



File No. 2-6/2015-Estt.

Dt.: 01<sup>st</sup> October 2024

**कार्यालय आदेश /Office Order No.: 383 /2024**

This is to convey that the Competent Authority has been pleased to constitute a Committee to finalize the rate contract of the items to be used for Housekeeping works, comprising the following members:

1. Shri Santosh Kumar Sahoo, Dy. Registrar, Establishment - Chairperson
2. Assistant Registrar, Store & Purchase - Member
3. Assistant Security Officer (In-charge Housekeeping) - Member Convener
4. Shri Vivek Kedia, Accounts Superintendent, F&A - Member

**Terms of Reference**

1. The Committee is to finalize the rate contract of the items to be purchased for housekeeping and cleaning works of the Institute from empanelled vendors of M/s NIS Management Ltd., who is providing Housekeeping facilities to the Institute presently.

  
उप कुलसचिव  
Deputy Registrar

**सेवा मे /To**

1. The Chairperson and all Members of the above Committee

**प्रतिलिपि /Copy to:-**

1. All Faculty/ Officers/ Staff
2. PIC – Web: With a request to update in the Institute Website.
3. Deputy Registrar (Estt.): For Record
4. Secretary to Director/ Registrar: for kind information please.
5. Office Order File
6. Personal Files