



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
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भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था
एवं समविश्वविद्यालय

An autonomous institute of the Department of Atomic Energy,
Government of India, and a Deemed University

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24 June 2016

OFFICE ORDER OD-R49-2016

Guest House, Hostel and Off-Campus Accommodation Committee

1. The Guest House, Hostel and Off-Campus Accommodation Committee is hereby constituted as follows, until further orders:-

Prof. Indranil Mazumdar	-	Convener
Dr. Ankona Datta	-	Co-Convener, Guest House
Dr. Varsha R. Chitnis	-	Co-Convener, Hostel and Off-Campus
Prof. Amol S. Dighe, Dean GS		
Prof. Sandeep K. Juneja		
Prof. Ravi A. Rao		
Prof. Shyamalava Mazumdar		
Prof. Krishanu Ray		
Prof. Gagan B. Mohanty		
Dr. Rajdeep Sensarma		
Mr. T.J. Felix		
Mr. Kishore S. Paithankar		
Mr. Vivek P. Srivastava		
Mr. Mohan M. Kakade	-	Secretary (Hostel and Off-Campus)
Mr. Anil M. Sonawane	-	Secretary (Guest House)

2. The Guest House, Hostel and Off- Campus Committee will look after the day-to-day maintenance, up-keep and management of the Guest House, Hostel, and Off-Campus accommodation acquired / leased for the Research Scholars / Visiting Fellows etc. within the general goals and guidelines framed for it from time to time.

3. The Committee will also be the authority on all matters pertaining to the guest house, efficiency apartments, the hostels and off-campus accommodations including a) the administrative overseeing of the staff, b) purchases and other budgetary matters, and c) framing policies, rules and regulations for the use, upkeep and improvements of the facilities, as detailed below:-

- a) Administrative overseeing will include (but will not be limited to): assigning duties and responsibilities to the staff, assessing their performance through APAR, providing appropriate feedback, approving their leave applications, recommending them for promotions etc.
 - b) Budgetary matters include (but will not be limited to): approving purchase indents and fund allocations from a pre-assigned budget head, approving cash purchases, labour expenses and petty cash payments up to customary limits, outsourcing services whenever necessary.
 - c) Framing of policies and rules include (but will not be limited to): the rules and procedures for room reservations, use of other facilities and definition of the levels of service available to the guests.
4. Chair of the Committee, and in his/her absence the Co-Chair, is the authority to discharge the above responsibilities, on behalf of the Committee. The Committee may hold meetings regularly and send the Minutes to the Chair, ACCC for information/approval.
5. This supersedes all previous orders issued on the subject.

Sd/-
(Sandip Trivedi)
Director

All members of the committee