

**ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE  
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN – 304 501**

F.No. 6(60)2012/Adm.I/ 9735

Dated: 01.05.2019

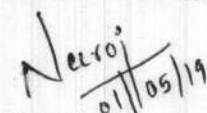
**OFFICE ORDER**

In accordance with the instruction contained in the OM No.7(21)/2008-E.III(A) dated 22.09.2008 issued by Ministry of finance, Deptt. of Expenditure, New Delhi & subsequent Circular No.17(3)/2010-Estt.II dated 07.06.2011 of ICAR & guidelines issued from time to time and MoF OM No.12-3/2016-E.III(A) dated 20.07.2017 endorsed vide Council Endorsement No.24(1)/2017-CDN(A&A) dated 08.09.2017, the Director is pleased to nominate **Shri Roop Singh, Assistant** to look after the duties of Caretaker. He will be paid with the **Extra Work Allowance** at a uniform rate **2% of the Basic Pay** per month for a maximum period of one year as per 7<sup>th</sup> CPC recommendations subject to the following terms & conditions:-

The terms & conditions for the allotment of duties to the caretaker will be applicable, as mentioned in the aforesaid circulars dated 7<sup>th</sup> June 2011:

Duties Prescribed	1-	To supervise and monitor cleanliness and maintenance of water, electricity and telephone services as well as proper disposal of waste materials at the respective premises.
	2-	To liaise with officials of executive department for maintenance and other repair work(both civil and Electrical)
	3-	To maintain and keep record of all furniture and electrical items etc.
	4-	To maintain parks and plantation in and around the premises concerned.
	5-	To make necessary seating arrangements in respect of various Officers and Section working/located at office premises and residential complex.
	6-	To monitor Security services in the Office premises and residential complex.
	7-	To Book the community centre for various functions only for the residents of the colony and conference Hall for official purposes and its regular and proper maintenance.
	8-	To look after the shopping complex and submission of reports on regular basis regarding recovery of rents, unauthorized constructions both in the shopping centre and the quarters in the premises.
	9-	Taking over and handing over possession of the quarters in the Residential complex, and conference hall and keeping ready for conferences and meeting held at the hall.
	10-	Issue the Demand letters for payment of hiring charges of various facilities and keep the records of revenue received on account of booking of conference facilities.
	11-	Coordination with the following agencies for Guest House, P.G.Hostel etc.if any in the case of ICAR Hqrs. *Solar water heating for proper hot water supply. *Cable operator for proper cable facility in Guest rooms, P.G.Hostel etc. *Pest control for all type of fogging/spray etc. *Horticulture for proper maintenance of lawn and potted plants. *MTNL/VSNL for proper phone/Intercome and internet facility. *Housekeeping for proper cleanliness at Guest House, P.G.Hostel etc.
	12-	Payment of news papers bills supplied at Guest House, P.G.Hostel etc.
	13-	Caretaker will raise the demand and collect consumables like soaps, bukets,mugs,all out etc.
	14-	To book the committee Rooms and their proper maintenance.
	15-	Any other item of miscellaneous work assigned by senior Officers from time to time.

The above work is allotted to **Shri Roop Singh, Assistant** w.e.f. the date of taking over the charge to look after aforesaid duties and Extra Work Allowance will be effective from the date charge handed over/taking over.

  
 (Neeraj Tanwar)  
 Administrative Officer

**Distribution:-**

1. Shri Roop Singh, Assistant Th. I/c Estate Section.He may take over the charge of PG Hostel and Guest House, CSWRI, Avikanagar from Sh.Pappu Meena, Assistant and from Sh.M.S.Ghintala Technical Officer immediately and send compliance report thereof to this section with a copy of the same to FAO and DDO.immediately.

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2. Sh. Pappu Meena, Assistant Th. I/c PG Hostel. He may hand over the charge of PG Hostel and Guest House, CSWRI, Avikanagar immediately to Sh.Roop Singh, Assistant and send compliance report thereof to this section with a copy of the same to FAO and DDO.
3. Sh.M.S.Ghintala Technical Officer Th.I/c Estate Section He may hand over the charge of Building Caretaker CSWRI, Avikanagar immediately to Sh.Roop Singh, Assistant and send compliance report thereof to this section with a copy of the same to FAO and DDO.
4. I/c Guest House, CSWRI, Avikanagar for information & necessary action.
5. I/c PG Hostel, CSWRI, Avikanagar for information & necessary action.
6. I/c Estate Section for information & necessary action
- ✓ 7. All Head of Divisions/Section Incharges at Main Institute via (e-mail).
8. Head/OIC of Sub-Station (Bikaner/Garsa/Mannavanur)
9. Personal file of the concerned (2 copies).
10. General circular file.
11. All Notice Board.
12. Incharge AKMU for uploading on Instt. Website.
12. Guard file.