ICAR-Indian Grassland and Fodder Research Institute
भारतीय चरागाह एवं चारा अनुसंधान संस्थान
Jhansi – 284 003 (U.P.)
झाँसी – 284 003 (उ.प्र.)
Phone No. 0510-2730908 GST No.09AAAAI1830P5ZD Fax No. 0510-2730833

e.F.No.3-4/Str.Pur./Agri.Job Works Contract/2022-23/2 (Computer No.223990) Dated: 01.10.2026

Speed-Post/e-mail: mainwireoutsource@gmail.com

To,

M/s MAINWIRE OUTSOURCE PRIVATE LIMITED
Plot No.86, KH.NO.392, Near Govt. Gaoushala, Vill Laulai, PO Chinhat, Gomti Nagar, Lucknow (Uttar Pradesh)

Sub.: Work Order for the supply of office labours for month of October, 2026 -reg.

Ref. : GeM Bid No. GeM/2024/B/4776164 dtd. 13.03.2024 and Contract no. GEMC-511687799705119 dtd. 11.07.2024 and Institute Sanction Order for purchase through GeM No. 3-4/Str.Pur./Agri.Job.Work Contract/2022-23 dated 11.07.2024 for Office Work through Manpower Outsourcing Service.**(Vide Extention Office Order F.No.3-4/str.pur./Agri.Job WorksContract/2022-23 dtd. 30.09.2026)**

Sir,

It is to inform you that on the basis of recommendation of Farm Advisory & Farm produce Disposal Committee, the Director, ICAR-IGFRI, Jhansi has been pleased to accord an approval of **supply of Office Labours (through outsourcing service for use in office work i.e. Research Laboratory, Office, Guest House and Campus etc.)** for the month of **October -2026** under Annual Job Work Contract for the different divisions/ PCFC/Sections/Unit/Farm/Misc. Projects/Office etc. **(Attached as Annexure-II for S.No. 1 to 12 for supply of Office Labour).**

Hence, you are hereby informed to provide the manpower for the completion of attached job work in different division/section/unit. The list of manpower deployed in the Institute for different divisions/sections/labs/Farm may also be provided. After completion of the work, all the bills along with attendance / presence of contract persons and their verification payment details of contract persons through which payment has been credited in their bank account and EPF/ESI deposition Challan may be submitted to **CAO/HOO Section,** IGFRI, Jhansi for processing the payment.

This issued with the approval of the Director, ICAR-IGFRI, Jhansi.

Yours faithfully,

Encl: As above (works list enclosed -Annexure-II for S. No. 1 to 12)

Sr. Administrative Officer
ICAR-IGFRI, Jhansi

Distributions:

1. All Concerned Divisions/Section/PC(FC)/PIs/Unit In-charges, IGFRI, Jhansi
2. Chief Administrative Officer & Head of Office for information please
3. Comptroller/ Sr.AO/ Sr. F&AO/ AAO (B&C), IGFRI, Jhansi.
4. AAO(Str.Pur.)- for information and necessary action pl.
5. Shri Avinash Chandra, Farm Manager & Member Secretary through Chairman, FA&FPDPFC IGFRI, Jhansi (Ref.: as received duly approved by the C/A on 01.10.2026 on the body of duly singed proceeding dt. 01.10.2026 by FA&FPDPFC) for propose the job contract work for the month of **October -2026** for supply of Office labour (Annexure-II - work list S. No. 1 to 12).
6. Dr. R.V.Kumar, Pr. Sci. & Vigilance Officer, IGFRI, Jhansi
7. I/C AKMU for uploading on Institute website please.
8. Concerned file

Annexure-II (Supply of Office Labour-M/o October-2026)

Sr. No.	Division/ Unit	fund source/division/ unit	Job/Work description	Labor category	Qty number (Max.)	Number of days	Total job work days (Max.)
1	CP	Institute Fund/HD/CP	MB Lab (Assistance)	Semi-skilled	1	21	21
			CA Lab (Data recording in experiments, and other lab related work)	Skilled	1	21	21
2.	Estate	Institute Fund/Estate	Electrical maintenance (Campus & Farm), Pump operation plumbing, carpentry, pump operation & mason work.	Skilled	10	26	234
			Assistance in plubing, civil works, carpentry, mason work and other related work	Semi-skilled	7	26	156
			Cleaning related activity: cleaning of office/lab/guest house/ residential campus	Unskilled	10	26	208
			Hedge cutting: cleaning of lawn and road side, planting and watering of ornamental plants	Unskilled	6	26	104
3	Seed Tech	Institute Fund / HD/ ST	For day to day routine office work, maintenance and cleaning of laboratory and office, to take care the activities of OTC, TD Block and new field area adjacent to colony	Skilled	2	21	42
4	Office	Institute funded /office	AAO (Str. Phy.) : Computer & office related work, etc.	Skilled	1	21	21
			AAO (Guest House) :Any other categories by whatever name called, which are of a skilled nature (for day to day maintenance of Guest House's misc. works	Skilled	1	26	26
			AAO (Guest House) :For day to day attendance-keeper work in Guest House	Semi-skilled	2	26	52
			AAO (Guest House) :For day to day attendant works in Guest House	Unskilled	4	26	78
			AAO(Vehicle) : -Computer and office related work	Skilled	1	21	21
			AAO(Vehicle) : - Drivers for official vehicle	Skilled	3	26	78
			AAO (B&C) : Computer & Office work AAO (B&C/MR) : Diary dispatch other related work.	Skilled	1	21	21
				Semi-skilled	1	21	21
			Sr. AO : office related work	Semi-skilled	1	21	21
			AAO (Establishment) : Computer & Office related works etc.	Skilled	1	21	21
			CAO (HOO) : To assist in labour and Security bills processing & Computer work and office related works etc.	Skilled	1	21	21

5	**Office**	Institute fund / ATIC	Maintenance, dak distribution, office related work and field work, TD block.	Semi-skilled	1	26	26
6	**Office**	Institute fund / Audit section	Data entry, Typing Letters, Assisting in work of officers/staff of audit section, sending payment to bank etc	Skilled	2	21	42
7	**Office**	Institute fund / AKMU	Auditorium, EPBX, Intercom Line maintenance, Aquarium	Skilled	1	21	21
8	**Office**	Institute fund / Rajbhasha Hindi /Social science	Computer & Office related work.	Skilled	1	21	21
9	**Office**	Institute fund / PME cell	Computer & Office related work.	Skilled	3	21	63
10	**Farm section**	Institute fund /Farm section	Computer & Office related work.	Skilled	1	21	21

Other/externally funded projects							
11	**PCFC**	AICRP-FC/ Coordinator	Maintenance of store register, official typing, Clerical Job of AICRP-FC Unit and divisional diary.	Skilled	1	21	21
			Computer work and data feeding related work	Skilled	1	21	21
12	**Office**	*RIL Collaborative Project-2526041	CAO Office/Cell:- Help in computer related work i.e. MS Word, Excel & Typing etc.	Skilled	1	21	21
			S&P Office:- Computer work, data entry, typing etc.	Semi skilled	1	21	21
			Comptroller Office: Entries of Reliance bills in concerned Register, Attending to the Comptroller Office, Diary/dispatch and other official works related to reliance project.	Semi skilled	1	21	21
			Electric Unit:- Electrical maintenance (Campus & Farm)	Skilled	1	24	24
			CMD Unit:- Civil maintenance (Campus & Farm)	Skilled	1	24	24

Note :- ***Sanctioned with the condition that the PI will be responsible for arranging payment, If fund in not received in the Project.**
****Office should verify/ insure about the category of workers as per the gazette notification etc.**