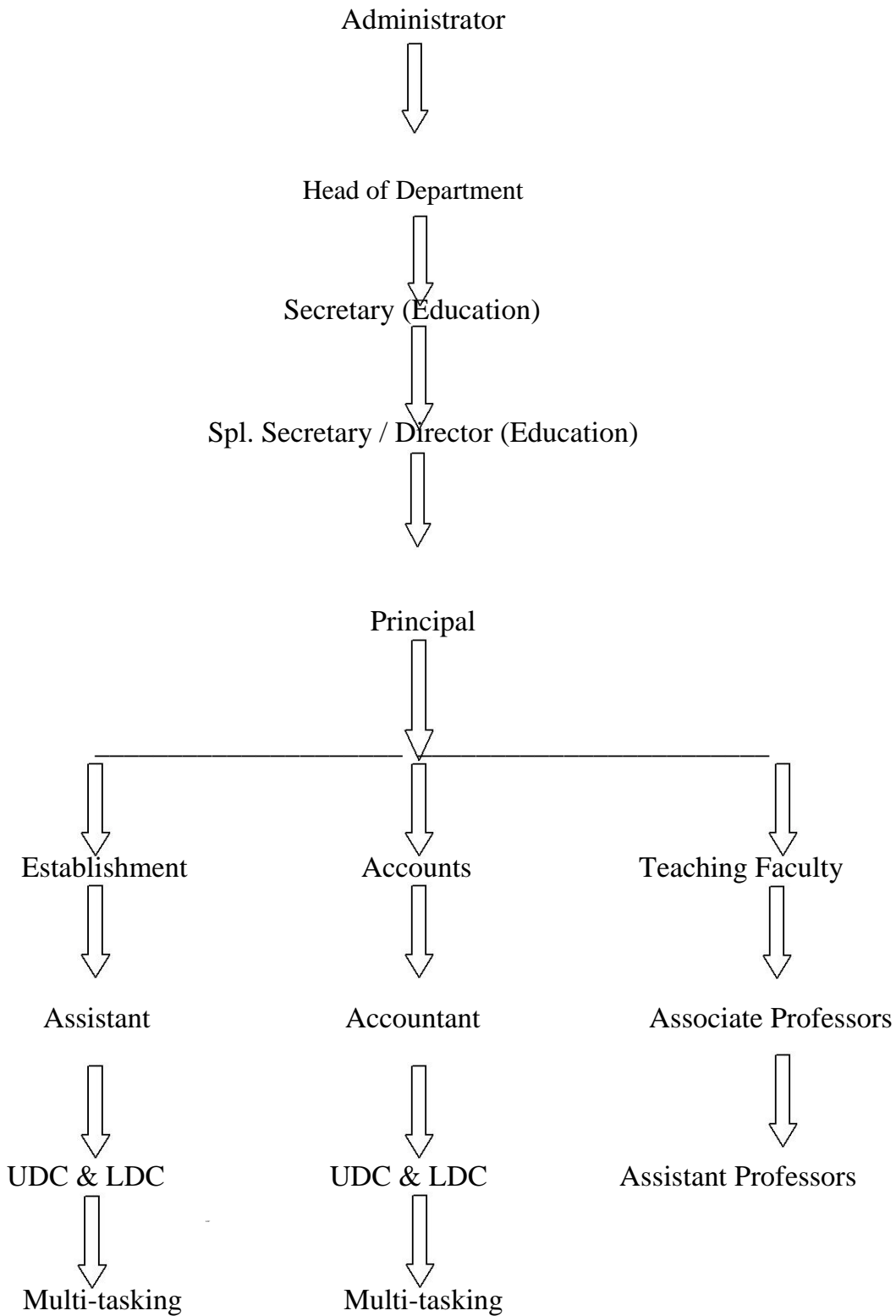
- 1) The main function of the Government College, Daman is to offer Bachelor Degree courses in Arts, Science and Commerce. The details of the Degree courses are given below:-

<b>Sr No</b>	<b>Name of Course</b>	<b>Students Intake</b>	<b>Duration</b>	<b>Entry Qualification</b>
01	Bachelor of Arts	120 Students	3-years	HSC passed
02	Bachelor of Science	120 Students	3-years	HSC passed
03	Bachelor of Commerce	120 Students	3-years	HSC passed
	<b>Total</b>	<b>360</b>		

- 2) The Government College, Daman is affiliated with the Veer Narmad South Gujarat University, Surat. The medium of instruction of the Degree Courses is in English.
- 3) The College has a counseling committee for Admission to Degree courses.

4)

**ORGANISATION CHART**



## WORK ALLOCATION TO STAFFS

The distribution of work among the staff of Government College, Daman is made as under:-

### (A) TEACHING STAFF:-

<b>Sr. No.</b>	<b>Name &amp; Designation of Staff</b>	<b>Work Allotted</b>
01	Dr. Bhoop Singh I/c Principal & Associate Professor in Hindi	Administrative work of Institution, Admission to Government College, Daman Examination, Teaching Hindi subject.
02	Dr. D.C. Agrawal Associate Professor in Commerce	Teaching subjects of Commerce
03	Dr. Sanjay Kumar Associate Professor in Economics	On deputation as Principal, Diu College, Diu
04	Dr. R.C. Agrawal Associate Professor in Commerce	Teaching subjects of Commerce
05	Smt. Daksha B. Patel, Associate Professor in Economics	Teaching subjects of Economics
06	Dr. S.Balasubramanian Associate Professor in Commerce	Teaching subjects of Commerce
07	Dr. Satyabhama Tripathi Associate Professor in Economics	Teaching subjects of Economics,
08	Dr. Bheemasenachar J Koppar Associate Professor in Zoology	Teaching subjects of Zoology
09	Dr. Bhatia Joginder Singh Associate Professor in Mathematics	Teaching subject of Mathematics
10	Dr. Anil Kumar Bajpai Associate Professor in Political Science	Teaching subjects of Political Science

**(B) TEACHING SUPPORTING STAFF**

<b>Sr. No.</b>	<b>Name &amp; Designation of Staff</b>	<b>Work Allotted</b>
01	Shri Ganesh K Tandel Laboratory Assistant	Preparation of Laboratory Materials, Chemicals before conducting Lab experiments
02	Shri Mitesh A Patel, Laboratory Assistant	Preparation of Laboratory Materials before conducting Lab experiments of Physics
03	Shri. Kalpesh R Solanki, Laboratory Assistant	Preparation of Laboratory Materials before conducting Lab experiments of Biology
04	Shri Ganesh G Tandel PTI	In charge of sports and Conducting Sports and Physical Activities.
05	Shri Shivayogi Bhusareddy Librarian	In charge of Library on working arrangement basis.

**( C )            ADMINISTRATION STAFF**

<b>Sr. No.</b>	<b>Name &amp; Designation of Staff</b>	<b>Work Allotted</b>
01	Maria de Fatima F. Colaco, Assistant	Scrutinize of all the matters related to Government College and supervision work and other works as assigned by Principal.
02	Shri Jamnadas Patel Accountant	Preparation of Retirement Pension papers. Reconciliation with Account Department. All monthly and Quarterly report of Account Section. Preparation of all kind of bills and other works assigned by Principal from time to time.

03	Shri Paresh Rana, UDC	<p>Maintenance of Dead stock / Consumer Register, Stationery Register, Pay bill Register, and all kind of records/registers of Accounts Section.</p> <p>Salary bill and maintenance of Cash Book. etc.</p> <p>Pay fixation in respect in respect of all Officials.</p> <p>Monthly/Quarterly/Half Yearly Report of 15 point programme.</p> <p>Preparation of framing of RRs/Amendments of RRs.</p> <p>Preparation of all kinds of bill in r/o Gazetted and Non-Gazetted staff and other works assigned by the Principal.</p>
04	Shri Felix Albuquerque UDC	<p>Dealing with Establishment matters of Gazetted and Non-Gazetted staff.</p> <p>20 Point Programme.</p> <p>R.T.I. matter.</p> <p>Parliament Question and other works assigned By the Principal.</p>
05	Shri Girish H. Patel, LDC Shri Suresh Patel, LDC	<p>Matter related to Students/University students.</p> <p>Maintenance of all records of the Students.</p> <p>Correspondence with the University etc.</p> <p>Receiving fees of the student for admission etc.</p> <p>Scholarship, Matter related to External Student and other work assigned by the Pncipal.</p>
06	Shri Amrut Haplatti, LDC	<p>Maintenance of Service Books, Personal files of Gazatted /</p> <p>Non-Gazatted, Leave Accounts and C.L.</p> <p>Establishment works, dealing with ACR's &amp; APAR. Inward/Outward of letters/files etc.</p> <p>Work related to Hindi Language and typing work. Hindi Monthly/Quarterly/Yearly report and other works assigned by the Principal.</p>

# **POSTAL ADDRESS**

**THE PRINCIPAL  
GOVERNMENT COLLEGE,  
NANI-DAMAN-396210**

**PHONE NO: 0260-2262027  
FAX NO: 0260-2263800**

## **WORKING HOURS**

→ **MONDAY TO FRIDAY**  
**10.00 AM TO 5.00 PM**

**SATURDAY**  
**10.00 AM TO 1.00PM.**

## **MANUAL – 2**

### **THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-**

The Principal as Head of Office / DDO in respect of Government College, Daman who has been delegated Financial Powers under the provision of Delegation of Financial Rules and having all the power of Administrative, Establishment, Admission, Academic Control, Students enrolments, corresponding with the Administration as well University and UGC, sanctioning of 90 days leave, GPF Advance, Increment and other rules pertaining to the Supporting staff as per the CCS Rules.

## MANUAL – 3

### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS, SUPERVISION AND ACCOUNTABILITY:-**

<b>Sr. No.</b>	<b>Activities</b>	<b>Level of Action</b>	<b>Time Frame</b>
01	To receive applications and put diary number	LDC	Same day
02	To mark applications / letters to concerned dealing assistant	Principal	Same day
03	To examine the correspondence and put up report.	LDC/UDC	Within a week depending on urgency of the letter.
04	To examine the correctness of notes/letters from office staff	Principal	Within a week
05	To approve action/file propose of department	Secretary (Education)	Within 15-days
06	To approve seniority, promotion, appointment and other specific cases.	Head of Department for Group B & C and Administrator for Group "A".	Within 15-days
07	Student related matter	Concerned department	Within 2 to 3 days.
08	Examination & Enrollment related matter	Concerned department	Within 2 to 3 days.
09	Admission & Counseling related matter	Principal	Within 2 to 3 days.
10	Marksheet & Leaving Certificate related matter.	Principal	Within 2 to 3 days.

## **MANUAL -4**

### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-**

- 1) The Administrator Daman & Diu is Appointing Authority for Group 'A' & 'B' Gazetted Officers. He is also Disciplinary Authority for Group 'A' & 'B' Gazetted Officers.
- 2) The Finance Secretary is Head of Department and Appointing Authority & Disciplinary Authority in respect of Group 'B' (NG) and Group 'C' Officials.
- 3) The norms as prescribed by the University Grants Commission (UGC), New Delhi for Teaching and Teaching Supporting staff. The target and achievements are being fixed for Teaching Staff and the same are modified periodically for effective implementation.



## **MANUAL – 5**

### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

- 1) The service rules prescribed by the Central Government Rules in respect of Group 'A' 'B' 'C' and 'D'. Every proposal containing recruitment / promotion is being placed before the Department Selection Committee/Departmental Promotion Committee prescribed for Group 'A' 'B' and 'C' as the case may be. All the proposals are required approval of the Appointing Authority and the proposal such as framing/amendment of R.Rs approval of the Administrator is necessary.
- 2) Rules and Regulation as fixed by University Grants Commission (UGC). New Delhi as well as VNSGU, Surat.

## **MANUAL – 6**

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;**

- 1)Preparation of MACP/ACP / probation clearance of staff.
- 2)Preparation of Recruitment Rules for all departmental posts.
- 3)Personnel files in respect of all staff.
- 4)ACR's / APAR's for Group 'A', 'B' & 'C' departmental posts.
- 5)Cash Book.
- 6)Pay Bill Register / Bill Register.
- 7)BCR Register.
- 8)G.P.F. Register for Group 'D' staff.
- 9) Dead stocks register.
- 10)Cheque register.
- 11)Monthly/Quarterly Report file.
- 12)Pay Bill File.
- 13)Contingency bill file.
- 14)Budget file.
- 15)Term Ending Marksheet
- 16)Leaving Certificate
- 17)Identity card to students/staff.
- 18)Examination students record.
- 19)Examination Stationery record register.

## MANUAL – 7

### **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:**

The Government College, Daman has no direct dealing with the public. Hence, no such arrangement exists at present. All the decision regarding formulation of policy is being taken as per the orders of the Competent Authority. The main function of Government College, Daman is academic only.

## MANUAL – 8

### **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE. AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC :**

1) The Counseling Committee for Girl Students:-

- 1) Smt. D.B Patel, Asso Prof in Economics
- 2) Smt. S.Tripathi, Asso Prof in Economics

Convener  
----- Member

## MANUAL – 9

### **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

The Directory of Officers and employees of the department is enclosed as Annexure I

## MANUAL -10

### **The Monthly Emoluments Received By Each Officers And Employees, Including The System Of Compensation As Provided In Is Regulations:**

Monthly emoluments received by Officers and employees is enclosed as Annexure II

## MANUAL – 11

### **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:**

Budget Allocation for the Financial year 2013-14 as given below:- (Rs. In Thousand)

Sr. no.	Budget Head	Allocation for
		2013-14
A	2202 – PLAN	
	General Education	
	03 - University and Higher Education	
	001 - Direction & Administration	
	01 - Government College	
	01.00.01 - Salaries	NIL
	01.00.02 - Wages	NIL
	01.00.06 - Medical Treatment	NIL
01.00.11 - Domestic Travel Expense	NIL	
01.00.13 - Office Expense	10400	
01.00.50 - Other Charges	200	

<b>B.</b>		
	2202 – NON PLAN General Education	
	03 - University and Higher Education	
	001 - Direction & Administration	
	01 - Government College	
	01.00.01 - Salaries	Rs. 2,58,27,000/-
	01.00.06 - Medical Treatment	Rs. 55,000/-
	01.00.11 - Domestic Travel Expense	Rs. 1,90,000/-
	01.00.13 - Office Expense	Rs. 4,55,000/-
	<b>Total (B)</b>	<b>Rs. 2,65,27,000/-</b>

### MANUAL -12

#### **THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

The department has not executed any subsidy programs.

### MANUAL -13

#### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:**

There is no recipient of concession, permit or authorization provided by this Department.

**MANUAL - 14**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND ELECTRONIC FORM:**

There are no facilities available with this department.

**MANUAL - 15**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;**

There are no facilities available with the department.

**MANUAL – 16**

**THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

The Head of Office i.e Dr. Bhoop Singh,I/c Principal, Government College, Daman.

**MANUAL – 17**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;**

All Information are updated in the official website such as orders, notification, tender etc.

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**Administration of Daman & Diu (U.T.)**

**Office of The Govt College, Daman**

**DIRECTORY OF OFFICERS & EMPLOYEES**

ANNEXURE - I

<b>Sr. No.</b>	<b>Name of Incumbent</b>	<b>Designation</b>	<b>Scale of pay</b>
1.	Maria de Fatima colaco	Assistantant	9300-34800 + GP - 4200
2	Shri Jamnadas Ramabhai Patel	Accountant	9300-34800 + GP - 4200
3	Felix A Albuquerque	UDC	5200-20200 + GP - 2800
4	Pareshbhai R. Rama	UDC	5200 -20200 + GP - 2800
5	Shri Amrutbhai G. Halapti	LDC	5200 -20200 + GP - 2400
6	Shri GirishkumarH. Patel	LDC	5200 -20200 + GP - 1900
7	Shri Suresh. J. Patel	LDC	5200 – 20200 + GP -2000
8	Shri Dhrubhai V. Tandel	Driver	5200 -20200 + GP - 2800
9	Emanuel N. Fonseca	Peon	5200 -20200 + GP - 1800
10	Akbarbhai N. Khot	Peon	5200 -20200 + GP - 2000
11	Yogesh K. Parekh	Peon	5200 – 20200 + GP - 2000
12	Sangita G. Mitna	Peon	5200 -20200 + GP -1900

13	Shri Uttambhai R. Dhodi	Peon	5200 -20200 + GP - 2000
14	Smt. Mayaben M. Damania	Lab. Hamal	5200 -20200 + GP - 1900
15	Kum. Narmadaben B. Halpati	Hamal	5200 -20200 + GP - 1900
16	Shri Uttambhai. M. Patel	Hamal	5200 -20200 + GP - 1800
17	Shri Fakirbhai. M. Solanki	Sweeper	5200 -20200 + GP - 1900
18	Smt. Minal Rameshbhai Halpati	Sweeper	5200 -20200 + GP - 1800
19	Shri Ramji. D. Machi	Watchman	5200 – 20200 + GP - 1900
20	Shri Jikesh. B. Halpati	Watchman	5200 -20200 + GP - 1800
21	Shri Ganeshbhai. G. Tandel	Phy Edu. Teacher	5200 -20200 + GP - 4800
22	Skri Kalpaesh R. Solanki	Bio-Lab. Asstt.	5200 -20200 + GP - 2400
23	Shri Mitesh A. Patel	Phy.Lab. Assttt	5200 – 20200 + GP – 2400
24	Shri Ganesh. K. Tandel	Lab. Asstt. Chemistry	5200 – 20200 + GP - 2400

**Administration of Daman & Diu (U.T.)**  
**Office of the Govt College, Daman**  
**MONTHLY REMUNERATION OF THE OFFICERS & EMPLOYEES**

**ANNEXURE - II**

<b>Sr. No.</b>	<b>Name Incumbent</b>	<b>Designation</b>	<b>Date of Birth</b>	<b>Date of Joining</b>	<b>Category</b>	<b>Basic Pay as on JAN-2014</b>
1	Maria de Fatima colaco	Assistant	13/12/1963	06/09/1989	GEN	19570 + GP- 4200
2	Shri Jamnadas Ramabhai Patel	Accountant	04/02/1962	31/05/1990	GEN	13720+ GP- 4200
3	Felix A Albuquerque	UDC	20/11/1961	0/7/09/1990	GEN	11500 + GP- 2800
4	Pareshbhai R. Rama	UDC	13/12/1960	01/06/1988	GEN	11990 + GP - 2800
5	Shri Amrutbhai G. Halapti	LDC	10/10/1962	01/06/982	ST	10470 + GP - 2400
6.	Shri GirishkumarH. Patel	LDC	01/11/1976	05/08/2011	GEN	6310 + GP - 1900
7.	Shri Suresh. J. Patel	LDC	14/08/1971	19/02/1993	GEN	9420 + GP - 2000
8.	Shri Dhruhbhai V. Tandel	Driver	21/04/1965	04/02/1993	GEN	10970 + GP - 2800
9.	Emanuel N. Fonseca	Peon	29/10/1964	06/07/1993	GEN	8290 + GP - 1800
10.	Akbarbhai N. Khot	Peon	10/10/1962	18/08/1989	GEN	9280 + GP – 2000



11	Yogesh K. Parekh	Peon	09/03/1961	19/08/1989	GEN	9280 + GP – 2000
12	Sangita G. Mitna	Peon	13/10/1976	30/06/1998	GEN	8270 + GP – 1900
13i	Shri Uttambhai R. Dhodi	Peon	03/05/1964	01/11/1994	SC	9630 + GP – 2000
14.	Smt. Mayaben M. Damania	Lab. Hamal	11/05/1965	19/05/1994	GEN	8530 + GP – 1900
15.	Kum. Narmadaben B. Halpati	Hamal	06/04/1976	26/02/2001	ST	7810 + GP – 1900
16.	Shri Uttambhai. M. Patel	Hamal	07/02/1975	13/12/2005	GEN	7100 + GP -1800
17.i	Shri Fakirbhai. M. Solanki	Sweeper	07/05/1968	10/07/1987	GEN	8950 + GP – 1900
18.	Smt. Minal Rameshbhai Halpati	Sweeper	09/11/1982	09/04/2011	ST	5630 + GP – 1800
19.	Shri Ramji. D. Machi	Watchman	30/12/1955	01/01/1974	GEN	10220 + GP -1900
20.	Shri Jikesh. B. Halpati	Watchman	12/06/1977	17/06/2003	ST	7310 + GP – 1800
21	Shri Ganeshbhai. G. Tandel	Phy Edu. Teach	10/04/1965	01/08/1995	GEN	19570 + GP – 4800
22.	Skri Kalpaesh R. Solanki	Bio-Lab. Asst	05/01/1985	18/12/2010	GEN	8440 + GP -2400
23.	Shri Mitesh A. Patel	Phy.Lab. Asst	26/09/1981	20/12/2010	GEN	8440 + GP – 2400
24.	Shri Ganeshbhai. K. Tandel	Lab. Asstt. Chemistry		28/2003	GEN	8440 + GP - 2400

**of Daman & Diu (U.T.)**  
**Office of The Govt College, Daman**  
**DIRECTORY OF OFFICERS & EMPLOYEES**

ANNEXURE - I

<b>Sr. No.</b>	<b>Name of Incumbent</b>	<b>Designation</b>	<b>Scale of pay</b>
1.	Dr. D. C. Agrawal	Associate Professors in Commerce	37400-67000 + GP-9000
2	Dr. Bhoop Singh	Associate Professors in Hindi & I/c Principal	37400-67000 + GP-9000
3	Dr. Ramesh C. Agrawal	Associate Professors in Commerce	37400-67000 + GP-9000
4	Dr. S. Balashubramanian	Associate Professors in Commerce	37400-67000 + GP-9000
5	Smt. Daxaben B. Patel	Associate Professors in Economics	37400-67000 + GP-9000
6	Smt. Satyabhama Tripathi	Associate Professors in Economics	37400-67000 + GP-9000
7	Dr. Bheemasenachar. J. Kopper	Associate Professors in Zoology	15600 – 39100 + GP -7000
8	Dr. Bhata Joginder Singh	Associate Professors in Mathematics	37400-67000 + GP-9000

9	Dr. Anilkumar Bajpai	Associate Professors in Pol. Sinence	37400-67000 + GP-9000

**Administration of Daman & Diu (U.T.)**

**Office of the Govt College, Daman**

**MONTHLY REMURATION OF THE OFFICERS & EMPLOYEES**

**ANNEXURE - II**

<b>Sr. No.</b>	<b>Name Incumbent</b>	<b>Designation</b>	<b>Date of Joining</b>	<b>Category</b>	<b>Basic Pay as on JAN-2014</b>
1	Dr. D. C. Agrawal	Associate Professors in Commerce	30/03/1987	GEN	55790 + GP- 9000
2	Dr. Bhoop Singh	Associate Professors in Hindi & I/c Principal	20/02/1986	SC	55790 + GP- 9000
3	Dr. Ramesh C. Agrawal	Associate Professors in Commerce	23/08/1982	GEN	54240 + GP - 9000
4	Dr. S. Balashubramanian	Associate Professors in Commerce	15/12/1983	GEN	53240 + GP - 9000
5	Smt. Daxaben B. Patel	Associate Professors in Economics	19/10/1992	GEN	48110 + GP - 9000

6	Smt. Satyabhama Tripathi	Associate Professors in Economics	20/02/1994	GEN	48110 + GP - 9000
7	Dr. Bheemasenachar. J. Kopper	Associate Professors in Zoology	04/01/1996	GEN	46440 + GP - 9000
8	Dr. Bhata Joginder Singh	Associate Professors in Mathematics	08/08/1996	SC	53260 + GP -9000
9	Dr. Anilkumar Bajpai	Associate Professors in Pol. Science	24/02/1997	GEN	24011 + GP - 9000

**Administration of Daman & Diu (U.T.)**

**Office of the Govt College, Daman**

**MONTHLY REMUNERATION OF THE OFFICERS & EMPLOYEES**

**ANNEXURE - II**

<b>Sr. No.</b>	<b>Name Incumbent</b>	<b>Designation</b>	<b>Date of Joining</b>	<b>Category</b>	<b>Basic Pay as on JAN-2014</b>
1	Maria de Fatima colaco	Assistant	06/09/1989	GEN	19570 + GP- 4200
2	Shri Jamnadas Ramabhai Patel	Accountant	31/05/1990	GEN	13720+ GP- 4200
3	Felix A Albuquerque	UDC	07/09/1990	GEN	11500 + GP- 2800
4	Pareshbhai R. Rama	UDC	01/06/1988	GEN	11990 + GP - 2800
5	Shri Amrutbhai G. Halapti	LDC	01/06/982	ST	10470 + GP - 2400
6.	Shri GirishkumarH. Patel	LDC	05/08/2011	GEN	6310 + GP - 1900
7.	Shri Suresh. J. Patel	LDC	19/02/1993	GEN	9420 + GP - 2000

8.	Shri Dhruhbhai V. Tandel	Driver	04/02/1993	GEN	10970 + GP - 2800
9.	Emanuel N. Fonseca	Peon	06/07/1993	GEN	8290 + GP - 1800
10.	Akbarbhai N. Khot	Peon	18/08/1989	GEN	9280 + GP – 2000
11	Yogesh K. Parekh	Peon	19/08/1989	GEN	9280 + GP – 2000
12	Sangita G. Mitna	Peon	30/06/1998	GEN	8270 + GP – 1900
13	Shri Uttambhai R. Dhodi	Peon	01/11/1994	SC	9630 + GP – 2000
14.	Smt. Mayaben M. Damania	Lab. Hamal	19/05/1994	GEN	8530 + GP – 1900
15.	Kum. Narmadaben B. Halpati	Hamal	26/02/2001	ST	7810 + GP – 1900
16.	Shri Uttambhai. M. Patel	Hamal	13/12/2005	GEN	7100 + GP -1800
17.i	Shri Fakirbhai. M. Solanki	Sweeper	10/07/1987	GEN	8950 + GP – 1900
18.	Smt. Minal Rameshbhai Halpat	Sweeper	09/04/2011	ST	5630 + GP – 1800
19.	Shri Ramji. D. Machi	Watchman	01/01/1974	GEN	10220 + GP -1900
20.	Shri Jikesh. B. Halpati	Watchman	17/06/2003	ST	7310 + GP – 1800
21	Shri Ganeshbhai. G. Tandel	Phy Edu. Teach	01/08/1995	GEN	19570 + GP – 4800
22.	Skri Kalpaesh R. Solanki	Bio-Lab. Asst	18/12/2010	GEN	8440 + GP -2400
23.	Shri Mitesh A. Patel	Phy.Lab. Asst	20/12/2010	GEN	8440 + GP – 2400
24.	Shri Ganeshbhai. K. Tandel	Lab. Asstt.	28/07/2003	GEN	8440 + GP - 2400

		Chemistry			
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