



KENDRIYA VIHAR APARTMENT OWNERS 'ASSOCIATION
Kendriya Vihar, Phase-II, Tamando, Bhubaneswar-751028, Tel: 7217800745.
Website: kendriyaviharbbsr.com, e-mail: kendriyaviharbbsr@gmail.com
Registered under SRA (XXI of 1860) bearing No.206/18202000014/20-21.

DUTY CHART OF HOUSE KEEPING STAFF. (W.E.F 01-08-26, Saturday.)

WEEK DAYS.	Mrs. Sridevi Kanhar	Shri Jitendra Barik.	Shri Shyam Sundar Pradhan.
All 6 days.	C-07	B-08	C-05
	C-08	B-09	C-06
	D-05	B-10	D-04
	D-06	B-11	B-13
	D-07	B-12	B-14

Sweeping will be done in all six days which includes terrace outlets, staircase, lobby, parking, path ways and mopping includes staircase, lobby and lift entrance. Moping will be done once in a week. Parking will be cleaned with water once in a month. The representatives or members/ residents are requested to ensure proper cleaning and mopping. Also, they are requested to sign a note book carried by the cleaning personnel. In case of any staff remain on continuous leave extra person will be deployed by the society. For short duration or casual leave other two personnel will carry out his/her work without mopping on that day.

(B.Mahapatra.)
Secretary

Copy to:

1. Notice board.
2. Member & Tenant WhatsApp group.