भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.No.I/23/1/2018-ADMN Dated: 24 .07.2018

ORDER NO. 104/2018

Sub: Posting of Caretaker at Thrissur Division – Reg

Shri. Ramachandran T.V, Head Havaldar, Central Tax & Central Excise, Thrissur Division, is posted as Caretaker in Thrissur Divisional Office in addition to his normal duties 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 percent) of the basic pay per month to Shri. Ramachandran T.V., Head Havaldar with effect from the date of joining as Caretaker.

3. Shri. Ramachandran T.V., Head Havaldar will be responsible for the overall care and maintenance of the Divisional Office Building. The details of work to be attended are as follows:

I. He will be responsible for the upkeep and maintenance of the Divisional Office Building.
II. Should supervise the work of part-time safaiwalas, in the Division.
III. Will be responsible for the proper maintenance and repair of all immovable properties.
IV. Safety and Security of Divisional Office Building and movable properties.

As caretaker he will report to Superintendent (PRO), Thrissur Division and will take guidance and instructions from him.

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. **The Assistant Commissioner of Central Tax & Central Excise, Thrissur Division.**
2. **The Pay Bill Section, Thrissur Division.**

3. The Superintendent (PRO/Confd/Vig/EDP), Central Tax & Central Excise Hqrs, Kochi.
4. PAO, Central Tax & Central Excise, Cochin
5. Hindi Section, for Hindi version.