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आयुक्त का कार्यालय, केन्द्रीय उत्पाद, सीमा शुल्क एवं सेवाकर, वडोदरा- II।
केन्द्रीय उत्पाद, सीमा शुल्क भवन, सुभानपुरा वडोदरा-३६००२३
Office of the Commissioner, Central Excise & Customs, Vadodara-II
Central Excise & Customs Building, Subhanpura, Vadodara - 390 023.


OFFICE ORDER

In order to ensure smooth functioning of the offices of this Commissionerate, a **General Administration & Public Relation Section** is set up at Hqrs. With the following duties:-

1. All Public Relations (PRO) and Protocol work.
2. General Security of the Office.
3. Assigning of duties in Control Room and ensuring its due compliance and discipline.
4. Supervision over all outsourced housekeeping and cleanliness services.
5. Maintenance of the office building, gardens & parking spaces etc., and ensuring that all repairs are completed in time.
6. Maintenance and safety of government vehicles and other equipments.
7. Allotment of duties amongst drivers.
8. Supervision over utilization of hired vehicles.
9. To take care of any emergency in the office or office building.
10. Supervision of group "D" staff.
11. To ensure that all the lights, fans and ACs, water taps etc. switched off when not required.
12. Any other work assigned to the **General Administration & Public Relation Section**.

This section will be headed by a Superintendent & Inspectors and will function directly under the control of ADC (P&V) till further orders.

This issues with the approval of the Commissioner, Central Excise, Customs Service Tax, Vadodara-II.


(Ali Akbar Taherally)
Additional Commissioner(P&V)

F.No.II/Misc-Office/ADC/V-II/11-12

Date: 26.11.2012

Copy to:

1. P.A. to Commissioner, Central Excise, Customs & Service Tax, Vadodara-II.
2. All Assistant/ Deputy Commissioner, Central Excise, Customs & Service Tax, Vadodara-II.
3. CRCL Laboratory, Vadodara.
4. NACEN, RTI, V. 1. 1.