



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड - 671124, केरल, भारत



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



F.No.14(1)S/2017-Estate-II

Date.23.03.2024

To  
Sri Sujith BV  
S/o. BV Raghavan  
Beechen Valappil House  
Achamthuruthy(P.O),  
Kasaragod Dist.-671 351

Sub: Offer for Security Service on Bilateral contract basis at ICAR-CPCRI, Kasaragod- reg.

Sir,

Based on your performance in the walk-in-interview held on 22.03.2024, 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 watch & ward duty 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 31-03-2025. In case the terms and conditions of contractual service as detailed below are acceptable, you may give your **willingness by 28.03.2024** failing which this offer will stand withdrawn/cancelled automatically and no further correspondence in this regard will be entertained. You should undertake the assignment from 01.04.2024 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 and Aadhar 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 engaged for the security services shall not be an employee of this Institute and there shall be no employer-employee relationship between the Institute and the personnel so engaged.
3. The security Supervisor shall be responsible for maintenance of all records/registers as required.
4. The security personnel shall submit monthly bills in duplicate latest by 5<sup>th</sup> 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.**
5. All the guards on contract engaged shall be in proper dress. They should also wear Identity Cards issued by the Institute during their duty time.
6. 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.
7. ICAR-CPCRI, Kasaragod shall have the right to remove any person(s) engaged, who is/are not found to be competent and not in order in discharge of their duties.

8. 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.
9. The security personnel shall maintain secrecy and discipline in the premises of the Institute.
10. The security Supervisor shall keep a complaint register with the security personnel, and it shall be open for verification by the authorized officer of ICAR-CPCRI, Kasaragod for the purpose.
11. The security personnel shall perform only 8 hours duty per day.
12. The security personnel should not develop social relationship with ICAR-CPCRI, Kasaragod staff/local residents.
13. The security personnel shall not leave the point of duty unless and until the reliever comes for the next shift duty.
14. The security personnel shall not give lenient or casual impressions in the duties and they should be alert and attentive.
15. The security personnel shall observe movement of all the staff, laborers, visitors, Office vehicle and Office materials etc.
16. The security personnel shall not allow anybody with vehicles to office or inside the campus without proper entry in the visitors, register.
17. 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.
18. 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.
19. Duty schedule of security personnel shall be finalized by the Security Supervisor and may be intimated to the security personnel every month.
20. The security personnel shall follow the codal formalities of security system while on duty.
21. 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).
22. 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.
23. 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.
24. 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).
24. Drinking alcohol during duty time is strictly prohibited and any security guard is found in drunken stage, strict action will be taken by removing the security guard concerned, forthwith.
25. Any other security related work shall be attended by the security personnel as and when instructed by the Security In-charge/Technical Officer (Farm)
26. Bank account details, PAN details etc must be submitted along with bills for the payment.

Yours faithfully,

(A Neil Vinsar))

Asst Administrative Officer (Estate)  
23/5/2023

Copy to :

1. The Zila Sainik Welfare Officer, Civil Station, Vidyanagar Kasaragod-671124.
2. All HDs, ICAR- CPCRI, Kasaragod.
3. The Chief Finance & Accounts Officer, CPCRI, Kasaragod
5. The DDO, CPCRI, Kasaragod.
1. The Security In-charge/Technical Officer (Farm), CPCRI, Kasaragod
2. Website.



## WORK CHART

- Man in the main entrance and other important points of the Institute with utmost vigil.
- Patrol 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 of premises.
- Write report of daily activities and irregularities, such as property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call 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.
- Answer telephone calls to take messages, answer questions, and provide information.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force 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 activity 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'll investigate and report signs of damage or unlawful entry as it occurs.