



राजकीय इंजीनियरिंग कॉलेज, बिजनौर  
Rajkiya Engineering College, Bijnor  
An Institute of Government of Uttar Pradesh  
(AICTE APPROVED)

Jaleelpur Road, Near Eidgah,  
Chandpur, Distt- Bijnor,  
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**-::Office Order::-**

In connection to G.O. 1317/पाँच-5-2020 Date 22 June 2020 the following employee has been assigned duty at COVID-19 Help Desk of the College for 3<sup>rd</sup> July 2020 to 10<sup>th</sup> July 2020:

**Employee Name & Designation:** Mr. Prem Pal Singh, office Assistant  
**Mobile No** : +91-7902131562  
**Help Desk Location** : Reception of the College (Academic building Entrance No 01)

Employee assigned duty at COVID 19 will ensure all protocols mentioned in the attached sheet (enclosure-1). He will also maintain a register for daily reporting as per format enclosed (enclosure-2) with this letter.

(Prof. B.K. Tripathi)  
Director

Ref. No. RECB/Reg. Off./2020/ 868

Date: 03 .07.2020

Copy to: for information and necessary Action:

- 01 Hon'ble Director Sir, REC, Bijnor.
- 02 Finance and Accounts Officer, REC Bijnor.
- 03 Dean Academic, REC Bijnor.
- 04 Dean Students Welfare, REC Bijnor.
- 05 Head of Department (I.T., C.E., E.E. & A.S.H.), REC Bijnor.
- 06 Mr. Santosh Kumar, I/c Website, REC Bijnor.
- 07 Mr. Prempal. Singh, Office Assistant, REC Bijnor.
- 08 Guard File, REC Bijnor.
- 09 COVID-19 File.

(Naresh Kumar)  
Registrar