

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE, AVIKANAGAR

F. No. 6(60)/2012/Adm/1/1387

Dated 27.05.2020

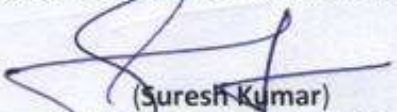
OFFICE ORDER

In accordance with the instructions contained in the Office Memorandum No. 7(21)/2008-E.III(A) dated 22.09.2008 issued by The Ministry of Finance, Deptt. Of Expenditure, New Delhi & subsequent Circular No. 17(3)2010-Estt.II dated 7th June, 2011 of ICAR & guidelines issued from time to time and MoF 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 Mahaveer Prasad, 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 7th CPC recommendations subject to the following terms & conditions:-

The terms and conditions for the allotment of duties to the caretaker will be applicable, as mentioned in the aforesaid circulars dated 7th 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 bases regarding recovery of rents, unauthorized constructions both in the shopping Centre and the quarters in the premises.	
9-	Taking over and handling 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-	Housekeeping for proper cleanliness at Guest House, P.G. Hostel etc.	
12-	Payment of newspapers bills supplied at Guest House, P.G. Hostel etc.	
13-	Caretaker will raise the demand and collect consumables like soaps, buckets, 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 Mahaveer Prasad, 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. The above duties & responsibilities are over & above the duties being performed by him.


(Suresh Kumar)
(Chief Administrative Officer)

Distribution:- Through e-mail

1. Sh. Mahaveer Prasad, Assistant Th. Incharge Store & Purchase section. He may take over the charge of PG Hostel and Guest House, CSWRI, Avikanagar from Sh. Roop Singh, Assistant and send compliance report thereof to this section with a copy of the same to Sr. FAO and DDO immediately.

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2. Sh. Roop Singh, Assistant Th. Incharge PG Hostel. He may hand over the charge of PG Hostel and Guest House, CSWRI, Avikanagar immediately to Sh. Mahaveer Prasad, Assistant and send compliance report thereof to this section with a copy of the same to Sr.FAO and DDO.
3. Sh. Roop Singh, Assistant Th. I/C Estate Section. He may hand over the charge of Building Caretaker CSWRI,Avikanagar Immediately to Sh. Mahaveer Prasad, Assistant and send compliance report thereof to this section with a copy of the same to Sr. FAO and DDO.
4. I/C Guest House, CSWRI, avikanagar for information & necessary action.
5. I/C P.G. Hostel, CSWRI, avikanagar for information and necessary action.
6. I/C Estate section for information & necessary action.
7. All Head/ Section Incharges at Main Institute.
8. Head/Officer Incharge of sub Station(Bikaner/Garsa/Mannavanur)
9. Personal file of the concerned
10. General Circular file
10. All Notice Board
11. Incharge AKM for uploading on Institute Website.
12. Guard file