OFFICE OF THE COMMISSIONER OF CUSTOMS
NEW CUSTOM HOUSE: PANAMBUR: MANGALORE-10

(C.No.II/3/02/2012 E-1)

ESTABLISHMENT ORDER No. 11/2012 DATED 31st May 2012

Sub: Estt. Appointment of Caretaker of Govt. Office building – regarding

In terms of Govt. of India, Ministry of Finance, Dept. of Expenditure, New Delhi's O.M.F.No.7(46)/E.III (A)/98, dated 30th June, 1999, Shri.M. Lalith Raj, Inspector of Customs, New Custom House, Mangalore is appointed as Care-taker of the Govt. Office Building (New Custom House, Mangalore) with special allowance w.e.f when he assumes charge, at the rate 10% of the aggregate pay in pay band and grade pay thereon vide Govt. of India Ministry of Finance, Dept. of Expenditure, New Delhi’s O.M.F.No.7(21)/2008 E.III (A) dated 22nd September 2008.

The function of the Caretaker of the Office building is detailed below:-

1. Maintenance of cleanliness of Office premises in New Custom House and its surroundings
2. Ensure adequate security to the Office building and properties such as records, furniture, Vehicles, equipments, machines, fixtures etc.
3. Ensure that all the doors and office gate in the building are securely locked after Office hours on working days and on all holidays
4. Ensure that all the light, fans etc are switched off after the closing of Office on working days and on holidays
5. He will be in charge of Group D staff of this office under the Superintendent (Prev)
6. He has to monitor the work of House Keeping staff, lift operator and generator operators of the office and co-ordinate with the service providers & CPWD /MESCOM in this regard.
7. Besides he will receive the instructions and guidance as and when necessary from the Admn. Officer and Superintendent, CPU, Mangalore who is the Security Officer

Apart from the above, whatever duties are entrusted by the Head of Office in the interest of security, cleanliness and proper maintenance of the Office building may also be attended by the caretaker.

This issues with the approval of Commissioner.

(KRISHNA KUMAR PRASAD)
ASST. COMMISSIONER

To
The Individual concerned.

Copy submitted to:

1. The Commissioner of Customs, New Custom House, Mangalore
2. The Asst. Commissioner of Customs (Prev./Tech./Apprg.)
3. The Superintendent of Customs, Preventive Section.
4. The PAO Customs & C.Excise, Mangalore.
5. The ACAO, New Custom House, Mangalore