



OFFICE OF THE PRINCIPAL COMMISSIONER, CENTRAL GST
COMMISSIONERATE: RAJKOT

“CENTRAL GST BHAVAN”, RACE COURSE RING ROAD, RAJKOT

CIRCULAR

The following guidelines for the departmental colonies decided by the Committee are issued as under:

It has been raised during various meetings/ occasions/ events that maintenance/ housekeeping have to be streamlined and supervisory system to be setup. The above matter was discussed in detail in the meeting held on dated 15.07.2022 at Hqrs., Central GST, Rajkot.

Unanimously, the following Officers are entrusted with the responsibilities of upkeep/ maintenance of the colonies as tabled under:

Sl. No.	Name of the Officer (S/Shri)	Colony entrusted with
1	Shri Arun Kumar, Superintendent (L&B)	Race Course, Colony
2	Shri Omkali Kumar Gupta, Inspector	Kalawad Road, Colony
3	D. M. Chauhan, Head Havaldar	Gondal Road, Colony

The above mentioned Officers will be ensuring and monitoring the upkeeping activities of colonies as mentioned below:

- (a) Cleanliness;
- (b) Proper disposal of waste;
- (c) Visitors management;
- (d) Imposition of penalty against people found littering/spitting;
- (e) Scrutinizing the housekeeping;
- (f) Keep a vigil on Infrastructure issues like leakage, seepage, electric equipment replacement, etc.;
- (g) Implementation of Swachh Bharat Mission activities i.e. “Har Ghar Jhanda” and other activities as per the guidelines issued from time to time.

I/(4)/OTH/46/2022-ADMN-O/o COMMR-CGST-RAJKOT

I/869662/2022

Nodal Officers nomination Board with mobile No. of the officers is to be put in the Colony at any prominent location so that residents can make a contact to lodge the complain or provides idea for betterment.

A monthly review meeting may be organised in which the nodal Officer be presenting the status of the maintenance or other activities and assistance needed. Any major work needed to be highlighted so that planning can be shaped accordingly.

The Deputy Commissioner (L&B), Central GST, Rajkot will be coordinating with all the colony nodal Officer in order to resolve the issues smoothly.

Signed by Mukesh Kumari
Date: 10-08-2022 16:39:04

(Mukesh Kumari)
Additional Commissioner
Central GST, Rajkot

Copy to:

1. Sr. P.S. to the Principal Commissioner, CGST Rajkot.
2. Superintendent (Systems) with a request to upload the same on Website.
3. All residents of Colony.
4. Concerned case file/Guard file.