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
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
E-mail: cexcochi@excise.nic.in FAX-0484-2390608 Phone : 0484-2390404

C.No. II/ 24/2/2004 Estt. III

Dated: 09.10.2015

ORDER No. 139/2015

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

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Shri. R. Raj, Havaldar of Service Tax Division is hereby posted to Caretaking Unit, Central Excise Bhavan, Kathrikadavu, under the supervision and charge of Assistant/Deputy Commissioner of Central Excise, Ernakulam II Division as Caretaker with immediate effect.

2. As per Ministry of Finance, Department of Expenditure's O.M. No. 7/(46)/E.III(A)98 dated 30.06.1999 and F.No. 7(21)/2008-E.III(A) dated 22.09.2008 sanction is hereby accorded for the drawal of Caretaking Allowance @10% of the aggregate of the pay in the Pay Band and Grade Pay, per month to Shri. R. Raj, Havaldar with effect from the date of joining as Caretaker.

3. Shri. R. Raj, Havaldar shall look after the care taking duties of the Central Excise Bhawan, Kathrikadavu coming under the jurisdiction of Central Excise Cochin Commissionerate as per the enclosed Annexure-I.

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

5. Hindi version follows.

Encls: Annexure-1

09/10/15

[RANI C R]
DEPUTY COMMISSIONER [P&V]

To

Shri. R. Raj, Havaldar of Service Tax Division

Copy to:-

1. The AC/DC, Central Excise, Ernakulam II Division, Kathrikadavu, Cochin
2. The AC/DC, Central Excise, Ernakulam I/Service Tax Division, Cochin
3. The Superintendent (PRO), Central Excise Cochin Hqrs. Office/ C.E. Bhavan, Kathrikadavu
4. The PAO/AO(DDO), C.Ex. Hqrs. Office, Cochin
5. The Superintendent (EDP) for uploading.

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.