## पं. सुं. श. केन्द्रीय व्यावसायिक शिक्षा संस्थान, श्यामला हिल्स, भोपाल – 462 002 PSS Central Institute of Vocational Education, Shyamla Hills, Bhopal – 462 002

फ. सं 4-82/Tariff(GH)/C&W/PSSCIVE/2023-24/ 586

दिनांक: 12.09.2024

## आदेश

As continuous supervision and monitoring of Institute buildings including the campus need to be done. For this, various arrangements have been made from time-to-time. Looking to the upcoming events, programmes and activities of the Institute, following tasks are hereby assigned to the faculty indicated against each to keep the buildings and surrounding areas well-maintained by making regular visits, identify the shortfalls and suggest future course of action to be taken by the Administration:

1. Maintenance of Equipment (Faculty I/c) : Dr. Vinod K. Yadav, Asso. Professor

2. Guest House & Hostel (Faculty I/c) : Dr. Prakash Chandra Rout, Asstt. Professor

3. Food and Canteen (Faculty I/c) : Dr. Rakesh Kumar Raman, Asstt. Professor

4. CPWD (Faculty I/c) : Dr. Anoop Kumar Rathore, Asstt. Professor

5. Security and CCTV Surveillance (Faculty I/c) : Dr. Sonam Singh, Asstt. Professor

The above faculty may suggest a core team of 1-2 persons who will facilitate them in maintaining and evaluation of the assigned tasks.

यह सक्षम अधिकारी के अनुमोदन से जारी किया जाता है।

अवर सचिव

## Copy to:

- 1. All concerned faculty
- 2. All HODs
- 3. Sr. Accounts Officer
- 4. SO (C&W)
- 5. PS to JD