CIRCULAR

Sub: Guidelines for Residents of CSB Staff Quarters – regarding.

CSB has its Staff Quarters at Madivala and Lalbagh West Gate, comprising of 72 and 28 houses respectively, with one VIP Guest House at Lalbagh Staff Quarters premises. CSB has engaged a house keeping agency for general cleaning and maintenance of common areas of Staff Quarters and a Security Agency for providing security services at Staff Quarters. However, involvement and contribution from all residents is important for maintaining hygienic environment and discipline within Staff Quarters. This assumes greater importance in the times of Covid 19 pandemic. In this direction, the following general guidelines may please be taken note off for strict compliance.

- The residents shall segregate the garbage at source as per the guidelines set forth by the BBMF and put the segregated garbage into respective bins kept in the common area for later disposal by the house keeping agency.
- Disposal of garbage without segregation at source and throwing the garbage anywhere else within the Staff Quarters is strictly prohibited.
- Throwing garbage from the balcony into the garbage bin area is prohibited.
- Flushing plastic materials and sanitary napkins through sewage is prohibited.
- The residents should park their two wheelers and four wheelers in the designated parking areas only and in an orderly manner.
- The parking space for four wheelers within the staff quarters will be restricted to one vehicle only for each house.
- There will be no vehicle parking place for the guests of the residents within the staff quarters premises.

Contd. 2/-
The terrace (whichever is accessible), apart from the one of Type V quarters of Lalbagh West Gate, is for the common use of all the residents and it should be used for lawful activities only.

Access to the terrace for the residents shall be open between 6 AM and 7 PM only.

The main entry gates of the Staff Quarters shall remain open between 5 AM and 11 PM & shall remain locked beyond these hours. Residents are requested to keep the security personnel informed about their movement during late hours. All such movements shall be recorded in the register maintained at the security gate.

Smoking, consumption of alcohol and all other unlawful activities in the common areas of the staff quarters are strictly prohibited.

The residents, who have pets should ensure that the pets do not cause any inconvenience to other residents and do not spoil the hygiene of the premises.

With the exception of gas cylinder delivery and other essential items delivery, all other visitors to the staff quarters premises have to make an entry at the security personnel before entering the premises.

Nobody should come in the way of the duties of the security personnel.

The residents are requested to maintain cordial relationship with fellow residents and should avoid arguments in public.

All issues / complaints/ grievances concerned to staff quarters may be brought to the notice of Shri. Padmanav Nayak, Asst. Tech (Madiwala Staff Quarters) & Shri Bhadri Narasimhan K, Junior Engineer (Lalbagh Staff Quarters)

The above guidelines are for strict compliance. Non compliance shall be viewed seriously as per official procedure.

(R.R. OKHANDIAR)
MEMBER SECRETARY