केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
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C.No.II/24/2/2004 Estt.III Dated: 1.09.2015

ORDER No. 117/2015

Sub: Posting of Caretaker at Central Excise Bhavan, Kathrikadavu – Reg.

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Shri. R. Raj, Havaldar, is directed to hold temporarily the charge of Caretaker at Central Excise Bhavan, Kathrikadavu in addition to his regular duties.

2. He shall look after the care taking duties of Central Excise Bhavan, Kathrikadavu, as per the enclosed Annexure-I. He is entitled for the drawal of caretaker allowance.

3. This is issued with the approval of Commissioner of Central Excise, Cochin.

[ROSAMMA VARGHESE]
ASSISTANT COMMISSIONER [P&V]

To

The Individual (Through Officer concerned)

Copy submitted to: -

1. The Commissioner of Central Excise, Cochin.
2. The JC in charge of Ernakulam-II Division.
3. The DC/AC of Ernakulam-I/Service Tax Divisions for information.
4. The AO (DDO)/Hindi Section, Central Excise Hqrs., Cochin.
5. The Superintendent (Confd/Vig/PRO), Central Excise Hqrs, Cochin.
6. The Superintendent (EDP) for uploading in website.

ANNEXURE - I

Charter of Duties assigned to the Caretaker posted at C. Ex. Bhawan, Kathrikadavu

1. Maintenance and the upkeep of the C. Ex. Bhawan, Kathrikadavu and surroundings and attending to the hygiene sanitation and other connected office requirements.
2. Supervision over Safaiwalas and Contractors/Contingent Staff engaged in sweeping and cleaning of office premises and execution of their work.
3. He shall take rounds of the entire building and surroundings every day and report any loss/damage to government property or other defects noticed to the Superintendent [PRO] under C. Ex. Ernakulam-II Division.
4. He shall be responsible to ensure that all the offices are properly locked at the closing hours.
5. Maintenance and report of the building has to be promptly reported to the CPWD [Civil & Electrical] and General maintenance of various equipments installed in the office and its follow-up.
6. Co-ordination with CPWD for urgent work to be got done especially in respect of light/Fan and similar amenities.
7. Identifying the area for interior decoration, curtain, furnishing chairs, towels etc.
8. Up dating of sign-boards/name boards and appropriate placing of the same.
9. Supervision of garden, up keeping of plants etc.
10. Identifying the repairing of furniture and follow-up in respect of repair/replacement.
11. Overhauling of the fire extinguisher in the Central Excise Bhawan has to be reviewed periodically.
12. Overall cleanliness in the office and premises.
13. To monitor proper switching off the light/Fan, free flow of water from taps to be arrested.
14. To inform the PRO the requirement of water in cases when there is scarcity in getting corporation water.
15. Maintaining close liaison with CPWD/State Government/Corporation authority.
16. He shall work under the supervision and guidelines of Superintendent [PRO] under A.C/D.C Ernakulam II Division, and also attend to any other working assigned to him by the Superintendent [PRO], C.Ex. Bhawan, Kathrikadavu.
17. He shall see that if there is undesirable activities in the Office premises and Building compound such as drinking, gambling etc., the same are immediately brought to the notice of the PRO.