



ICAR -NATIONAL BUREAU OF SOIL SURVEY AND LAND USE PLANNING
AMRAVATI ROAD: NAGPUR-440 033

Phone: (0712) 2500545,2500664,2500226: Telefax: 91-0712-2500534 : Telegram: SOILANDBRU :
Email:Director@nbsslup.ernet.in

F.No. Guest House/2017/3940/7

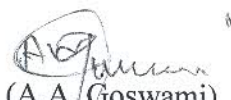
Dated 16th June, 2017

OFFICE ORDER

The Director, NBSS&LUP, Nagpur is pleased to decide the following duties and responsibilities of Caretaker of Guest House, Bajaj Nagar and Scientist Home, Amravati Road, Nagpur of this Bureau with immediate effect until further orders.

1. Supervise janitorial staff deployed by contractor to ensure appropriate cleaning activities.
2. Inspect both interior and exterior of the building periodically and make sure that grounds and surrounding areas are investigated for possible intruders or nefarious activities.
3. Undertake the responsibility of keyholder.
4. Submit newspaper bills to the office every month and Recharge set-top boxes of televisions periodically.
5. Any defect in any part of the building found during inspection should be recorded in daily report with exact locations clearly marked. Defects that require immediate repair should be reported to the office at the earliest.
6. Prepare a register for all kinds of repairs done, and maintenance activity taken up.
7. Ensure cleaning of light fittings and test lighting systems weekly, replacing wherever necessary.
8. Monitor stock levels of consumable items such as water bottles, soaps, toilet paper, buckets, mugs, All Out (mosquito repellent), etc.
9. Keep a sheet ready at all times showing the bookings and vacancies for at least one week.
10. Prepare a register for all check-ins and check-outs.
11. To give proper receipt to the visitors and submit a copy to the office.
12. Deposit money to the office on every 3rd working day.
13. Attend to all complaints lodged by the occupants.
14. Make a list of inventory for all rooms and attach one of its copies behind the door of every room, and also verify items after every check out.
15. Ensure that no damage is done to the furniture and electrical items, like TVs, ACs, water purifiers, etc.
16. Any other miscellaneous work assigned by Senior Officers from time to time.

The Caretaker of Guest House and Scientist Home are advise to follow the same strictly.


(A.A. Goswami)
Administrative Officer

Distribution :

1. The Caretaker, Guest House, Bajaj Nagar, Nagpur for information and further necessary action.
2. The Caretaker, Scientist Home, Amravati Road, Nagpur for information and further necessary action.
3. The Chief Administrative Officer, NBSS&LUP, Nagpur
4. The Senior Finance & Accounts Officer, NBSS&LUP, Nagpur
5. The Incharge, Guest House, NBSS&LUP, Nagpur
6. The Incharge, Scientist Home, NBSS&LUP, Nagpur
7. PA to Director
8. Copy for upload on Institute web-site