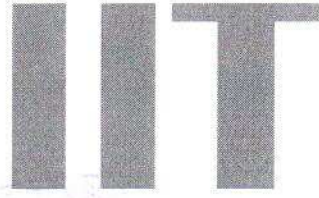




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



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कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

Ref. No.: IIT (BHU)/ADM/2(xxxxi)/Outsourcing Agency/Gen/17223 Dated: February 16, 2017

NOTIFICATION

This is to notify to all the Deans/ Associate Deans/Head of the Departments/Coordinators of the Schools/In-charges of Sections/Units/Offices that the work to be performed by the Multi-Tasking Staff deployed by the outsourcing agencies in various sections are as follows:

1. To report on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
2. Physical maintenance of records of section.
3. General cleanliness & upkeep of the Section/Unit.
4. Carrying of files & other papers within the building/outside the building.
5. Photocopying, sending of FAX etc.
6. Other non-clerical work in the Sections/Unit.
7. Assisting in routine office work like diary, dispatch etc. including on computer.
8. Delivering of Dak (inside & outside the building).
9. Watch & ward duties.
10. Opening & closing of rooms.
11. Cleaning of rooms, dusting of furniture, fixture etc.
12. Any other work assigned by superior.


Assistant Registrar (Admin.-II)

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Copy forwarded to the following for information & necessary action:

1. All the Deans/ Associate Dean's, IIT (BHU)
2. All the Heads of Departments/Coordinator of Schools, IIT (BHU)
3. The Coordinators/Incharge of Units/Centers/Offices, IIT (BHU)
4. All the Professor Incharges, IIT (BHU)
5. The Chief Councillor, IIT (BHU)-Gymkhana
6. The Chairman, Senate Library Committee, IIT (BHU)
7. The Chairman, Institute Works Department, IIT (BHU)
8. The Chairman, IIT (BHU)-Cafeteria Committee

P.T.O.

9. The Coordinator, GTAC, IIT (BHU)
10. The Incharge, UGC/IDD/IMD PT-I, IIT (BHU)
11. The Incharge, 1st Year Computer Lab., IIT (BHU)
12. The Chairman, Web Management & E-mail Services Committee, IIT (BHU)
13. All the Joint Registrar's, IIT (BHU)
14. The Deputy Chief Proctor, IIT (BHU)
15. The Deputy Registrar (Accounts), IIT (BHU)
16. All the Assistant Registrars, IIT (BHU)
17. P.S. to the Director, IIT (BHU)
18. P.A. to the Registrar, IIT (BHU)
19. The Care Taker, IIT (BHU)


Assistant Registrar (Admin.-II)