

A. Scope of Work :

The services as detailed below are to be provided to the Sections/ Senior officers of ICAR Hqrs. located at Krishi Bhawan, KAB-I & II & NASC Complex, DPSM, New Delhi:

- (i) Dak/files distribution within Krishi Bhawan, KAB-I, II and NASC, DPS Marg, New Delhi
- (ii) Dak/files distribution of Sections (including R&D) is to be done continuously throughout the day without delay.
- (iii) Sometimes Dak/files to be delivered outside the Krishi Bhawan within the NCR Region.
- (iv) Upkeep/arranging of files in the section.
- (v) Photocopying of papers etc. and making sets, as required.
- (vi) Bringing water/tea etc. for the staff members in the Sections/Senior Officers.
- (vii) To provide supporting staff services during the meetings of the concerned Subject Matter Divisions.
- (viii) Bringing stationery for the use of Section from General Administration Section.
- (ix) The services are to be provided at 98 points for 6 days a week from 9.00 A.M. to 5.30 P.M. Sometimes, in emergency of work, services of Supporting Staff are to be rendered on Sunday and beyond office hours also including holidays etc. and no extra payment will be made on this account.