

अखिल भारतीय वाक् - श्रवण संस्थान, मैसूरु - 570 006
ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSURU - 570 006

No.SH/Dir/Committee-2024/2024-25

31.05.2024

कार्यालय ज्ञापन / OFFICE MEMORANDUM

विषय/Sub: Nomination of In-charge for new patient accommodation building– reg.

The undersigned is pleased to nominate Mr. Tapas Kumar Mishra, Hostel Superintendent as In-charge for new patient accommodation building at AIISH Panchavati Campus with immediate effect and until further orders.

Roles & Responsibilities:

- He shall indent for the equipments / furniture required for the patient accommodation building.
- He has to coordinate with Dean (Infrastructure, Planning & Support).
- He shall prepare guidelines for allotment of accommodation for patients, based on the suggestions which will be provided by the Committee constituted.
- He shall propose for the manpower requirement for maintenance of the building.
- He shall supervise the day-to-day functioning and also take care of other issues with regard to patient accommodation facilities.

M. Purkayastha
निदेशक/Director →

To:

Mr. Tapas Kumar Mishra
Hostel Superintendent - through CAo

Email to:

1. All HODs/Section Heads
2. Dean (Infrastructure, Planning & Support)
3. Chief Administrative Officer
4. Chief Accounts Officer
5. AO / IAC
6. PIO
7. Notice Boards/AIISH website
8. O/c