



F.No.40(2)36-2020-Estate (Termination)

Dated: 01.06.2020

**Shri P. Gangadhara Alva**  
**Pithru Kripa**  
**Badiaduka P.O**  
**Kasaragod**

Sub: Termination of Job Contract Work in Deptt. Canteen at CPCRI, Kasaragod - reg.  
Ref: 1. This Office Tender Schedule F. No. 40(2)36-2019-Estate (Canteen) dtd. 06.02.2020.  
2. This Office Work Order F.No. 40(2)36-2019-Estate (Canteen) dtd.29.02.2020.

Sir,

With reference to the work order cited above, the Competent Authority has decided to terminate the Job contract work mentioned below w.e.f. 01.07.2020 due to administrative exigencies and as per the terms & conditions appended in the tender document (Sl.No.18 & 30) & work order (Sl.No.19). This letter may be treated as one month notice period for the termination of the contract.

Sl. No.	Description of work	Timings	Actual Period of Work	Termination of job work w.e.f
<b>Canteen</b>				
1	Sweeping and moping canteen building floor area (inclusive of toilet area) - 320 sq. mtrs.	Twice in a day (morning and evening on working days of the institute).	01.03.2020 to 28.02.2021 (One Year) (Entire work)	01.07.2020 (One month termination notice period as per terms & conditions)
2	Cleaning of dish plates / glass etc. after breakfast and lunch ( about 100 persons for breakfast and 150-200 for lunch)	Breakfast- 8.30 to 9.30 AM Lunch 12.30 to 2.00 PM		
3	Serving tea and snacks to staff members of the institute at their respective seats.	Morning: 10.00 to 11.00 AM Evening: 2.45 to 3.45 PM		
4	Assisting in cooking, vegetable and fish cutting for preparing breakfast and lunch for 150 members	All working days from 8.30 AM to 4.00 PM		
5	Preparing Tea & Snacks, serving the same to 150 staff members.			

Please acknowledge the same.

Yours faithfully,  
  
Chief Administrative Officer

**Copy to:**

1. The Hon. Sec. Canteen, CPCRI, Kasaragod
2. The Chairman Contractual Service Committee, CPCRI, Kasaragod.
3. The Technical Officer, Canteen, CPCRI, Kasaragod.
4. The Sr. Fin. & Accounts Officer CPCRI, Kasaragod.
5. The DDO, CPCRI, Kasaragod.
6. The Asst. Labour Commissioner (Central), Office of the Regional Labour Commissioner, Kadhya Shram Sadan, Olimugal, By Pass Road, Kakkamad, Kochi-682 03
7. Website.
8. Guard file.