



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela
स्थापना कार्यालय
Establishment Office

सं. No. – NITR/ES/2016/M/ 2070

दिनांक Date – 15/06/2016

RELOCATION / REARRANGEMENT OF VARIOUS TECHNICAL SERVICE UNITS

Consequent upon expansion of the academic campus, two erstwhile G-type quarters located behind the Campus High School came within the expanded boundaries. These two quarters, now located near the Electrical Building Security Gate have been converted to accommodate operations of Safety & Security Service (SS) and Transport Service (TS). It has now been decided to start operation of these services and operation of Lawns & Gardens Service and Cleaning Services (CL) from this location with immediate effect along with following relocation and/or rearrangements in these three services:-

Safety & Security Service

1. Office of the Safety & Security Officer (Room # MN/135) and Security Control (Room # MN/136) will shift to the above location. Outsourced security agencies will also operate from the above location.
2. Room # MN/135 to be under sealed condition for time being and will be converted later to be used as Reception-cum-Information Counter. However, Room # MN/136 will continue as Security Guard Room for the Main Building.
3. Keys of all buildings located south of the SAC-CR Road (i.e. SAC, CS, EE, TP, CH, BM, etc.) and buildings located outside the academic campus (i.e. HC, EM, SP, etc.) will be kept at the Guard Room of the Electrical Building Security Gate and keys of all buildings located north of the SAC-CR Road (i.e. Main Building, BPCL, MN, CR, etc.) will be kept at the Guard Room of the Main Building (i.e. Room # MN/136).
4. Mr. P. C. Mandal, Attendant (SG-II) and Mr. L. Koeth will be transferred to LG and CN, respectively.

Lawns & Gardens Service and Cleaning Service

1. L&G Unit will also look after the activities of cleaning services. L&G Committee will monitor the cleaning services and PIC (LG) will also be PIC (CL).
2. Mr. Rosan K. Panda, TA and Mr. P. C. Mandal, Attendant (SG-II) will report to PIC (LG). Mr. Panda, presently looking after Lawns & Garden activities will also look after the Cleaning Services and will be assisted by Mr. Mandal. Both of them will operate from the above location.

Transport Service

1. Existing arrangement will continue.

This issues with the approval of the competent authority.

Suma
15/06/16

सहायक कुलसचिव (स्थापना)
Assistant Registrar (ES)

Copy to –

1. PIC (SS) / PIC (LG) / PIC (TS) for information and necessary action as above
2. DR (AC/FA) / AR (AC/CN/ES/FA/IA/PW/SR)
3. All HODs/HOCs/HOUs as per Standard Mailing List
4. Office of the Registrar/Chief Warden/Deans'/Director