



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
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F.No. 17(3)/2010-Estt.II

Dated : 07/06/2011

CIRCULAR

Sub: Clarification for payment of Caretaking allowance to the Caretakers-reg.

With reference to subject cited above, a copy of the guidelines for the appointment of Caretakers at ICAR Hqrs., Institutes/NRCs/PDs/Bureaux etc. of ICAR duly approved by the Competent Authority, ICAR is circulated herewith. A copy of this circular has also been uploaded on the ICAR Web-Site www.icar.org.in for information and further guidance of all concerned.

(K.N. Choudhary)
Under Secretary (Admn.)

Distribution

1. All the Directors/Project Director of ICAR Institutes / National Research Centres/ Project Directorates / Bureaux etc.
2. PS to DIR(A), PA to US(A), ICAR, New Delhi.
3. ✓ Shri Hans Raj, ISO (DKMA), KAB-I for uploading on ICAR Web-Site.
4. Guard file, Spare copies.

Annexure

**GUIDELINES FOR THE SELECTION OF CARETAKERS AT ICAR HQRS./
INSTITUTES/NRCs/PDs/BUREAUs ETC. AS APPROVED BY SECRETARY, ICAR**

1.	Available Position	Caretaker	
2.	Mode of Selection	The position of caretaker may be filled up by the Assistant and UDC of ICAR Hqrs./Instts./NRCs/PDs/Bureaus etc.	
3.	Tenure	Initially for a period of 2 years extendable by 1 year on the basis of their performance.	
4.	Allowances	Caretaking allowance @ 10% of Pay in the Pay band + Grade pay as per Department of Expenditure, Ministry of Finance's OM No.7(21)/2008-Estt.(A), dated 22-09-2008.	
5.	Selection Committee	Director (Admn.)/Registrar/Chief Administrative Officer or an officer of equivalent rank to be nominated by the Secretary, ICAR at ICAR Hqrs. and Director of ICAR Institutes.	Chairman
		A Senior level Officer not lower in status than Under Secretary OR SAO/AO, nominated by Secretary, ICAR/Director of the concerned Institute/NRC/PD/ Bureau.	Member
		An outside expert not lower in status than Under Secretary/SAO/AO, nominated by Secretary, ICAR/Director of the concerned Institute/NRC/PD/ Bureau.	Member
		An Officer of the level not lower in status than Under Secretary, SAO/AO belonging to SC/ST category nominated by Secretary, ICAR / Director of the respective Institute/NRC/PD/ Bureau.	Member
		Under Secretary(Admn.), ICAR OR SAO/ AO of the concerned Institute/ NRC/ PD/ Bureau.	Member-Secretary
6.	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 Sections 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, if any, 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, if any, 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 handling over possession of the quarters in the Residential complex, if any, conference hall, if any, and keep ready for conferences and meetings 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 NASC International Guest House, if any in the case of ICAR Hqrs. : <ul style="list-style-type: none"> • Solar water heating-for proper hot water supply. • Cable Operator-for proper cable facility in Guest rooms. • Pest Control-for all type of fogging / spray etc. • Horticulture-for proper maintenance of cafeteria lawn and potted plants. • MTNL/VSNL-for proper phone/intercom and internet facility. • Housekeeping-for proper cleanliness at Guest House, if any.
	12.	Payment of news paper bills being supplied at Guest House, if any.
	13.	All the caretakers will raise the demand and collect consumables like soaps, buckets, mugs, All out etc.
	14.	To keep liaison with the Ministry of Home Affairs authorities (Chief Security Officer) and any other security agency, if required, for maintaining proper security at ICAR Hqrs. / concerned Instts./ NRCs/PDs/Bureaus etc.
	15.	To book the Committee Rooms of the ICAR Hqrs./ Instts./NRCs/ PDs/Bureaus etc. and their proper maintenance;
	16.	Any other item of miscellaneous work assigned by Senior Officers from time to time.
8.	Remarks	-----

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