

LOST & FOUND ITEMS HOW TO CHECK ON CHALKPAD

CU/PB/ADMIN/PROCESS/003 /2023

ADMINISTRATION





We are sure you remember the old song Sawari apne saman ki khud zimmedar. (Passengers responsible for their own luggage.) But there have always been cases where some of us misplace our belongings...



Many a time these lost items are found by the members of Administration Team. As per the process laid all such material is collected and placed at a specified area. Once the concerned user reports the matter and recognizes his/her material, they are handed over the same.



In some cases, users do not report the loss or search for the material. In such case the traced material is held for an unduly long period, thus, adversely affecting space. It must be because the users are not aware whom to approach, or where they exactly lost the item as they may have realized they lost the item at a later stage.



We have now created a space in the chalk pad where the "lost and found items" shall be listed.

Users can check on the portal and then approach Team Administration and claim their material.



Materials not claimed for 3 months shall be distributed to the needy, based on recommendations of a Board of Officers.

ADMINISTRATION



STEP 1

Activities » Lost and Found

Date

14-Jun-2023

Setup Student Time Table Communication

Time

12:00:00

Print

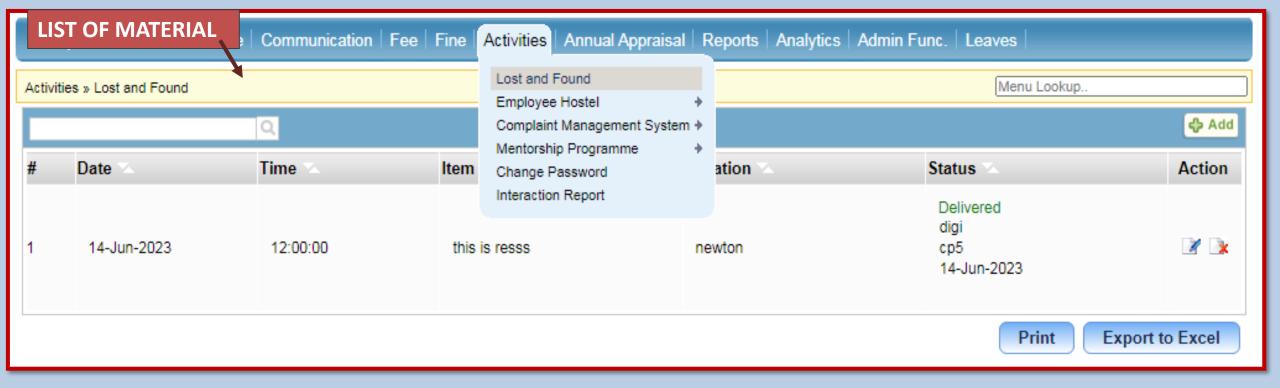
Export to Excel

How can users trace lost items details in chalk pad?

After clicking on tabs – "Activities" & "Lost and Found", a list of the lost items will be displayed, as shown in the picture below.

A CHITKARA

In case the material of user is listed, he/she may approach Administration Department (Capt. Ravinder Singh @ 9501004247 or Mr. Pramod Chandra @ 9417393544).





Please Note-Unclaimed lost and found material shall be donated further after a period of 3 months

THANKYOU

TEAM ADMINISTRATION

ADMINISTRATION 5