

GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL
JIRI COLLEGE, JIRIBAM

OFFICE NOTICE

Jiribam, 17th August 2026

In the interest of maintaining proper discipline, security, and orderly movement within the College campus, the following Peons are hereby deployed for Gate-Keeping and Campus Security Duty with immediate effect:

1. **Kh. Haridas Singh**, Peon, EIN: 104284
2. **N. Rajen Singha**, Peon, EIN: 104289

The Peons assigned to the above duty shall perform the following responsibilities:

1. **Gate Management:** The main College gate shall remain closed for most of the time and shall be opened only when necessary for the entry or exit of authorised persons, vehicles, staff, students, or permitted visitors.
2. **Maintenance of Register:** A proper Gate Entry and Exit Register shall be maintained, recording the particulars of persons and vehicles entering or leaving the College campus, wherever necessary.
3. **Restriction of Unauthorised Entry:** Persons who are not connected with the College or who do not have proper permission or authorisation shall not be permitted to enter the College campus.
4. **Restriction on Students Leaving the Campus:** No student shall be allowed to leave the College campus during college hours without proper authorisation from the Principal or an authorised College authority.
5. **Prevention of Animal Entry:** Stray animals and other animals shall be prevented from entering the College campus, as far as practicable.
6. **Vigilance at the Gate:** The assigned Peons shall remain vigilant at the main gate throughout their duty hours and shall ensure proper control of entry and exit.
7. **Reporting of Incidents:** Any unauthorised entry, attempt by a student to leave the campus without permission, suspicious activity, or other security-related matter shall immediately be reported to the Principal or the authorised authority.
8. **Rotation/Interchange of Duty:** The two Peons may interchange or rotate their gate-keeping duty according to a duty roster prepared by the College authority, so that the responsibility is shared between them.
9. **Duty Hours:** The Gate-Keeping and Campus Security Duty shall be performed from 9:30 A.M. to 3:00 P.M. on all working days, or as otherwise directed by the Principal.

The concerned Peons are directed to discharge the above responsibilities sincerely, diligently and without fail and to ensure that the College gate and campus remain properly regulated during the stipulated duty hours.

This Office Order shall come into force with immediate effect.



(Rajkumari Sanachaobi Devi)
Principal
Jiri College, Jiribam

Copy to:

1. IQAC, Jiri College.
2. Person's concerned.
3. Guard file.
4. Notice Board / Website.

Principal
Jiri College, Jiribam
Manipur