

	Department - Facility	Min reqd	1.1.21	2.1.21	3.1.21	4.1.21	5.1.21	6.1.21	7.1.21	8.1.21	9.1.21	10.1.21	11.1.21	12.1.21	13.1.21	14.1.21	15.1.21	16.1.21	17.1.21	18.1.21	19.1.21	20.1.21	21.1.21	22.1.21	23.1.21	24.1.21	25.1.21	26.1.21	27.1.21	28.1.21	29.1.21	30.1.21
Daily	1. All forms of Dispatch.																															
	2. Daily dispatch of goods to branches.																															
	3. Taking report of cleanliness of All branches.																															
	4. Incharge of Jam room & Studio Instruments arrangements.																															
Weekly	1. All forms of repairs & maintenance building & instrument related.																															
	2. Warranty Cards file maintenance with a photocopy of the same.																															
	3. Maintenance of Prathibhankura program.																															
	4. Maintenance of photography & videography equipment.																															
	5. In charge of the entire cleanliness of studio, jam room and auditorium from time to time.																															
	6. Procuring Weekly requirements.																															
Monthly	1. Fortnightly branch visit.																															
	2. Costumes and sound system maintenance.																															
	3. Stationary and general requirements.																															
	4. Fire extinguisher pressure from time to time.																															
	5. Arrangements for fourth coming events.																															
Seasonal	1. Quality check of brand-new instruments.																															
	2. Annual day rehearsals maintenance.																															

General Jobs
1. Raj - Mic Issue
2. Trolley speakers
3. Auditorium speaker
4. Silver plaques to attain
5. Tv surround system in 1st floor.
6. Missing items after branch visit to be found
7. Repairs in branches after branch visit
8. Maison job - Wall crack filling
9. Cementing after tar work