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|  | NORTH EASTERN HILL UNIVERSITY **CDD/(MAINTENANCE CELL)**  **SHILLONG** | Contact telephone Nos. 272 - 1191/ 1193/ 2065/ 1139.  Page No.1/1 |

No:-F. E/SE/GENL/281/2018/415Dated:- 03/12/2018

**C-I-R-C-U-L-A-R**

In view of the regular load shedding of power supply from 12 noon to 1 pm by MeECL to the NEHU Permanent Campus, Mawlai, Shillong, the following arrangement is made in addition to their normal duties to ensure the regular power supply in NEHU Campus during the Academic session. Any complaint regarding main power supply, Generator back up power supply and substations (**external electrical works only**), may be contacted the staff on duty (to be stationed as mentioned) as follows:-

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| S.n. | Name | Contact no. | Period from | Place of Duty |
| 1. | Prabir Ghosh | 9863088928 | 11-45 am am to 1 pm or till completion of load shedding. | The following DG sets are to be run during load shedding period:-   1. DG set at Sub-station no.10 2. DG set at Sub-station no.14 3. DG set at New Guest House |
| 2. | Kitboklang Dkhar | 9089751915 |
| 3. | Bashaibok Dkhar | 9863736021 | 11-45 am am to 1 pm or till completion of load shedding. | The following DG sets are to be run during load shedding period:-   1. DG set at Sub-station no.9 2. DG set at Sub-station no.12 3. DG set at NDVN (to Monitor) |
| 4. | Jerryson Wahlang | 8794176315 |
| 5. | K. Skhembil | 9863095906 | 11-45 am am to 1 pm or till completion of load shedding. | The following DG sets are to be run during load shedding period:-   1. DG set at Sub-station no.11 2. DG set at Sub-station no.3 3. DG set at Exam |
| 6. | Aibor Nongkhlaw | 8974627794 |
| 7. | Pyndapborlang Lyngdoh Nongpyiur | 8794435578 | 9 am to 5 pm | Sub-station No. 3 :  Pool Duty, if any. |

Note: All staffs are directed to perform the duties as per the schedule above and inform the site report to the concerned engineers time to time. In case of any emergency/ urgent works, the controlling officer may call any of the staff to attend such work.

Sd/-

University Engineer (I/C),

CDD, NEHU, Shillong.

Copy to :-

1. The Registrar, NEHU, Shillong – 22.
2. All Deans of Schools, NEHU, Shillong - 22.
3. The Executive Engineer, CDD, NEHU, Shillong.
4. The DSW, NEHU, Shillong - 22.
5. All Assistant/Junior Engineer (Electrical), CDD/M, NEHU, Shillong.
6. The Incharge, V-SAT/NDVN, NEHU, Shillong-22 – for publication in the NEHU website
7. The Section Officer (Transport), Admn-II, NEHU, Shillong with a request to keep a spare vehicle which may required during this period for emergency/urgent, if any.
8. The Concerned persons. They are to be at location specified above.

Sd/-

University Engineer (I/C),