



भाकृअनुप-केन्द्रीय राखण क्रसल अनुसंधान संस्थान
कासरगोड - 671124 कर्णाट, भारत

ICAR-Central Plantation Crops Research Institute
Kasaragod 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)

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F.No. 3(2)/2020/Security Kasaragod/Estate

Date.19.06.2023

To

Shri. Pramod Kumar M
Mottamal (H), Choorikovval
PO: Kodakkad
Kasaragod – 671 310
Mb: 8301838641

Sub: Offer for the post of **Security Guard** on mutual contract basis at ICAR-CPCRI, Kasaragod– reg.

Sir,

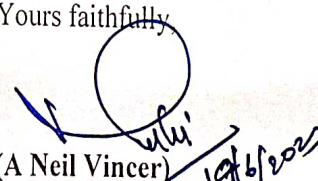
Based on your performance in the **walk-in-interview held at this Institute on 17.01.2023**, the Competent Authority of ICAR-Central Plantation Crops Research Institute, Kasaragod is pleased to offer you the contract assignment at ICAR-CPCRI, Kasaragod to undertake the security work as per the Job Chart attached on a remuneration of **Rs.650/- (consolidated)** per day. The contractual service is purely on temporary basis for a period up to **31.03.2024**. In case the terms and conditions of contractual service as detailed below are acceptable, you may submit your **willingness within 25.06.2023**, failing which the offer will stand withdrawn/cancelled automatically and no further correspondence in this regard will be entertained. You should undertake the assignment w.e.f. **01 July 2023** after executing the agreement on a stamp paper (as per rate prescribed by State Government). At the time of joining, they should bring copy of Ex-Servicemen ID card Aadhaar card and PAN Card.

Terms and Conditions

1. The work should be done strictly under the direction of Security In Charge/ Technical Officer (Farm) ICAR-CPCRI, Kasaragod.
2. The security personnel being engaged for the security services will not be an employee of the Institute and there shall be no employer-employee relationship between the Institute and the personnel so engaged.
3. The Security personnel shall submit monthly bills in duplicate latest by 5th of every following month for arranging payment. **Income Tax @ 1.03% on the total amount** will be deducted from the bill as per Income Tax Act, 1961.
4. All the Security personnel engaged shall be in proper dress code with uniform. They should also wear Identity Cards issued by the Institute during their duty time.
5. In the absence / leave of the security personnel engaged, it is compulsory to inform the Security Supervisor well in advance. In case the person (s) deployed under the contract is (are) absent without intimation, a penalty equal to the wages of the absentee on that particular day shall be levied and the same will be deducted from the monthly bill.
6. ICAR-CPCRI, Kasaragod shall have the right to remove any person(s) engaged, who is/are not found to be competent and orderly in the discharge of their duties.
7. This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched to their address.

8. The security personnel should not develop social relationship with ICAR-CPCRI. Kasaragod staff/local residents
9. The security personnel shall not leave the point of duty unless and until the reliever comes for the next shift duty.
10. The security personnel shall not give lenient or casual impressions in the duties and they should be alert and attentive.
11. The security personnel shall observe movement of all the staff, laborers, visitors. Office vehicles and Office materials etc.
12. The security personnel shall not allow anybody with vehicles to office or inside the campus without proper entry in the visitors register.
13. No vehicle shall be allowed to park other than parking place. No vehicle (s) shall be allowed to enter /leave the campus without thorough checking.
14. Proper entries are to be made while handing over /taking over of the keys during holidays and beyond office hours for opening office by staff members.
15. Duty schedule of security personnel shall be finalized by the Security Supervisor and intimated to the security personnel every month.
16. The security personnel shall follow the codal formalities of security system while on duty.
17. The security personnel shall allow to takeout any materials including the items belong to contractor's etc only with proper gate pass from the campus. In case of any doubt, they should immediately contact the Security Supervisor/Farm Superintendent/Technical Officer (Farm)
18. The security personnel shall maintain proper decorum, good behavior and discipline for performing their duty and dealing with guests/visitors and Officers/Staff of the Institute.
19. The security personnel shall ensure that no theft or damages to the ICAR-CPCRI, Kasaragod property is taken place. In case any theft or damage to the property of the Institute occurs due to the negligence of duty on the part of security personnel, the cost of loss/damage shall be recovered from the concerned security personnel and also liable for termination of the contract.
20. The security staff on duty is required to inform immediately regarding fire, theft, accident etc. to the fire station, police station as the case may be so as to initiate immediate action under intimation to the in charge of security/Farm Superintendent/Technical Officer (Farm).
21. Any other security related work shall be attended by the security personnel as and when instructed by the Security In-charge/Technical Officer (Farm)
22. Bank account details, PAN details etc must be submitted along with bills for the payment.
23. The Security personnel shall ensure proper conduct in office premises and enforce prohibition of consumption of alcoholic drinks / drugs /chewing of pan & tobacco /smoking / using mobile phone / ear phone and listening music and loitering without any work.
24. The Security personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements administrative and organizational matters as all of these are confidential in nature.

Yours faithfully


(A Neil Vincer)
Asst. Administrative Officer (Estate)

Copy to:

1. The Zila Sainik Welfare Officer, Civil Station, Vidyanagar Kasaragod-671124.
2. The Chairman (Maintenance and Contractual Service Committee), CPCRI, Kasaragod
3. The Security In-charge/Technical Officer (Farm), CPCRI, Kasaragod
4. The Finance & Accounts Officer, CPCRI, Kasaragod
5. The DDO, CPCRI, Kasaragod.
6. Website.

WORK CHART

- In the main entrance and other important points of the Institute with utmost vigil.
- Patrolling the Institute's premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security in the premises.
- Write report of daily activities and irregularities, in case of property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Information to be sent to police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Attend telephone calls to take messages, respond to the queries and provide information.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises. using force as and when necessary.

In order to adequately protect the staff and property of the Institute, security guards must know and enforce rules and regulations of the Institute to prevent criminal activities before it happens. They may monitor points of access in building or property, to allow entry only to individuals with the correct identification or authorization. Beyond office hours, they may maintain surveillance of the Institute property by patrolling the grounds, they will investigate and report signs of damage or unlawful activities as it occurs.