

**GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION (A) DEPARTMENT  
DISPUR:: GUWAHATI-6.**

No.GAG(A)299/2018/6

Dated Dispur, 6<sup>th</sup> May, 2019.

**OFFICE MEMORANDUM**

Sub : Guidelines for repairing / renovation of quarters in Senior Officers Colony, Khanapara

In view of the necessity for regular maintenance of the residential quarters while at the same time maintaining the architectural aesthetics of the Senior Officer's colony at Khanapara the following guidelines are adopted which have to be strictly adhered to while executing any construction works therein:-

1. All major repairing works in the quarters will be started only after prior and due approval of General Administration Department.
2. No other agencies other than PWD will be allowed to undertake repairing works inside the colony.
3. There shall be under no circumstances any structural change or / and extension of the buildings/quarters. Structural stability certificate from Executive Engineer should be obtained before execution of any repairing work. Dismantling of walls etc should not be undertaken.
4. Uniform exterior colour of all quarters inside the colony will be maintained.
5. No temporary structures adjacent to the quarters to house staff or vehicles will be allowed.
6. All minor repairs inside the quarters will be carried out by PWD on request by the occupying officers.
7. The annual maintenance expenditure for quarters of Secretary and Commissioner & Secretary is fixed at Rs. 2,50,000/- with AC and geyser installation as per Central Service Rules entitlement.
8. The annual maintenance of residential quarters of Principal Secretary and Additional Chief Secretary is fixed at Rs. 3,00,000/- and Rs. 4,00,000/- respectively.
9. All minor repairing of common electrical services will be covered under Annual Maintenance Contract (AMC) by PWD(E).

Sd/-

(Dr. M Angamuthu, IAS)  
Commissioner & Secretary to the Govt. of Assam  
General Administration Department

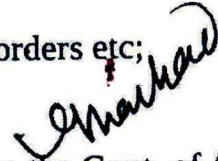
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Dated Dispur, 6<sup>th</sup> May, 2019

Copy to:-

1. The Commissioner & Special Secretary to the Govt. of Assam, Building & NH Deptt, Dispur, Guwahati-6.
2. The Chief Engineer, PWD, Building & NH, Chandmari, Guwahati.
3. The Addl. Chief Engineer, PWD, (Electrical), Chandmari, Guwahati.
4. E.E PWD, PCC Division, Dispur, Guwahati-6.
5. E.E PWD, Electrical Division, Dispur, Guwahati-6.
6. P.S to Addl. Chief Secretary, Finance Department, Dispur, Guwahati-6.
7. P.S to Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6.

By orders etc;



Secretary to the Govt. of Assam  
General Administration Department