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PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS,
WESTERN COMMAND, SECTOR – 9, CHANDIGARH
IMPORTANT CIRCULAR

NO. AN/XII/1636/CARE-TAKER

DATED-03/05/18

Sub:- Nomination of Care taker for DAD Residential colony sector 35-B Chandigarh.

It has been decided by the Competent Authority that names of willing officials from SA/Adr/Clerk, who are willing to bear the responsibilities of care taker for DAD Residential colony sector 35-B Chandigarh complex for full day may be ascertained. Desirable qualification for appointment as care taker is as under.

- (I) He should be less than 50 years of age as on 01.06.2018.
- (II) He should have sound health.
- (III) Experience in care taking duties is also desirable.
- (IV) Candidate should be ready to perform duty other than office hours also as per requirement (Saturdays & Sundays).
- (V) Duties of Care taker are as under :-
 - Occupation/Vacation report (Monthly).
 - Look after MES work running in DAD Colony.
 - Generation of complaints No's in r/o complaints received on AN-XII helpline no. on daily basis.
 - Correspondence regarding Maintenance of office/residential accommodation.
 - Handing/taking over of DAD accommodation.
 - Liaison with MES/UT authorities regarding work running in office/residential complex.
 - Forwarding of water/electricity bills of office/vacant quarters/guest houses to MES authorities.
 - Review of MES complaints register twice a week and transfer the complaints details which is to be resolved under running contracts in own complaint register.
 - Any other work/task assigned by higher authorities.
 - Caretaking duty of Shivalika & Sukhna Guest house.

Extra work allowance has been granted vide GOI Ministry of Finance Dept. of Expenditure O.M. No. F.No. 13-3/2016-EIII (A) dated 20.07.2017

after abolishing existing care taking allowance on recommendation of 7th CPC w.e.f. 01.07.2017 with following conditions to staff borne on the regular establishment and deployed on caretaking duties.

1. Extra work allowance will be paid at a uniform rate of 2% (two percent) of the basic per month.
2. An employee shall receive this allowance for a maximum period of one year and there should be minimum gap of one year before the same employee is deployed for similar duties.
3. The allowance shall not be combined i.e. if the same employee is performing two or more such duties and is eligible for 2% (two percent) allowance for each add on, then the total extra work allowance payable will remained capped at 2% of basic pay.

It is, therefore, requested that this circular may be got noted from all the officials serving at Chandigarh/chandimandir station under this organization. Names of interested officials who have completed a minimum 2 (two) years service as on 30.04.2018 may be sent to this section up to 15.05.2018 positively.

Addl.CDA has seen.


Sr. Accounts Officer (AN)

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2. PA to Addl. CDA for kind information to Jt. CDA.
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6. Notice Board
7. IT&S Cell for uploading on Website of PCDA(WC)