

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH**

No. 7223-F

Dated: 21.09.2006

MEMORANDUM

Sub: Monthly rate of cleaning and servicing of office equipments.

For increasing life and efficiency of office equipments, e.g. Telephone, Computer, Photocopier, Fax and Electronic Typewriter, regular cleaning and servicing of these equipments are considered necessary. It is also felt necessary to fix an upper-ceiling of the rate for regular cleaning and servicing of the aforesaid instruments installed in the Finance Department. The upper-ceiling of the rate and the required minimum frequency of cleaning and servicing for the rate is mentioned against each of them below :

Sl. No.	Name of office equipment	Rate of Cleaning Charges per month	Frequency of Servicing
1.	Telephone	Rs. 7 (Rupees Seven)	Once or more in a week
2.	Computer	Rs. 17 (Rupees Seventeen)	-do-
3.	Photocopier	Rs. 33 (Rupees Thirty three)	-do-
4.	Fax	Rs. 35 (Rupees Thirty five)	-do-
6.	Electronic Typewriter	Rs. 42 (Rupees Forty two)	-do-

This order will take effect from the date of issue of this order.

Sd/- P. K. Guha Roy

O. S. D. ex-officio Spl. Secy. to the
Government of West Bengal
Finance Department