



Notification

Sub: Creation of Maintenance and Repair Wing at SMVDU

Approval of the Hon'ble Vice Chancellor is hereby conveyed for the establishment of a Maintenance & Repair Wing headed by Sh. Ashok Sharma, Assistant Engineer (Civil), who shall be the overall In-charge of the above wing in addition to his usual duties. Further, he shall be assisted by the following staff;

S. No.	Name along with Designation	Area of Operation in addition to their usual duties
1	Mr. Deepak Sharma Junior Engineer (Civil)	Civil Works
2	Mr. M.K. Pandita Junior Engineer (Electrical)	Electrical works

Besides the above, Mr. Tejpal Singh [Supervisor Works] for Civil Works and Mr. Sanjay Kumar [Helper Electrician] for Electric Works shall assist the JE's in effective and timely maintenance of the Campus. The above wing, shall work along-with the necessary maintenance staff like Carpenter, Plumber, Electrician, Mason etc., for the above purpose.

Staying on the campus for the above Officer/Officials shall be mandatory to ensure provision of necessary assistance to the students, families of the faculty/staff members, as and when required 24x7.

They shall be available over telephone & address each complaint, at the earliest. Sh. Ashok Sharma shall notify the Phone / Mobile Numbers on which he and his team will be available 24 x 7 within three days of issuance of the above notification.

Sh. Ashok Sharma shall report to the Registrar directly for all such duties & arrangements of work related with maintenance. However, all the Bills above ₹.25000/- should be routed through the University Engineer.


Registrar

Copy to:

1. All Deans/ Heads of Schools / Section Heads, for information.
2. UE, for information.
3. Finance Officer, for information.
4. Concerned : _____, for information & compliance.
5. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
6. I/c. Website for uploading on the University Website.
7. Office Order / Circular file.
8. Personal file of the concerned staff member.