

A-41012/01/2014-Admn.II
Government of India
Ministry of Communications & IT
Department of Telecom
Sanchar Bhavan, 20, Ashok Road
New Delhi-110001

Dated 28 July 2015

ORDER

The competent authority has approved the extension of engagement of Shri Hukam Singh, ex-Director, L&I, retired from Ministry of Commerce and Industry, as Consultant for Library of D/o Telecommunications for a period of three months i.e. from 19.05.2015 to 18.08.2015 or till the post of Assistant Library and Information Officer is filled up on regular basis whichever is earlier.

2. The following work is to be assigned to Shri Hukam Singh on his appointment as Consultant:

- (i) Selection of Books/Periodicals.
- (ii) Classification and Cataloging of books.
- (iii) Deocummentation/Information retrieval and Bibliographical services.
- (iv) Scanning of daily newspapers and periodicals and circulate the press clippings pertaining to this Department to senior officers for their perusal.
- (v) Reprographic services including maintenance/distribution of Gazette to the concerned sections.
- (vi) Computerisation of Library.
- (vii) Weeding out of materials.
- (viii) Circulate quarterly list of books both Hindi and English and regional language books added in the library.
- (ix) Misc. jobs viz. supply of Newspapers, maintenance of lending records, personal visit to the market for purchase of urgent books required by senior officers correspondence work etc.

3. Shri Hukam Singh will be paid remuneration of Rs.28190/- per month (Rupees twenty eight thousand one hundred ninety only (the difference of last basic pay drawn i.e. Rs.56380/- minus basic pension i.e. Rs.28190/-) + DA on Rs.28190/- at the applicable rates to the Central Govt. employees from time to time from the date his engagement as Consultant. The short payment/over payment if any will be adjusted by making payment/recovery of balance amount in accordance with the approved policy for remuneration.

4. The services of Shri Hukam Singh can be terminated at any time without assigning any reason whatsoever. The decision of the Secretary (T), DoT, shall be final.

5. The expenditure will be debitable to the Major head "34510009101-Directorat, 0028-Payment to Professional & Special Services" and should be met from the Budget Grant for the current Financial Year.

6. This is issued with the concurrence of Member(F) diary No.2474/M(F)/2015 dated 01.06.2015.

NRM 30/7/2015
[Nithali Ram]

Under Secretary to the Govt. of India
Tele: 2303 6884

To

1. Shri Hukam Singh, Library, DoT
2. DDG(C&A), DoT.
3. PAO(Hq)/Admn.IV/G-I/G-II/Pay Bill/Cash/Protocol/CR/Library/Budget/FA-I Sections, DoT
4. AD(OL), DoT --- for Hindi Version.
5. Dir(IT), DoT - for uploading the Order on the website of DoT
6. Order Bundle.