



भारतीय मसाला फसल अनुसंधान संस्थान,

(भारतीय कृषि अनुसंधान परिषद)

पी. बी. नं : 1701, मेरिकुन्नु पोस्ट, कोषिकोड 673012, केरल,

INDIAN INSTITUTE OF SPICES RESEARCH

(Indian Council of Agricultural Research)

P.B. No : 1701, Marikunnu Post, Kozhikode- 673 012, Kerala, India



F.No.9/95-Estt.Vo.V

Date:04-10-2012

OFFICE ORDER

The duties of the Caretaker mentioned in this office order of even no. dated 26-09-2012 stands modified as per Council's circular No.17(3)2010-Estt.II dated 07-06-2011, which is reproduced below:

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 Electricals)
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 handing 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.

- \*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 newspaper bills being supplied at Guest House, if any

13. All the caretakers will raise the demand and collect consumables like soaps, buckets, Mugs, Allout 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 Insts/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.

This is issued with the approval of Director, IISR.



(V. Mohanan)  
Administrative Officer

Copy to:1)Shri V.V.Sayed Mohammed, Assistant, IISR, Kozhikode.

2)The Finance & Accounts Officer, IISR, Calicut.

3)All Heads of Divisions/Scientist-in-charge, Chelavoor/Peruvannamuzhi.

4)Head, Cardamom Research Centre, Appangala.

3)Shri V.Sivaraman, Technical Officer(T-5) & Estate Officer, IISR, Kozhikode.

4)The DDO, IISR, Kozhikode.

5)The Asst.Administrative Officer(Works), IISR, Kozhikode.

6)Shri K.K.Sasidharan, Technical Asst.(T4). He will look after the duties of the caretaker during the absence of Shri V.V.Sayed Mohammed.

7)PME Section.

8)Personal file.

9)Intranet