

AKMU



ICAR-Indian Grassland and Fodder Research Institute

भारतीय चरागाह एवं चारा अनुसंधान संस्थान

Jhansi – 284 003 (U.P.)

झाँसी – 284 003 (उ.प्र.)

Phone No. 0510-2730908

GST No.09AAAI1830P5ZD

Fax No. 011-2611833



Registered/e-mail:bajpaitradersjhs@gmail.com

e.F.No.3-4/Str.Pur./Agri.Job Works Contract/2022-23/1
(Computer No.223990)

Dated: 01.07.2024

To,

Bajpai Traders,
155/1, Gudri Bazar, Jhansi-284002

Sub.: Work Order for the month of July-2024-reg.

Ref.: Office Order (extension period) No.e.F.No.3-4/Str.Pur./Agri.Job Works Contract/2022-23 dated 27/28.06.2024.

It is to inform you that on the basis of recommendation of Farm Advisory & Farm produce Disposal committee, the Director, IGFRI, Jhansi has been pleased to accord approval of various Agricultural and Allied Service-Agricultural Activities, Animal management Activities, Cleaning, Housekeeping, Repair & Maintenance, Miscellaneous Activities, Office and Laboratory support Activities for the month of **July-2024** as per Job Work Contract for the different division/ PCFC/ Section/Unit/Farm/Lab/Misc. Projects (**Attached : Annexure-II for sl. 1 to 14-work lists**).

Hence, you are hereby informed that please provide the manpower for the completion of attached job work in different division/section/unit. The list of manpower deployed in the Institute for different division/section/labs/Farm may also be provided. After completion of the work, all the bill alongwith attendance / presence of contract persons and their verification payment details of contract persons through which payment credited in their bank account and EPF/ESIC deposition Chalian may be submitted to Farm Office, IGFRI, Jhansi for processing the payment.

In this connection, you are therefore again requested to kindly make all necessary formalities to extend the performance security /security deposit in the form of bank deposited earlier in this institute for extended period from April 2024 to July 2024. The above extended period of said contract's performance /security amount are not received in office till date, so that please ensure the deposit of performance security amount in the insitute for said extension period with in the week as per rule of contract. In case of non-deposit of performance security amount by the firm in the office, may be take an action as per rule against the firm by the office. An earlier deposited bank guarantee was expired on 31.03.2024 for said contract.

This issued with the approval of the Director, IGFRI, Jhansi.

Encl: As above (works list enclosed (Annexure-II for sl.no.1 to 14)

Yours faithfully,

Chief Administrative Officer

Distributions:

1. All Concerned Divisions/Section/PC(FC)/PIs/Unit In-charges, IGFRI, Jhansi
2. Chief Administrative Officer (SG) & Head of Office for information please
3. Sr.F & AO/ AAO (B&C), IGFRI, Jhansi.
4. Shri Avinash Chandra, Farm Manager & Member Secretary PFA&FPDPFC through OIC Farm, IGFRI, Jhansi (Ref.: as received duly signed proceeding dt. 27.06.2024 by PFA&FPDPFC duly approved by C/A on 27.06.2024 (on the body of duly signed proceeding) for propose the job contract work for the month of July-2024 for supply of Office labour (Annexure-II - work list sl.no. 1 to 14) alongwith increase 24 in the PME Cell at sl.no. 10 (Annexure-II) as per approved by the C/A on the body of proposal dt. 28.05.2024 given by the Sh.S.Sinha, STO through lcharge PME.
5. Dr. R.V.Kumar, Pr. Sci. & Vigilance Officer, IGFRI, Jhansi
6. I/C AKMU for uploading on Institute website please.
7. Concerned file

1153/SB
02/7/2024

Annexure-II(Office)

Job/work contract for Agriculture and Allied services (supply of Office labour) for July 2024							
Sr. No	Division / Unit	fund source/Division/ unit	Job/Work description	Labor category	Qty number	Number of days	Total Job work days
1	CP	Institute Fund/HD/CP	Assistant in lab (CAL Soil)/field work.	Skilled	1	22	22
2	Estate	Institute Fund/Estate	Electrical maintenance (Campus and farm), Plumbing, carpentry, Pump opration & Mason work.	Skilled	6	26	156
			Assistance in plumbing, civil works, carpentry, mason work and other related work.	Semi skilled	7	26	182
			Hedge cutting, cleaning of lawn and road side, planting and watering of ornamental plants.	Unskilled	4	26	104
			Note: 2 unskilled for 25 days approved by the C/A on 26.06.2024 on the body of proposal dated 26.06.2024 from Sh. Ashiq Ali,T-1 through OIC/Incharge, CMD for work in Campus development i.e. cleaning in campus, tree cutting etc.	Unskilled	2	25	50
			Cleaning related activity: cleaning of office/lab/guest house/ residential campus.	Unskilled	7	26	182
3	Seed Tech	Institute Fund	For field & lab work.	Skilled	1	22	22
4	Office	Institute funded /office	AAO (Vehicle) Drivers.	Skilled	2	26	52
			AAO (Vehicle) - Computer & Office related work.	Skilled	1	22	22
			Driver for security	Skilled	1	26	26
			I/C Guest house (Maintenance), including office works.	Skilled	2	26	52
				Semi Skilled	1	26	26
			I/C Guest house (Maintenance) including community centre.	Unskilled	3	26	78
			I/C Guest house Cleaning related activity.	Unskilled	1	26	26
			AAO (Store physical), Computer & Office related work.	Skilled	1	22	22
			AAO (Str. Pur.); Photo state work, entry of bills, diary dispatch and maintenance related work.	Semi Skilled	1	22	22
			AAO(B&C)- Computer & Office related work.	Skilled	1	22	22
			DDO(MR)- Dak distribution in sections, dusting and other office related work.	Semi Skilled	1	22	22
			AAO (Establishment) Computer & Office related work.	Skilled	1	22	22
AAO (Estate & Recruitment) Computer & Office related work.	Skilled	1	22	22			
5	Office	Institute Fund / Office	I/C (Miscellaneous) Library Professional and expert in Computer for data entry of books and journals in Koha Library Management Software.	Skilled	1	22	22
6	Office	Institute Fund / Office	Maintenance, cleaning and other official works etc at ATIC	Semi Skilled	1	22	22
			Social Science: Dak distribution cleaning etc. & other office work.	Semi Skilled	1	22	22
7	Office	Institute Fund /Office	Audit Section: Computer and office related work.	Skilled	2	22	44

8	Office	Institute Fund /Office	I/C, AKMU: Help in instrument repairing work, EPABX/Intercom line maintenance, Auditorium, Reception & Aquarium, Welcome board. (Sh. PK karpe).	Skilled	1	22	22
9	Office	Institute Fund /Office	Rajbhasha Hindi: Computer & Office related work.	Skilled	1	22	22
10	Office	Institute Fund /Office	PME cell: Computer & office related work;	Skilled	3	24	72
11	Farm section	Institute Fund /farm section	Farm section: Computer & office related work;	Skilled	1	22	22
Other/externally funded projects							
12	PCFC	AICRP-FC/ Coordinator	Maintenance of store register. Official typing, Clerical job of AICRP-FC Unit and divisional diary. Computer work and data feeding related work.	Skilled	2	22	44
13	AMAAS Project code 1002584	Dr Srinivasan R	Microbiology lab: For the cleaning lab wares and maintenance of experiments, microbiology laboratory and watering pot experiments in net house under AMAAS Project.	Unskilled	1	26	26
14	ABIC Project	Dr P K Pathak, PI Project 1012007	Day to day office related work and help in laboratory testing etc.	Skilled	2	26	52