



TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)  
(A Central University established by an Act of Parliament)

No. F. No. TU/15-10/Estate/ **2895**

Date: **23/12/2020**

**OFFICE ORDER**

The Vendor engaged for collection of garbage from the University campus shall deploy two (02) nos. vehicles keeping in view the office hours of the employees of the University. The tentative daily schedule shall be as follows:

Vehicle Number I		Vehicle Number II	
Warden Quarters: 7:00 AM		Medical Quarters: 7:00 AM	
DD Quarters: 7:15 AM		Scholars Home: 7:20 AM	
D & E Quarters: 7:25 AM		C-type Quarters & Transit Accommodation (Old Guest House): 7:30 AM-9:00 AM	
B-type Quarter: 7:45 - 9:00 AM			
7:45 AM	Starting Point: B-16 (B16 – B1, Old Medical Quarters)	7:30 AM	C01 - C14 Trans Accom.
8:00 AM	B17-B40	7:45 AM	C15-C28
8:15 AM	B41-B64	8:00 AM	C34-C51
8:30 AM	B65-B82	8:20 AM	C52-C100
8:45 AM	B83-B100	8:40 AM	C101-C118
		8:50 AM	C119-C135
9:00-11:00 AM	Departments/Offices	9:00-11:00 AM	Boys Hostels
11:00-1:00 PM	Shops/Eateries/Others	11:00-1:00 PM	Girls Hostels

The employees engaged in the work shall have to put their signatures in the 'Attendance Register' kept in the Estate Office of the University every day.

The vendor shall also ensure proper conduct of the employees engaged in the work of collection of garbage towards the campus dwellers. The Vendor shall be held accountable for any misconduct or improper behavior of the employees.

Issued with due approval.

  
(Hridoy Saikia)  
Joint Registrar (GA)

Memo No. F. No. TU/15-10/Estate/ **2895**

Date: **23/12/2020**

Copy for information to :

1. Heads of all Teaching/Non-Teaching Departments, Offices, Centres, Wardens of all Hostels.
2. Registrar, Tezpur University.
3. Finance officer, Tezpur University.
4. Deputy Registrar (Estate), Tezpur University
- ✓ 5. Webmaster, Tezpur University with a request to publish it in the University website.
6. Secretary to the Vice-Chancellor, Tezpur University for kind information of the Vice-Chancellor.
7. Concerned file.

  
Joint Registrar (GA)