

F.No.7/15(1)/2014-SD/S&S

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION(S&S)

CIRCULAR

09TH June, 2016

It may be brought to the notice of all employees of your division that CPWD has made available two complaint registers, one for electrical/AC complaints and other for civil complaints, at reception of KN(A) which are kept with security guard.

Any complaint of electrical/ACs and civil may be registered in these registers to enable CPWD to take remedial actions on the complaint through proper accounting system.

Further it is observed that complaints of electrical and civil are verbally informed to S&S staff and many times to Cons(S&S). It is clarified that EMU, which is responsible for all such complaints through CPWD, has been made independent under Consultant(CE).

Accordingly, all employees of your division may be advised to register the complaints in the CPWD registers at KN gate 'A' reception. In case of delay or non-action, matter may be brought to the notice of the following:-

- (a) Consultant (CE)- 011-23388270, 2338⁸775, 8800330182.
- (b) AE(Elect), CPWD-23385334
- (c) EE(Elect), CPWD – 23370169
- (d) AE(Civil), CPWD – 9868791839
- (e) JE(Civil), CPWD -8860761442

(The above phone numbers are available in IGNSA Diary)

Jayant Kumar Ray
(Jayant Kumar Ray)
Director(Admin)

HOD(KK), HOD(KN), HOD(JS),
HOD(Rock Art), HOD(CIL),
US(Estt), Cons(CDN), Cons(S&S),
Cons(Rajbhasha), HOD(Conservation),
Photography Officer,

Copy to:

- Cons(CE),
- AE(Elect), CPWD.
- AE(Civil), CPWD
- PS to Dir(A)