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Mahatma Gandhi Mission's

MEDICAL COLLEGE

Sector-1, Kamothe, Navi Mumbai - 410 209.

E-mail: mgmmcnb@gmail.com, Web: www.mgmmedicalcollege.org.in

Ph: (022) 27433404, 27437900

MGM/MED-C/2013-14/1568

Date : 01/07/2014

Office Order

As approved by Medical Director, MGM, Mr. Dilip Patil, is appointed as "Store Clerk cum Assistant" for PG Hostels & UG Boys Hostel in the MGM Campus from daily 4PM to 9PM, after the regular work in O.T.

1. You will maintain UG & PG Hostel record of students .
2. Taking inventory of Hostel Furniture's, fixtures and Maintenance of the same.
3. You will maintain UG & PG Hostel record of students . Issue of pass to the students for Hostel & Mess as per the fee receipt and making out standing list of payment defaulters and putting notices for fees and penalty. Cleanliness of the Hostel by daily visits .
4. All Electrical / Plumbing/ furniture maintenance of Hostels. *keep 2 store*
5. You will report to Assistant Warden, Dr. Baliram Ghodke , & Warden Dr. vishawas Sathe. For the day to day work.
6. On satisfactory completion of work, you will be paid an extra allowance of Rs. 5,000/- (five thousandonly) per month.



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MGM Medical College & Hospital
Kamothe, Navi Mumbai-410209

Cc to :

1. Medical Director
2. Registrar ,MGMIHS, Navi Mumbai
3. Warden, MGM PG Hostel, & UG Hostel
4. Account Section, MGM Medical College, Navi Mumbai (for payment)

Dilip Patil
Patil - Dilip V.