



## **ORDER NO. : 10 /2014 -15**

**F. No. Genl./131/Committee/2014-15/ 7808**

**Dated : 3<sup>rd</sup> December, 2014**

In continuation of this office order No. 07/2014-15 issued from F. No. Genl/131/Committee/4363-4400 dated 21.11.2014 of the office of the Principal CCIT, WB & Sikkim, all CsIT Building-in-Charge shall, in addition to their all other duties, also function as CIT-in-charge of ASK of their respective buildings.

The area and scope of work of the CsIT Building-in-charges in their respective buildings are defined as under:-

1. To look after and monitor the work of general repairing and beautification of their respective building.
2. To look after the matters relating to security of the building.
3. To look after the matters relating to general cleanliness of the building.
4. To look after and monitor all arrangements relating to fire safety of the building.
5. To look after all matters relating to water supply, electricity, horticulture of the building.
6. To look after and monitor the work of inventory and storage of furniture and equipment in consultation with the respective CsIT.
7. To look after the work relating to installation of telephone lines in their respective buildings.
8. To look after and monitor the work of space allocation and management (except Aayakar Bhawan building).
9. To look after and monitor the work of providing space and furniture to the Branch libraries of their respective building (except Aayakar Bhawan)
10. To look after and monitor the work of providing space and furniture for departmental canteens of their respective building (except Aayakar Bhawan)
11. To supervise and monitor the work of regular caretaking staff and Daily paid Labourers.
12. To have liaison with CPWD (Elec. Division) and CPWD (Civil Division), KMDA and KMC relating to maintenance of their respective buildings.

This order shall come into force immediately.

Sd/-  
[C.L. Denzongpa]  
Principal Chief Commissioner of Income Tax  
West Bengal & Sikkim



**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM**  
**AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, 1<sup>ST</sup> FLOOR, KOLKATA - 700 069**

**M. No. Genl./131/Committee/2014-15/ 7509-1527 Dated : 3rd December, 2014**

Copy forwarded for information and necessary action to:-

- 1] Income Tax Ombudsman, Kolkata
- 2] All CCsIT/DGsIT in West Bengal Charge (through their Sr. P.S.)
- 3] All CsIT Building-in-Charges of Kolkata
- 4] Officers Concerned.
- 5] All Officers in the Head Quarters of CCIT, Kolkata-I, Kolkata.
- 6] Accounts Officer, Z.A.O., C.B.D.T, 20, Abdul Hamid Street, Kolkata
- 7] A.O. /D.D.O. to CCIT, Kolkata - I, Kolkata
- 8] DD (OL) for Hindi version of this Notification.
- 9] Guard File.

**[Rajat Subhra Biswas]**  
**Addl.C.I.T. Hqrs.(Admn. & Vig.),**  
**Kolkata**