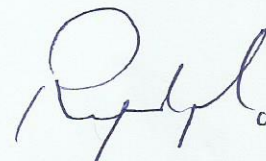


CIRCULAR

New proposals for all ongoing maintenance works such as maintenance of sewer lines, water supply, Electrical works, housekeeping works, horticulture works & other misc. works shall be initiated six months in advance before expiry of contract period of respective present work.

All EEs are requested to initiate the proposals as above in advance and all SEs shall ensure the same periodically.

This order is issued as per the directives of CE(NM).

04.2.19

(R. S. Nayak)
SE(HQ)
Emp. No.25555

Encl: a/a

To,

All SEs / EEs

C.C. to : CE(NM) / CE(SP) / CE(NMIA)

ACE(I & Metro) / ACE(II) / ACE(III) / M(P)