

No. SAI/ED(Ops)/STC/SAG/Policy/Misc/2015

19th November, 2015

To

All the heads of Academic Institutions and Regional Centres

Dear all,

During the review meeting on 17th November, 2015 regarding working of STCs and SAGs, DG has observed that all STCs/SAGs should have the minimum level of facilities in the following areas :-

- Proper Play fields are available and well maintained.
- Equipments, Gym and personal consumables are in place.
- Provision of water points, toilets, security and warden.
- Safe living condition of the hostels. There are proper cots and mattresses, bed sheets, blankets, mosquito nets etc. in the Hostel.

The following also needs to be looked in to:-

1. Kitchen should be kept clean and hygienic. There should be required utensil, crockery for the use of inmates.
2. There should not be any loose /open wires. If there is any deficiencies in the electricity installation, it should be repaired/ replaced on priority. Fire extinguishers should be provided in the premises.
3. It should be insured that the hostel premises are free from harmful insects. The grass should be cut regularly. It should also be insured that the menace of rats, snakes, etc, if any, is eliminated. Hostel Rooms should be well ventilated and clean and there should be proper lighting available.

It will be the duty of the STCs/SAGs incharge that the above instructions are followed. In case, there is assistance required from Regional Directors/Directors or from HQ, it should be reported immediately. The improvements on the above areas should be well planned and should be completed within next 5 months.

The heads of Academic Institutions/Regional Centres are also requested to visit each STCs/SAGs under his jurisdiction on the above lines.

This has with the approval of Director General, SAI

Yours sincerely


(Hira Ballabh)