

General Administration

Items of work handled

- Cleanliness of the premises occupied by MOEF (other than NRCD and NAEB).
- Co-ordination with other user departments of Paryavaran Bhavan Building, Purchase, Replacement and maintenance of computers and related equipment in MOE&F (Except NRCD & NAEB).
- Procurement and maintenance of heating/ cooling equipment in the MOE&F (Except NRCD & NAEB)
- Procurement and supply of other stores and equipment including furniture, stationery, photocopies etc., needed for the MOE&F (Except NRCD & NAEB)
- Liaison with CPWD for maintenance of Civil and electrical works in the premises occupied by the MOE&F (Except NRCD & NAEB)
- Liaison with MTNL for provision and maintenance of telephones, fax services to MOE&F.
- Procurement and supply of uniforms to staff excluding NRCD and NAEB who are required to wear uniforms.
- Disposal of obsolete/ unserviceable stores and their replacement and loss of stores reported by any office/ section/ division of MOE&F (Except NRCD & NAEB)
- Modernization of various Divisions/ Sections under the 'Scheme for modernization of Govt. offices (Except NRCD & NAEB)
- Purchase of staff cars and other vehicles and maintenance thereof (Except NRCD & NAEB).
- Providing and maintenance of air-conditioners (Except NRCD & NAEB)
- Installation operation & maintenance of Internal Telephone exchange.
- Operation, Maintenance & supervision of Duplicating Unit (Except NRCD & NAEB)
- General housekeeping activities.
- Maintenance of garden around the office and the potted plants inside (except NAEB & NRCD)
- Internet telephony installation and maintenance
- Hiring of vehicles
- Van Vigyan Sadan Transit Hostel - all matter relating to maintenance allotment caretaking/ Framing of rules there under
- Hiring of office accommodation
- Provisions of cable / dish TV in office rooms
- Issue of postage stamps/ Franking Machine services.
- Supply of drinking water
- Tea / Coffee vending machines (other than canteen)
- Coordination committee for the CGO Complex