

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, औरंगाबाद  
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY,  
AURANGABAD  
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सं.रा.इ.सू.प्रौ.सं.-औ/03/26/2021/कैंटीन  
No.NIELIT-A/03/026/2021/CTN

20 जुलाई 2023  
July 20, 2023

**कार्यालय आदेश सं.29/OFFICE ORDER No.29**

The Competent Authority has reconstituted the Canteen Committee with immediate effect as follows:

1. Shri Anil Raina, Joint Director (Tech) - Chairman
2. Shri Saurabh Kesari, Scientist 'C' - Member
2. Shri Chaitanya N Kadadas, Scientist 'C' - Member
3. Shri B B Sorte, Principal Technical Officer - Member
4. Shri Prashant Pal, Scientist 'B' - Member Secretary

The new committee may take over the charges and report on the same may be forwarded Administration.

**Terms of Reference:-**

- a Overall supervision of Canteen by providing necessary instructions to the Contractor after due approval of the decisions by the Competent Authority.
- b Conducting the surprise checks in the canteen premises.
- c Deciding the weekly menu served at breakfast, lunch, dinner etc. in consonance with the requirements of Students.
- d Putting forward suggestions/requirements etc. for the running of the Canteen to the Competent Authority
- e Close interaction with students/stakeholders of the canteen for the betterment of services
- f Inviting fresh quotations/tenders as and when required.
- g Recommending the name of the party/agency for new canteen/mess contract.
- h Preparing the contract Agreement with the party selected.

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- i Review the functioning of the Canteen periodically and report the same to Executive Director.
- j The committee devise a mechanism to incorporate the suggestions from the students through the duly constituted student sub-committee.
- k Any other item which is required for the smooth function of Canteen & Mess but not included in the term of reference of mess committee.

Recommendations of the Canteen Committee need to be submitted to Executive Director in due course through Head (Admin).

(डॉ. जयराज यु. किडाव)/(Dr. Jayaraj U. Kidav)  
कार्यकारी निदेशक/Executive Director

To

All concerned

- Copy to:
1. SPS to ED
  2. All Group Heads
  3. Accounts Section
  4. Joint Director (Finance)
  5. Deputy Director (P&A)
  6. Web Administrator