

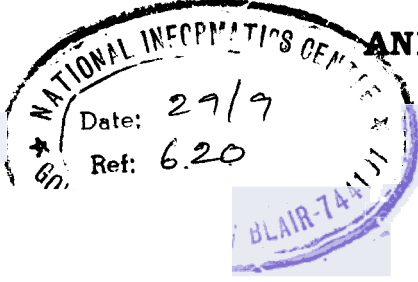
No.16-5/2004-AR

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय

SECRETARIAT



Port Blair , dated the 28th September, 2004.

CIRCULAR

Sub:- Utilization of Government buildings.

Government accommodation for offices may not be fully and properly occupied due to reasons like storage of broken furniture in certain rooms, accumulation of items to be disposed off etc. In some cases it appears that the premises have been abandoned after the construction of a new block; the abandoned building may be deteriorating, even if it can be repaired. Timely repair to Government offices also needs to be undertaken by the respective offices/departments. With a view to ensuring the proper utilization and maintenance of government buildings, it is suggested that

(a) All Heads of Departments may review the position of their own offices in Port Blair as well as outstations with regard to

- (i) whether they are optimally utilizing the office premises;
- (ii) whether there are rooms and corridors filled with items like broken furniture for disposal;
- (iii) whether the different facilities in their offices are properly located and looked after.

(b) In each office the responsibility for housekeeping should be identified and the Head of Office is required to monitor the maintenance and cleanliness of the office including the cleanliness of canteen, toilets etc.

(c) Unused/abandoned premises may be reported to Secretary(Housing) in the Secretariat within a month for considering their allocation to needy offices, repairs etc.

(d) Timber buildings may be taken up for appropriate repairs through APWD. Forest Department has been advised to provide timber required for the repair of Govt. buildings on priority.

(e) In order to keep the premises clean, arrangement should be made for picking up the pieces of waste paper, plastic etc in a bucket by the gardener or safaiwalah for collection for appropriate disposal(since undulating and green areas cannot be swept).

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(f) Closing of the windows of offices, especially schools, at the end of the day, to prevent the adverse impact of weather and rain is necessary and useful.

(g) Unwanted and obsolete materials in offices may be taken up for disposal as per procedure. It may be noted that wooden furniture can be more durable than steel furniture in the coastal climate in the islands. Therefore, whatever wooden furniture can be repaired should be taken up for repairs and use, instead of buying new furniture.

All Secretaries and Heads of Departments are required to inspect their respective Departments and offices to ensure that they are maintained properly.

(V.V. Bhat)
Chief Secretary.

Copy to

1. All Secretaries, A&N Administration.
2. All Heads of Departments, A&N Administration.
3. All Assistant Secretaries, Secretariat.

Chief Secretary.

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