



ICAR- DIRECTORATE OF POULTRY RESEARCH
Rajendranagar, Hyderabad 500 030
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(ISO 9001:2015 Certified)
(Recipient of Sardar Patel Best Institute Award 2013)



F. No.1-140/2022-Estt./MIS-FMS/

Dated: 13-11-2023

MEMORANDUM

On the recommendations of the Selection Committee, the Competent Authority of this Directorate is pleased to offer the temporary and contractual engagement post of Young Professional-I to **Smt.Mounika Chilumula W/o Sai Kiran** at the consolidated payment of **Rs.25,000/- (fixed) p.m.** initially for a period of one year, for implementation of the e-Office, SPARROW, e-HRMS, office Automation packages etc. at this Directorate on the following terms and conditions:-

1. The Professional ship is **purely temporary and contractual engagement**.
2. Her services will be extended for every six months on satisfactory performance certificate furnished by the Controlling Officer/Nodal Officer of MIS-FMS, GST filing, able to handle PFMS, ICAR ERP-FMS; ICAR e-office; TDS/ professional tax filing etc etc during the period.
3. On appointment, she will draw the pay at the consolidated payment of Rs.25,000/- p.m (fixed). She will not be entitled for any other allowances as admissible to the regular employees of the Council.
4. The nature of duties during the period of contractual engagement are enclosed at **Annexure -I**
5. She will not be allowed to accept or hold another appointment paid or otherwise and she will be under the Administrative control of the Nodal Officer of MIS-FMS, e-Office, SPARROW, e-HRMS etc at this Directorate.
6. Her headquarters will be the ICAR-Directorate of Poultry Research, Rajendranagar, Hyderabad.
7. She will not be permitted to resign her Young Professional-I during the period, except with the prior permission of the Competent Authority.
8. If, at any time in the opinion of the Competent Authority, the Young Professional is found to be negligent in her work or is guilty of unbecoming conduct, her Professional ship is liable to be terminated by the Competent Authority **with or without any notice**, as the circumstances of the case may warrant.
9. Grant of leave to the Professional will be according to the rules framed by the Council from time to time. She is entitled for Casual Leave and Restricted Holidays as per the Govt. of India/ICAR rules/instructions issued from time to time. She is also entitled for Paternity Leave as per rules of Govt. of India.
10. If the Professional leaves her assignment without permission of the Competent Authority, she shall not be paid any amount of pay due to her. However, minimum one-month's notice period is required for making alternate arrangements or else one month's consolidated pay would be recovered from her.

11. She will not be entitled to (i) General Provident Fund (ii) ICAR Group Insurance Scheme.
12. Her appointment will be subject to the conditions that a Civil Surgeon of Government Hospital declares her medically fit for service.
13. On appointment, she will be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation to that effect as in the form enclosed.
14. If any declaration given or information furnished by her proves to be false or if she is found to have willfully suppressed any material information, she will be liable for removal from service and such other codal actions as deemed fit will be taken.
15. She is not entitled to any traveling allowance to join at this Directorate.
16. She should submit photocopies of her Certificates duly self-attestation along with Original Certificates at the time of her joining duty at this Directorate.
17. **She has to submit a non-judicial stamp paper worth Rs.100/- for which the matter is enclosed.**

In case the assignment is acceptable to **Smt.Mounika Chilumula W/o Sai Kiran** on the terms and conditions mentioned above, she should intimate her acceptance to the undersigned immediately and report herself for duty to the Nodal Officer at ICAR-Directorate of Poultry Research, Rajendranagar, Hyderabad – 30 on or before **30.11.2023** failing which necessary action will be taken for cancellation of the above offer.

T.R. Vijaya Lal 14/11/23
(T.R. VIJAYA LAKSHMI)
ASST. ADMN. OFFICER

To
Smt.Mounika Chilumula,
W/o Sai Kiran,
H.No : 2-1-7/2/107, Venkateshwara Colony,
Upperpally, Hyderabad, Ranga Reddy
Telangana-500 048
Mob:8008331889
Email:mudirajmounika7@gmail.com

Copy for information and necessary action to:

1. F&AO 2. DDO 3. Nodal Officer MIS-FMS 4.I/c ARIS Cell with a request to arrange to place the order in the Website.

ANNEXURE-I

The following are the nature of duties to be performed during the period of contractual engagement

- a. Verification of Bills with reference to rules and regulations of ICAR & GOI
- b. Knowledge of TDS provisions and implementing the same while processing the bills and issuing the Form-16 and Form-16A to the employees and suppliers respectively.
- c. Knowledge of GST provisions. GST Payments and Filing of GST Returns before due dates.
- d. Knowledge of Government Grants and
- e. Preparation of Financial Statements i.e., Trial Balance, Income and Expenditure Account, Receipts and Payment Account and Balance at regular intervals
- f. Knowledge in General Financial Rules, 2017 (GFR), Central Public Procurement Portal (CPP), Bharat Kosh, Public Financial Management System (PFMS); ERP-FMS; e-office and Government e- Market (GeM) will be an added advantage
- g. Preparation and presentation of Budgets and reports.
- h. Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations
- i. Should Support the day-to-day execution of general accounting, support to clients. Performs accounting functions specifically in the areas of account balancing, ledger reconciliation, reporting and discrepancy resolution.
- j. Any other duties assigned from time to time by the Controlling Officer.