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MAULANA AZAD MEDICAL COLLEGE
BAHADUR SHAH ZAFAR MARG: NEW DELHI
Auditorium (Estate Branch)
Ph-23239271-75 Extn.215, Email: estatecellmamc@gmail.com

No.F-1.(Misc)/Audi/MC/23-24/

Dated:

Standard Operative Procedures in R/O the Sanitation & House Keeping

Staff deployed in the Auditorium During any Event.

1. Incharge auditorium will give the demand for number of staff as per the requirement depending on the days and time of the event to the estate officer.
2. The Estate Officer will assess the demand of the incharge auditorium and will inform to the incharge sanitation for the the sanitation staff to be deployed.
3. Auditorium incharge will verify the work of the sanitation staff and submit the satisfactory report to the Estate Officer.
4. After the verification of duty of the sanitation staff, payment to the sanitation staff will be done by cheque in the next month before 10th day of the month.
5. Payment to the sanitation staff well be done only after the prior approval of the competent authority Ld. Dean, MAMC.
6. Receipt and payment record in r/o all transactions will be maintained by the estate cell.

Naresh Kumar
Naresh Kumar
31/1/2024
Estate Officer.

No.F-1.(Misc)/Audi/MC/23-24/ 2 357

Dated: 02/02/2024

Copy To:-

1. PS to Dean, MAMC, New Delhi-110002.
2. Incharge Lan & Server to upload on the MAMC website.
3. Incharge Auditorium & Security, MAMC.
4. Incharge Sanitation, MAMC.

Naresh Kumar
Naresh Kumar, 31/1/2024
Estate Officer.