O/o the Secretary TTWREIS (Gurukulam) DSS Bhavan, Masab Tank Hyderabad – 500 028

## MEMO

## Rc. No. Acad/B4/SGD/2022

Date: 03.09.2022

Sub: Gurukulam – Academic – Swachh Gurukul-2022" from 5<sup>th</sup> to 11<sup>th</sup> September 2022 – Drafted the duties of Special Officer to monitor the program – Certain instructions issued – Reg.

**Ref:** Note file approved by the Secretary, Gurukulam, dated 03.09.2022

\*\*\*

Anent to the subject cited, the Officers working in the Head Office, TTWREIS (Gurukulam), Hyderabad have been drafted the duties of Special Officer to monitor "Swachh Gurukul-2022" program from 5<sup>th</sup> to 11<sup>th</sup> September 2022 as per the list annexed.

The Officers are directed to visit the allotted institutions and monitor the "Swachh Gurukul-2022" program from 5<sup>th</sup> to 11<sup>th</sup> September 2022 as per the schedule and guidelines and submit the reports from time to time.

The individuals are eligible to hire a vehicle and claim T.A. & D.A. as per the rules in vogue.

For SECRETARY

Encl: Circular of SGD program

To
The individuals concerned
The Dy. Secretary (Accounts), Gurukulam, Hyderabad
The Stock File