



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: 16.07.2026

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 July, 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. 31.05.2026)

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 **July -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 29.06.2026 on the body of duly signed proceeding dt. 29.06.2026 by FA&FPDPFC) for propose the job contract work for the month of **July -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

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Office

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

Sr. No.	Division/ Unit	fund source/division/ unit	Job/Work description	Labor category	Qty number (Max.)	Number of days	Total job work days
1	CP	Institute Fund/HD/CP	MB Lab (Assistance)	Semi-skilled	1	23	23
			CA Lab (Data recording in experiments, and other lab related work)	Skilled	1	23	23
2.	Estate	Institute Fund/Estate	Electrical maintenance (Campus & Farm), Pump operation plumbing, carpentry, pump operation & mason work, lawnmower operator.	Skilled	10	26	260
			Assistance in plumbing, 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	Un-Skilled	10	26	208
			Hedge cutting, cleaning of lawn and road side, planting and watering of ornamental plants	Unskilled	6	26	130
3	Seed Tech	Institute Fund / HD/ ST	For Lab cleaning and maintenance, conduct seed quality testing, functioning of OTC, daily routing office related work, field operations at TD Block and new developed area adjacent to colony	Skilled	2	23	46
4	Office	Institute funded /office	AAO-(Str. Phy.) Help in Computer work in office.	Skilled	1	23	23
			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	23	23
			AAO-(Vehicle):- Drivers for official vehicle	Skilled	3	26	78
			AAO-(B&C): - Computer work, data entry, firm bill, imprest, and office related work.	Skilled	1	23	23
			AAO-(B&C/MR): - To Assist part time Dr. in medical unit help in office related work.	Semi- Skilled	1	23	23
			Sr. AO:- Diary dispatch & Office related work.	Semi-Skilled	1	23	23
			AAO-(Establishment):- Computer & office related work etc.	Skilled	1	23	23

Sanjay
16/07/26

			CAO-(HOO):- To assist in labour & Security bills processing & Computer work and office related work etc.	Skilled	1	23	23
5	Office	Institute fund / ATIC	Maintenance at Atic, dak distribution and other office related works.	Semi-skilled	1	23	23
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	23	46
			Entries in Dak Diary/Dispatch Register, Distribution of Dak to other sections, entries in bill receiving and return registers, Attending to the office of the Comptroller, and other miscellaneous official works	Un-skilled	1	23	23
7	Office	Institute fund / AKMU	Auditorium, EPBX, Intercom Line maintenance, Aquarium	Skilled	1	23	23
8	Office	Institute fund / Rajbhasha Hindi /Social science	Computer and office related work.	Skilled	1	23	23
9	Office	Institute fund / PME cell	Computer and office related work.	Skilled	3	23	69
10	Farm section	Institute fund /Farm section	Computer and office related work.	Skilled	1	23	23

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	23	23
			Computer work and data feeding related work	Skilled	1	23	23
12	Office	*RIL Collaborative Project- 2526041	CAO Office/Cell:- Help in computer related work i.e. MS Word, Excel & Typing etc.	Skilled	1	23	23
			S&P Office:- Computer work, data entry, typing etc.	Semi Skilled	1	23	23
			Electric Unit:- Electrical maintenance (Campus & Farm)	Skilled	1	26	26
			CMD Unit:- Civil maintenance (Campus & Farm)	Skilled	1	26	26

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

