

Date : February 14, 2023

**CIRCULAR****Availability of Complaint Register (Repair and Maintenance)**

Complaint Register (Repair and Maintenance) is available with the Supervisor (Mr. Mempal Singh) – in the office of Care-Taker (located at Old Boys / Sarojni Hostel, near to Medical Room).

In case of any need (repair / maintenance works related to Plumber / Water / Electrician / Electricity / Building / Carpenter / Lift / Water-cooler / Geyser / House-keeping etc.), all concerned are requested to do the needful.



(Dr. Brijesh Singh)

Director

***Copy for information and necessary compliance to :***

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs, IQAC, Chief Proctor, Chief Warden, Hostel Wardens
4. Registrar, ERP, Transport, Account, Library
5. Notice Board