भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
कोच्चिन, COCHIN
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.No.II/24/2/2004 – Estt.III (P.F) Date: /3.11.2017

ORDER NO. 202/2017

Sub: Posting of Caretaker at Headquarters Kochi – Reg

Shri. Jose Antony, Havaldar, PRO Unit, Central Tax & Central Excise, Hqrs Kochi is hereby posted to Caretaking Unit, Central Tax & Central Excise Hqrs Kochi under the supervision of Superintendent (PRO) 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 No. 12-3/2016-E.III(A) dated 20.07.2017 sanction is hereby accorded for the drawal of Extra Work Allowance at a uniform rate of 2% (two precent) of the basic pay per month to Shri. Jose Antony, Havaldar with effect from the date of joining as Caretaker.

3. Shri. Jose Antony, Havaldar shall look after the care taking duties of Central Tax & Central Excise, Headquarters Kochi Office coming under the jurisdiction of Central Tax & Central Excise, Kochi Commissionerate as per the enclosed Annexure-I.

4. This is issued with the approval of the competent authority.

5. Hindi version follows.

[Amarnath Kesari]
Joint Commissioner [P&V]

To

The Individual (Through Officer concerned)

Copy to:

1. **All DC/AC in charge of divisions of Central Tax & Central Excise Commissionerate, Kochi.**

2. **The CAO/PAO/AO (DDO)/Hindi Section, Central Tax & Central Excise Hqrs, Kochi.**
3. **The Superintendent (PRO/Confd/Vig/EDP), Central Tax & Central Excise Hqrs, Kochi.**

ANNEXURE - I

Charter of Duties assigned to the Caretaker posted at C.R. Building, Central Excise, Cochin Hqrs.

1. Maintenance and the upkeep of the C.R. Building, Central Excise, Cochin, Hqrs. 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. Cochin Hqrs.
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. Arrangements for holding RAC, PAC and office meetings in the conference Hall/ Auditorium.
7. Co-ordination with CPWD for urgent work to be got done especially in respect of light/Fan and similar amenities.
8. Identifying the area for interior decoration, curtain, furnishing chairs, towels etc.
9. Up- dating of sign-boards/name boards and appropriate placing of the same.
10. Supervision of garden, up keeping of plants etc.
11. Identifying the repairing of furniture and follow-up in respect of repair/replacement.
12. Overhauling of the fire extinguisher in the C.R. Building has to be reviewed periodically.
13. Overall cleanliness in the office and premises.
14. To monitor proper switching off the light/Fan, free flow of water from taps to be arrested.
15. To inform the PRO the requirement of water in cases when there is scarcity in getting corporation water.
16. Maintaining close liaison with CPWD/State Government/Corporation authority.
17. He shall work under the supervision and guidelines of Superintendent PRO, C.Ex. Cochin Hqrs. and also attend to any other work assigned to him by the Superintendent PRO, C.Ex. Cochin Hqrs.
18. He shall see that if there are no 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.