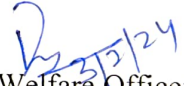


OFFICE OF THE COLLECTOR, BALASORE
(ST & SC DEVELOPMENT SECTION)
Dist Website- www.baleswar.nic.in.
EXPRESSION OF INTEREST

No. 17 / ST&SC Dt. 03.02.24 /

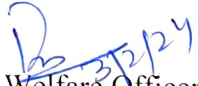
EOI (Expression of Interest) are hereby invited from Manpower Service Providing Agencies / HR Service Providers for selection of Outsourcing Agency to provide manpower such as Assistant Hostel Superintendent, Hostel Warden, Support Housekeeping staffs, Cook-cum-Attendant / Helper, Security personnel to be engaged in OBC Boys and Girls hostels. The EOI should be addressed to the District Welfare Officer, Dist- Balasore, Pin- 756001 Near Zilla Parishad Building & reach the office of the undersigned from dt.05/02/2024 to 15/02/2024 upto 5:30 PM through Courier / Speed Post/ Registered Post only. The interested Agencies should be clearly mentioned on the top of the envelop as "EOI for Selection of Outsourcing Agency". The sealed EOI will be opened on 16/02/2024 at 11:00 AM in the office chamber of DWO, Balasore. The agency (ies) who have applied is/are requested to present in the office chamber of the undersigned on the date and time fixed for opening of EOI. The detailed Term and Conditions and list of documents to be submitted is available in the website www.baleswar.nic.in.


District Welfare Officer,
Balasore

Memo No. 221 / DWO

Dt. 03.02.24

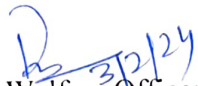
Copy to Notice Board of DWO, Balasore / District Information Officer, NIC, Balasore, for information and wide publication.


District Welfare Officer,
Balasore

Memo No. 222 / DWO

Dt. 03.02.24

Copy submitted to the PA to Collector for favour of kind information of Collector, Balasore.


District Welfare Officer,
Balasore

Scope of Work and General instruction for Bidders.

Section - 1 :- Scope of Work.

The DWO, Balasore requires the service of reported well establish and financial sound Manpower Service Providers to provide service of

- a) 2 (Two) nos. of Asst. Hostel Superintendent (one for boys hostel & one for Girls hostel (preferable lady for Girls hostel)
- b) 3 nos. of Hostel Warden one for boys hostel and two for Girls hostel (preferable lady for Girls hostel)
- c) 2 nos. of support / housekeeping staff 1 for each hostel.
- d) 9 nos. of security personal 3 for boys hostel & 6 for Girls hostel.
- e) 6 nos. of CCA and 6 nos. of helper (6 for boys & 6 for Girls) hostel.
On contractual basis.

Section -2: ELIGIBILITY / QUALIFYING CRITERIA FOR THE HR RECRUITMENT AGENCY.

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment.

- I) The bidder should incorporated of registered as HR Service Provider Firm / Agency, Private Limited Company, Public Limited Company or Society / Trust since last 5 years. The incorporation / Registration certificate should be furnished as documentary proof.
- II) The bidder should have been a Man Power Service Providing Agency / HR Service provider For at least 03 years. At list of clients being served by the bidder must be provided with the Technical Bid in prescribed format along with documentary proof.
- III) The bidder should have valid registration under service tax rule. Income tax, EPFO, ESI Corporation and Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour Registration Certificate, EPF Registration Certificate and ESI Registration Certificate should be furnished as documentary proof.
- IV) The average annual turn over of the bidder for past 03 years should not be less than Rs. 5,00,000/- (Rupees Five lakh) per annum. The copy of the audited balance sheet must be submitted with the technical bid.
- V) The HR Service Provider must have filed income Tax return for the financial year for last 03 years I.e., 2020-21, 2021-22, 2022-23. Copy of Income tax return to be furnished as documentary proof.
- VI) The bidder should have been registered in India with an office in Odisha.
- VII) The bidder should not have been black listed by any state Govt. or Central Govt. A self declaration to this effect shall be submitted by the bidder in prescribed format.

Section-3- GENERAL TERMS AND CONDITIONS

3.1- Cost of Tender documents and earnest Money deposit

- a) **Tender document fee** - Tender document can be downloaded from the website (www.baleswar.nic.in). The bidders are required to submit the Non-Refundable Tender Documents fees of Rs.1000.00 in shape of an account payee demand draft from any of nationalized bank in favour of District Welfare Officer, Balasore and payable at Balasore along with the tender paper. The proposals received without or with inadequate fees shall be rejected.
- b) **Earnest Money deposit** - Bidders should submit along with technical bids EMD of Rs.1,50,000.00 (Rupees one lakh & fifty thousand) only in the shape of account payee demand draft issued by any nationalized bank in favour of District Welfare Officer, Balasore and shall be valid for 90 days from due date of bidding / bid document.

- i) EMD of all unsuccessful bidders would be refunded within 45 days of the bidder being notified as being unsuccessful. The EMD for the amount mentioned above of the successful bidder would adjust as part of performance guarantee during the period of the contract.
- ii) The EMD amount is interest free and refundable to the unsuccessful bidders without any accrued interest on it.
- iii) The bid documents submitted without EMD mentioned above will be summarily rejected.
- iv) The EMD may be forfeited :-
 - a) If a bidder withdraws its bid during the period of bid validity.
 - b) In case of successful bidder, if the bidders fails to sign the contract in accordance with the tender papers.
 - c) If found to have a record of poor performance such as having abandoned work, having been black listed, having inordinately delayed completion and having faced commercial failure etc.

3.2- Submission of Bids :-

Sealed cover containing the bid / proposal with captioned "selection of manpower service providing Agency for providing HR for OBC Hostels under District Administration.

3.3 - Completeness of Bid :-

Submission the proposals / Bid shall be deemed to have been done after careful study and examination of the bid documents with full understanding of its implications.

3.4 Late bid -

- a. Bids received after the due dates and specified timed (including the extended period if any) for any reason whatsoever shall be rejected.
- b. The authority shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. Non further correspondence on the subject will be entertained.
- c. The authority reserves the right to modify and amend any of the stipulated condition / criterion.

3.5 Language of the Bid -

The proposal should be filled by the Bidder in English language only.

3.6 Currency of the Proposal / Bid document -

The currency (ies) of the proposal offer and the transaction details provided in the proposal / Bid document should be in Indian Rupees (INR).

3.7 RIGHT TO TERMINATE THE PROCESS.-

- a) The authority may terminate the bidding process at any time and without assigning any reason thereof.
- b) The submission of tender paper does not constitute an offer by District Welfare Officer, Balasore. The bidder participation in this process may result in selecting the bidder to engage towards execution of the agreement.

Section 4 - GUIDELINES FOR SUBMISSION OF PROPOSAL -

4.1 TECHNICAL PROPOSAL-

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following.-

1. Bid Cover Letter - Technical Bid (Form -1)
2. Bidders Profile - (Form - 2)
3. Documents Checklist - (Form - 3)
4. Self - declaration of not being ineligible / black listed - (Form -4)
5. All documentary evidences as required in the bid document (Please refer document checklist) (Form - 3).

Section - 5 - EVALUATION PROCESS -

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the bid document.
- II. The Bids qualifying Eligibility criteria and complete in respect to the availability of the documents will be considered for final Evaluation.
The Committee all nominated Officers I.e. ADM (Rev.) as Cmainman, DEO, Balasore, DSSO, Balasore, GM, DIC, Balasore PM (Fin.), ZP, Balasore as members and DWO, Balasore as Member convener to finalize the bid documents.

Section - 6 - AWARDED OF AGREEMENT -

The DWO, Balasore will award the agreement to the successful bidder qualifying in the technical Bid.

6.1 NOTIFICATION OF AWARD

The DWO, Balasore will notify the successful bidder in the writing or by fax or email, that its proposal has been accepted.

6.2 SIGNING OF THE AGREEMENT

After notification award by DWO, Balasore notifies the successful bidder that its proposal has been accepted. The Office of the DWO, Balasore shall enter into separate contract/agreement with the selected outsourcing agency, incorporating all clauses.

6.3 FAILURE TO AGREEMENT WITH TERMS & CONDITIONS OF THE BID DOCUMENTS

Failure of the successful bidder to agree with the legal agreement and terms and condition of the bid documents shall constitute sufficient ground for the annulment of the award in which event DWO, Balasore may award the contract to the next best value bidder or call for new proposals from the interested bidders.

6.4 TERM OF THE AWARD

The period of the contract shall be a period of 02 (two) years only from the date of execution of agreement.

Section - 7 - PAYMENT TERM & CONDITION -

The payment to be selected agency will be made as per the following terms:-

The service provider will claim as service charge on negotiable basis (having lowest bidder of service charge is being consider) after signing the separate agreement with the Office of DWO, Balasore from due engagement of HR for OBC Hostel.

ANNEXURE- A

Details of HR positions, job description and remuneration.

As per Govt. Guideline copy enclosed

The DWO, Balasore requires the service of reported well establish and financial sound manpower service providers to provide service of

- a) 2 (Two) nos. of Asst. Hostel Superintendent (one for boys hostel & one for Girls hostel (preferable lady for Girls hostel) with remuneration of Rs.30,000/- per month.
- b) 3 nos. of Hostel Warden one for boys hostel and two for Girls hostel (preferable lady for Girls hostel) with remuneration of Rs.15,000/- per month.
- c) 2 nos. of support / housekeeping staff 1 for each hostel with remuneration of Rs. 12,000/- per month.
- d) 9 nos. of security personal 3 for boys hostel & 6 for Girls hostel with remuneration of Rs.15,000/- per month.
- e) 6 nos. of CCA and 6 nos. of helper (6 for boys & 6 for Girls) hostel.
On contractual basis with remuneration of Rs.15,000/- per month.

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL

Form -1:- Cover Letter (Technical Bid)

Tender Call Notice No. _____ / Date _____

To

The District Welfare Officer,
Balasore.

Sub. : Submission of the Technical Bid/ Proposal for selection of HR Service Provider for providing manpower at Office of DWO, Balasore for operation of OBC Hostels in Balasore district.

Sir / Madam,

We the undersigned, offer to provide our services to the Office of DWO, Balasore district on your expression of interest (EOI) vide No. _____ Date _____ We are hereby submitting our proposal, which includes this technical bid sealed in envelope.

We hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all terms and conditions of the documents.

Yours sincerely

Location

Date :

Authorized Signature (in full and initial)

Name and Designation of Signatory

Name of Firm

Address

Form- 2:- Particulars of the Bidder

Tender Call Notice No. _____ / Date _____ /

1. Name of the Organization :
2. Legal status of Organization :
3. Address of Corporate/ National Office :
4. Address of the Office in Odisha :
5. Telephone No. Fax No. :
6. Email Address :
7. Website :
8. Registration No. of certificate of incorporation & date. :
9. No. of years organization has been in existence (as on 01.04.2023) :
10. Service tax registration No. and date of Registration. :
11. Permanent account No. of income tax and date of Regn. :
12. Registration of labour Regn. Certificate and date of Regn. :
13. Registration No. of EPF Regn. Certificate and date of Regn. :
14. Registration No. of ESI Regn. Certificate and date of Regn. :
15. No. of years of experience as HR service provider (as on 01.04.2023) :
16. Date of first assignment as HR service provider (DD/MM/YYYY) :
17. Date of first assignment as HR service provider for Govt. Deptt. : (DD/MM/YYYY)
18. Annual Turnover (Rs.) for 03 years as below

Year	Total turnover
2020-21	
2021-22	
2022-23	
Average Annual Turnover	

19. Details of experience of carrying out assignments as HR service Provider in Govt. Sectors / Public Sector under taking/ autonomous bodies in chronological order since inception

Sl. No.	financial Year	Description of assignment as per Work Order	Name of issuing authority	Start date of Assignment	End date of Assignment	Total duration of Assignment in Months	Value of assignment (Rs.)	Work order attached

Note: The information provided in the above table must be supported by relevant work order.

Copy
Signature of the witness
Date
Place

Signature of the Bidder
Date
Place

Company Seal

Form- 3 -Document Check List for Technical Bid

Sl. No.	Eligibility Compliance Document	Provided (Yes / No)	Page No. In the Technical Bid
01	Copy of certificate of incorporation / registration / partnership deed. MoA / Bye-Laws etc.		
02	Copy of Service Tax Registration certificate		
03	Copy of Income tax PAN		
04	Copy of labour registration certificate		
05	Copy of EPF Regn. Certificate		
06	Copy of ESI regn. certificate		
07	Copy of audited balance sheet and profit and loss account as proof of annual turn over for the financial year 2020-21,2021-22,2022-23		
08	Copy of Income tax return for the financial year 2020-21,2021-22,2022-23		
09	Copy of Service tax return for the financial year 2020-21,2021-22,2022-23		
10	Copy of Work order from the client		
11	Copy of Self declaration		
12	Tender Paper Cost(DD No.) Amount Bank Date		
13	Earnest Money(DD No.) Amount Bank Date		

Signature of the witness

Date

Place

Signature of the Bidder

Date

Place

Company Seal

Form- 4 - Self- declaration of not being ineligible

On the letter Head _____

1. Sri / Smt. aged about years
S/o / D/o / W/o. Proprietor / Partner / Director
of M/s At.
P. O. P.S. and District

do hereby solemnly declare as follows.

1. That pursuant to the tender call notice dt. of the Office of the District Welfare Office, Balasore at the District level. I / My firm / company am / is an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the tender documents. I am to declare that, I / my firm / company have not been blacklisted by any Central / State Govt. Organization or by any Public Sector undertaking of the State / Central Govt.
3. That neither any criminal case nor any vigilance case is pending against me / my firm / company before any forum.
4. That, the facts stated above are true to the best of my knowledge and belief.

Signature of the Bidder
Date.
Place

Company Seal



ST & SC Development, M&BCW Department Government of Odisha

GUIDELINES FOR OPERATIONALIZATION OF OBC/SEBC HOSTELS

Introduction

Education is a crucial input for the overall development of any community. Promoting facilities for better educational opportunities to the disadvantaged communities, including SEBCs/OBCs is one of the priority of the State Government. To achieve this objective, ST & SC Development Minority & Backward Classes Welfare Department, as the nodal department is taking all out efforts for the over all educational development of the SEBC/OBC communities. It may be noted here that, for poor SEBC/OBC families, to continue for higher education of their ward was quite difficult due to relatively less availability of higher educational institutions near to their native places. This has created a greater challenge to the SEBC/OBC students for getting access to higher education of their choice in distant places. In such a scenario, even when students are able to secure admission to the good institutions located in different urban locations of the State, very often they are unable to get seats in the hostels as the seats are limited in number. This situation put them in difficult situation, where they have either to opt out from the higher study or to go for staying in rented accommodation, which further aggravates to their economic hardship. Adding to it, the issue of safe accommodation is another major constraints when it comes to the higher education of the SEBC/OBC girls students for which, in some cases they have no choice but to opt out from availing higher education.

Location and capacity of Post-Matric OBC/SEBC Hostels:-

To address to the issue of providing safe and affordable accommodation to the SEBC Boys & Girls students to pursue their higher education, Govt. of Odisha has taken up construction of 100 nos of 100 seated OBC/SEBC hostels as its committed endeavor for extending residential facilities to altogether 10,000 SEBC/OBC students pursuing post-matriculation courses.

In the meantime, construction of 66 numbers of 100 seated OBC/SEBC hostels are completed and a detailed guidelines has been devised regarding operationalization of these hostels.

1. MANAGEMENT OF THE OBC/SEBC POST-MATRIC HOSTELS:

The Welfare Extension Officer of the Block where the Hostels are located(both in Block and nearby ULBs) will be given the Supervisory charge of those hostels and will be incharge of the overall administration of the hostels, under the guidance of the District Welfare Officer. Besides, following Human Resources on remuneration basis with defined duties and responsibilities are to be engaged by the D.W.O of the concerned district on outsourcing basis for the smooth management of the hostels.

Designation	Total no. of staff	Functions	Category	Remuneration per month
Hostel Superintendent	1	Overall administration & management of the hostel	State Govt. employee preferably WEO	As per Govt. norm
Assistant Hostel Superintendent	1	i) Overall management of the hostel. ii) Ensuring basic discipline. iii) Liaison between boarders and administration. iv) Management of Accounts of hostel	Contractual/ Outsourcing Human Resource	Rs.30,000/- per month
Hostel Warden	1 (for each boys hostel) 2 (for each girls hostel)	Supporting Assistant Hostel Superintendent in the management of the hostel	Contractual/ Outsourcing Human Resource	Rs. 15,000/- per month.
Support /House keeping staff	1	Support work for office administration and management of the hostel.	Contractual/ Outsourcing Human Resource	Rs.12,000/- per month

2. Organizational structure:

The Boys' hostel will accommodate only boys students and Girls' hostel will accommodate only girls students in a single campus. In case of Girls Hostel, a lady Assistant Superintendent and Warden and in case of a Boys Hostel a male person will be engaged as a Hostel Assistant Superintendent and Warden. Manpower for various types of hostels to be engaged is given below.

2.1 Boys' Hostel:

- Assistant Superintendent (One) for one hostel.
- Warden (One) for each hostel.
- Support staff/ housekeeping support staff for each 100 seated hostel (2nos).
- Cook-cum-Attendant and Helper (1+1) for 100 seated hostel.
- Security personnel (3nos)

2.2 Girls' Hostel:

- Assistant Superintendent (One), Preferably Lady for one hostel.
- Warden (Two) Preferably Lady for one hostel.
- Support staff/ housekeeping support staff for each 100 seated hostel (2nos).
- Cook-cum-Attendant and Helper (1+1) for 100 seated hostel.
- Security personnel (6nos)

3. Roles and responsibilities of the Human Resources engaged in the Hostels:

a. Assistant Superintendent:

Assistant Superintendent shall be in overall charge of the hostel and will be accountable for efficient and effective management of the hostel. She/he will report to the Welfare Extension Officer (WEO). She/he will stay in the hostel and dine with the boarders and should discharge the following responsibilities:

1. Maintenance of hostel building and surrounding: (She/he should ensure that building is in good condition, the water supply in the hostel is regular and hygienic, the electrification is in proper condition without posing any danger to the boarders, there is proper drainage of water from bath room and kitchen with out

any waterlogging inside the hostel, and the surrounding of the hostel remains neat, clean and hygienic. She/he should identify infrastructural gaps, if any, and bring the same to the notice of the appropriate authorities (WEO/DWO) and get it redressed in a prompt manner.

- II. Conduct the admission process and allot rooms to the applicants in the hostel under the direct guidance of the Hostel superintendent. At the time of admission to the hostel, he should obtain personal data of the students in a prescribed format containing, inter alia, address, and phone number of parents, Aadhaar Number of the students and an undertaking from the parents/Guardian to the effect that they as well as the boarders shall abide by the rules and regulations of the hostel.
- III. Proper Mess management
- IV. Maintenance of Cleanliness of the hostel and ensuring health & Hygiene of the boarders
- v. Attend to the sick boarders and refer seriously ill students to the hospital for treatment. Under no circumstances the boarders should be sent home in ailing condition. In case of hospitalization the parents/local guardians maybe informed immediately about the treatment of the students and be intimated to remain present at the hospital.
- VI. To ensure proper health screening of all the boarders for fever, malaria, diarrhea, chicken pox, acute respiratory infections and such others including adolescent reproductive & sexual health issues (ARSH) by ANMs/mobile health camp organized by the local Medical Authority on a regular basis.
- VII. To ensure Safety and Security of the boarders
- VIII. Timely Distribution of Toiletries to House keeping staff for cleaning of toilets etc.
- IX. Diligent maintenance of prescribed Records (Admission Records, Boarder Attendance register, BPL rice procurement Register, Consumption Register, Stock & Issue Register, Record of PMS, Amenities/cosmetics distribution Register, Sick Register, Red Register, Gate Book, Incoming & Outgoing Register, Visit Register,

- Cash Book, Advance Register, Allotment Register, Guard File for keeping all hostel notices, Department circulars etc. and keeping them up to date along with supportive vouchers. All expenses to be incurred following due procedure and exercising financial prudence.
- X. To distribute work among Subordinate staffs (warden, Support Staff, CCA etc), and monitor their performance. (Undertake weekly reviews).
 - XI. To sensitize all staff about the rules and regulations, quality management and implications of non-adherence of the same.
 - XII. Issue Unique Identification Number/Identity Cards to all staff.
 - XIII. Obtain police verification reports of all the staff.
 - XIV. To meet the student's inmates from time to time on daily basis to know and solve their problems. Ensure that the boarders do not indulge in undesirable activities such as ragging, physical assault, damage to hostel property, causing inconvenience to other inmates etc., and make them aware that non-compliance of any of the rules and regulation of the hostel may lead to punishment like expulsion from the hostel.(Take regular updates).
 - XV. Engage Peer Leaders/Room Monitors.
 - XVI. To ensure an atmosphere in the hostel conducive to study as well as development of extra-curricular activities of boarders.
 - XVII. Must act as a role model for the boarders and endeavor to inculcate high moral values among them.
 - XVIII. In case of any untoward incident /case of sexual abuse/ teenage pregnancy or any other related matter s/he should act promptly and adopt protocols/mechanisms shared by Department and share information/report to the supervisory officer within the specified timeline.
 - XIX. Give permission to the Guests (parents of the boarders/inspecting officials) to meet the student inmates in the hostel on the request of the boarders/authorities on case to case basis.

- XX. To address grievances of parents in accordance with the Rules and regulations of the hostel.
- XXI. Cooperate with Officials who are authorized to make monitoring/surprise visits to the hostels.
- XXII. Display school/college/institutions wise daily student/boarder information at office, menu chart in dining area and important phone numbers at conspicuous places from where it can be accessed by all.
- XXIII. Place a complaint/suggestion box and institute a mechanism to redress grievance of the boarders in an efficient manner.
- XXIV. Ensure proper functioning of Hotline Phone/CCTVs wherever installed with due adherence to SOPs.
- XXV. Attend different meetings and capacity building programs organized by the Department/SCSTRTI for effective and efficient management of the hostel.

b. Warden:

- I. The role of the Warden in the hostel is to assist the Assistant Superintendent in day to day functioning of the hostel.
- II. The Warden is to stay inside the hostel in a room earmarked for him/her.
- III. To ensure cleanliness of dormitory, toilet, bathroom, hostel surroundings taking the aid of L/CCAs.
- IV. Check entry of any unauthorized person, into the hostel premises.
- V. To Liaison with ailing girl boarders and ANM. If need arises inform Asst Supt/Superintendent for immediate shifting of sick boarders to local Government Hospital for higher treatment..
- VI. To take personal care of the ailing boarders for treatment.
- VII. To ensure that boarders don't remain in hostel during school/college hours and shall attend to girls who are sick/return to hostel.
- VIII. To ensure that Hostel rooms should be locked during normal college/school time

- IX. Maintain a first aid kit to address to emergency health problems of the boarders for treatment..
- X. Will accompany sick boarders to hospital.
- XI. Ensure regular health screening of the boarders and maintain the health card of each of the boarders with the help of ANM/mobile health unit of local Health Authority.
- XII. During night after closure of the day's business monitor the presence of each of the boarders by making personal round to the hostel rooms.
- XIII. He/She will keep the keys of the hostel with her.
- XIV. Keep a record of the absentee boarders.
- XV. She/He will maintain inventory stock register and will periodically check the furniture, cots, lights, water points, bathing spots, kitchen rooms, damaged electrical wiring, roof leakage etc. and bring to the notice of the superintendent if there is anything wrong.
- XVI. Immediately report if there is sudden behavioral changes of inmates especially if one is upset emotionally/subjected to depression.
- XVII. Supervise student's arrival and departure.
- XVIII. Ensure proper storage of necessary items/assets of the hostels.
- XIX. Ensure privacy of the girls students residing in Girl's hostels.
- XX. Ensure adolescent boarders staying in Girl's hostels use incinerators/ or properly dispose of sanitary napkins.
- XXI. Ensure locking of the hostel gate by security personnel at night and keep proper vigil over boarders (surprise checks)
- XXII. Ensure proper upkeep of Hotline Phone, CCTV, RO/Aqua guard, TV, and other assets and items installed/provided in the hostels.

c. Support Staffs:

- I. The role of a support staff in the hostel is to assist the Assistant Superintendent & Warden in day to day functioning of the hostel
- II. To supervise and ensure cleanliness in and around kitchen, dining area dormitory, toilet, bathroom, corridor and hostel campus.
- III. Assist the Warden in locking the rooms of the boarders during college time.
- IV. Bring to the notice of Warden, if there is anything wrong with the furniture, cots, lights, water points, bathing spots, kitchen rooms, electrical wiring, roof etc. and supervise student's arrival and departure and maintain in and out register.
- V. To have close watch over persons coming and going out of the hostel. Should neither allow any unauthorized person to enter into the hostel nor entertain any outsider inside the hostel campus.
- VI. Facilitate boarders to meet their parents/guardians only on the days specified by the Superintendent only with the written permission of the Asst. Superintendent or Warden.
- VII. Should take special effort to see that boarders don't use gutka, pan masala or things of the like in the hostel campus,
- VIII. Immediately report to the Asst. Superintendent or Warden if sudden behavioural change is noticed in any of the boarders especially if one is upset emotionally or subjected to depression.
- IX. To ensure privacy of the girls students.
- X. To ensure proper upkeep of Hotline Phone, CCTV, RO/ Water Purifier, TV, washing machine and other assets and items installed in hostels.

d. Security Staffs

- I. To ensure that outsiders, dogs, cows, kittens do not enter in to the campus.
- II. In shifts one has to be at the main gate and maintain the gate entry-exit book.
- III. To stay inside the hostel 24x7 days during their duty hour.

e. Cook-cum- Attendant:

CCA shall perform the following duties.

- I. Receive ration (Grocery and Vegetables) for cooking on daily basis from the Assistant superintendent.
- II. Cook food as per the menu in time.

- Ho
Secur
- III. Serve the food on time to boarders
 - IV. Leftover food is not to be kept in kitchen or hostel premises and served to the students again. She/he should bury the waste food at a distance place away from the cooking place and living area. Wastes like vegetable peels, rice starch etc. can be used to make bio-fertilizer for kitchen garden of the hostel.
 - V. Maintain a kitchen garden and water them regularly.
 - VI. Wash the utensils used for cooking properly before next use.
 - VII. Maintain personal hygiene (fingernails regularly trimmed/hair combed and properly tied/Must not chew tobacco, betel, khaini etc.) during preparatory work, cooking and serving. Should use apron, cap and mask while cooking and serving.
-