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T4-27241/2019/KFDHQ

Dated: 27/08/2019

Circular - 03/2019

Sir,

Subject: Allotment of Government quarters to Department staff - Guidelines for the Occupants of Government Residential Buildings – Regarding

Reference: GO (P) No. 13/2012/PWD, dated: 01-02-2012

The Government residential buildings at Forestry Training Centre and Forest Headquarters are being regularly repaired and renovated. It is seen that even after renovation, the quarters buildings are not seen properly maintained by the occupants. Therefore in this connection and as per revised PWD manual, the following guidelines are issued to the occupants.

- 1) The building and premises must be kept clean.
- 2) The occupants shall remove cobwebs and white ants as and when they are detected.
- 3) The occupants shall not make any additions/deletions in the buildings/rooms without prior approval. No nails shall be inserted and damage the walls.
- 4) They shall remove rubbish and silt from drains and grit chambers, if any, and keep them clean.
- 5) Keep the sanitary fittings, pipe fittings, electrical fittings in cleaned condition.
- 6) The occupants shall replace electric bulbs and tube lights when they get fused, cleaning electrical installations like fans, tubes, air conditioner and inverters and filling distilled water in batteries, radiator coolant and topping up of diesel to generators, if any.
- 7) Shall see that the structure is not damaged in any way, as for instance by heavy furniture being dragged on the floor.
- 8) Shall deal directly with electric supply authorities, water authorities and authorities controlling public sewage system, local bodies for waste disposal, public works department, in any, with regard to payment of bills and complaints, if any.
- 9) Shall maintain good atmosphere without making any act of public nuisance
- 10) Shall not run any business or profit making activities inside the buildings and in this regard no regular public visit shall be made in the premises. The occupants shall not dump any materials or valuables in the compound or buildings without the prior permission of the Estate Officer.
- 11) The vehicles of the occupants shall be parked in the allotted space only.

- 12) The lower floor occupants shall be responsible for the neatness of the all courtyards and surroundings of the building, middle level occupants shall be responsible for stair and stair case portion and upper level occupants shall be responsible for ensuring cleanliness in roof tops.
- 13) No plants shall be placed/ planted on the top of the roof and no activities shall be made for causing water logging on terrace. The terrace shall be shared on mutual understanding basis and no quarrel among occupants shall occur. The terrace shall be kept neat and tidy and no wastes shall be dumped in anywhere.
- 14) The courtyard of the quarter's compound shall be made clean and free from any wastes.
- 15) No plastic waste shall be deposited in the compound or allow dumped plastic waste to burn, which shall contravene the provisions of environment Acts and local authorities. The plastic wastes shall be cleaned in water and shall be handed over to the authorized person for centralized collection centers of local authorities.
- 16) Pet animals in quarters buildings shall not make any obstructions to other occupants in the compound.
- 17) Any loss made due to above activities shall be the personal liability of the occupants and shall be recovered from his/her salary/retirement benefits, once heard, and no further allotment of quarters shall be made to him.
- 18) While vacating the quarters building, the building shall have all the electrical and electronic equipments in original form which was supplied by the Department at the time of allotment of buildings.

This circular shall be applicable to all occupants of government residential buildings of Kerala Forest Department.

Principal Chief Conservator of Forests
(Planning & Development), Thiruvananthapuram.

To

All Officers of Kerala Forest Department.

The Officers in charge of the estate of KFD offices are requested to comply above circular.

✓ The Chief Conservator of Forests (IT), Thiruvananthapuram for information. He is requested to kindly publish the circular in departmental website at the earliest.

The Estate Officer, Forest Headquarters, Thiruvananthapuram.
Stock file

