



COSMOPOLIS RESIDENTS' WELFARE ASSOCIATION

Regd. No. : 2445-10/ of 2018-2019

At/Po : Dumduma, P.S. : Khandagiri, Bhubaneswar-751019, Khordha, Odisha,
E-mail : cosmopolisrwa@gmail.com

Ref. No. 173/2019-20

Date : 16/3/20

Due to urgency of the situation the following employees are assigned with the duties of supervising the hygienic condition of the Society in view of the precautionary measures being followed by the Housekeeping staff of the Society and residents of the Cosmopolis to counter spread of Corona Virus (COVID-19). They are advised to visit all common corridors of all the towers including the Commercial Complex and Club House and report any irregularity relating to health and hygiene of the residents and persons employed for the Society. They are required to report on garbage management, cleaning of corridors, cleaning of the lifts in the towers on daily basis to the President / Joint Secretary / Manager Maintenance by 04.00 PM. Their working hours shall be from 08.00 AM to 04.00 PM until further order.

<u>Name</u>	<u>Towers Assigned</u>
1- Mr.Raj Basantaray (Trainer, Zym)	Tower A, B, C, D, E and F
2- Mr.Rajendra Barik (Trainer, Swimming)	Tower G, H, I, J, K, Club House and Commercial Complex

apnaryak
16032020
(Dr.Adwait Prasad Nayak)
Joint Secretary, CRWA

Memo No. 174/2019-20

Dt. 16/3/2020

Copy to the Club Committee for information and necessary action with a request to space the employees in the large interest of the Society.

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(Dr.Adwait Prasad Nayak)
Joint Secretary, CRWA

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16.3.20