

**Government Girls' General Degree College**

**7, Mayurbhanj Road, Kolkata – 23**

**Notice**

**Memo No. 422/HRDC/Office/26**

**Date: 05/03/26**

**Gardening and Beautification Committee**

**Duty Roster**

Sl.No.	Duty	To be done on or before	In-Charge
1.	Identification of the existing plants in college campus and preparation of labels with lamination	13.03.2026	Prof.Jayanti Saha
2.	Purchase of plants	13.03.2026	Prof.Chandan Naskar
3.	Supervision of cleaning of weeds and preparation of bed for plants	05.03.2026 and after	Dr.Shafiqul Islam Mr.subhajit Koley
4	Tree plantation	14.03.2026	Dr.Mumu Chakraborty Prof.Rupa Banerjee Nee Smajpati and all the members of NSS and Gardening & Beautification Committee
5	Submission of the adjustment of allotted fund	After 14.03.2026	Dr.Mumu Chakraborty

Signature

Principal

*[Handwritten Signature]*  
05/03/26  
Principal  
Government Girls' General  
Degree College  
Kolkata

*[Handwritten Signature]*

Signature

Convener(s)

Gardening & Beautification Committee