



Mahatma Gandhi Mission's
MEDICAL COLLEGE
Sector-1, Kamothe, Navi Mumbai - 410 209.
Ph: 0227323404, 27437992, 27437900 (EPBX)
E-mail: mgmmcnb@gmail.com, Web: www.mgmuhs.com

MGM/MED-C/2020/2203

Date : 04/12/2020

OFFICE ORDER

As approved by Competent Authority, **Mr. Birendra Kumar**, Warden will be paid Rs. 5000/- per month as additional allowance for his additional duty as warden

1. He will be in Hostel office physically between **5 PM TO 9 PM**.
2. He will check the maintenance work of Hostel rooms as per the complaint register and ensure the compliance .
3. He will take round everyday UG /PG (Boys & Girls) Hostel and ensure the cleanliness & safety in hostel. He will check all the registers, leave register and In & out Registers, head Count Register .
4. He will report in writing any untoid activity / violation of hostel rules / any electric items / AC is instalied by the student without permission .
5. He will check & sign inventory of additional furniture if any dumped in same room which are usable / repairable.
6. The remuneration will be released as per submission of monthiy report Mr. Birendra kumar , warden, an every month.

To,

Mr. Birendra kumar.

CC TO :- Medical Director , MGM

Medical Supdt, MGM Hospital

Mr. Birendra Kumar , warden

Account Dept

Noted.

Monthly reports of
Each Hostel Warden & BLD
before date of salary



Dean

Dean.

M.G.M. Medical College & Hospital
Kamothe, Navi Mumbai - 410209