

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.-ओ/03/26/2021/कैटीन  
No.NIELIT-A/03/026/2021/CTN

23 दिसम्बर 2025  
23 December 2025

कार्यालय आदेश सं.55/OFFICE ORDER No.55

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

S. No.	Name & Designation	Role
1.	Shri Anand N, Scientist 'C'	Chairman
2.	Shri Saurabh Kesari, Scientist 'C'	Member
3.	Shri Ravi Ranjan Kumar, STA	Member
4.	Shri Babu S, Junior Assistant	Member
5.	Shri Kushagra Singh, STA	Member Secretary

The new committee is requested to take over charge immediately. A report regarding the assumption of charge may be forwarded to the Administration.

**Terms of Reference:**

The scope of work and responsibilities of the Committee shall be as follows:

- a) Supervising the overall functioning of the Canteen and issuing necessary instructions to the Contractor after obtaining due approval from the Competent Authority.
- b) Conducting surprise checks of the canteen premises to ensure hygiene and quality.
- c) Finalizing the weekly menu for breakfast, lunch, dinner, etc., in consonance with the requirements of the students.
- d) Submitting suggestions and requirements regarding the running of the Canteen to the Competent Authority.
- e) Interacting closely with students and stakeholders to ensure the betterment of services.
- f) Action on Inviting fresh quotations/tenders as and when required, recommending suitable agencies/parties for new canteen/mess contracts and preparing the Contract Agreement for the selected party, wherever necessary.
- g) Reviewing the functioning of the Canteen periodically and reporting the same to the Executive Director.
- h) Devising a mechanism to incorporate suggestions from students through a duly constituted student sub-committee.

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i) Undertaking any other task required for the smooth functioning of the Canteen & Mess not specifically included above.

All recommendations of the Canteen Committee are to be submitted to the Executive Director through the Head (Admin).



(अजयसिंहन वी.के.) / (Ajaysimhan V K)  
उप निदेशक (पी.ए.) / Deputy Director [P & A] &  
प्रमुख (प्रशासन & वित्त) / Head (Admin & Finance)

To

All concerned

Copy to:

1. Executive Director – for kind information
2. All Group Heads
3. Accounts Section