KENDRIYA VIHAR APARTMENT OWNERS' ASSOCIATION
At/Po: TOMANDO, BHUBANESWAR-751028
Web: kendriyaviharbbsr.com, email:- kendriyaviharbbsr@gmail.com
Registered under SRA (XXI OF 1860) bearing no.206/18202000014/20-21

Date:- 14-11-25 .

Work Allotment to the Manager, KVOAPh-II.

As per decision taken in the executive body meeting held on 6th September the following work allotment is done to the manager.

1. Moving at least 2-3 blocks every day from terrace to ground floor to ensure proper cleaning. Ideally all blocks will be covered in a week.
2. To ensure the complaints written in the complaint book must be attended by the plumber or electrician or any staff.
3. To ensure all the parks including open gym area remain neat and clean and the gardener doing his duty properly.
4. Maintaining cash book and entry in the computer all maintenance subscriptions.
5. Proper maintenance of attendance register and wage register & stock register.
6. Maintenance of other registers and filles properly including assets of KVAOA.
7. Ensuring timely payment of electricity , telephone and other bills.
8. Ensuring lifting of water properly done by the plumber or other deployed staff.
9. Ensure timely annual maintenance of Generators and lift to keep it in proper working condition.
10. Any other work assigned by the management from time to time.

The manager is advised to carry out all his assigned work suitably. Review will be done after two months.

(B. Mahapatra)
Secretary.