

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(IN GENERAL SERVICES-II BRANCH)
No. 43/5/2001-3GSII

Dated Chandigarh the 12th August, 2014

To

1. All Heads of Department All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. All the Commissioners, Ambala/Hisar/Rohtak and Gurgaon Divisions.
4. The Registrar, Punjab & Haryana High Court, Chandigarh.
5. All the Managing Directors of Boards/Corporations/Public Undertakings in Haryana.
6. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Subject:- Policy for engaging/outsourcing of services/activities.

Sir/Madam,

I am directed to invite your attention to the Haryana Government circular letter No. 43/5/2001-3GSII, dated 02.6.2014 on the subject cited above and to say that it has come to the notice of the Government that some of the Departments/Boards/Corporations/Public Undertakings are not complying with these directions. Government has taken a serious view and decided to re-iterate these instructions with a direction to implement the same meticulously:-

Clause 9 of Part-I Engagement of Persons on Contract basis where regular posts do not exist

"It shall be the responsibility of the department to ensure that the service providing agency would pay minimum wages to the persons appointed against un-skilled, semi-skilled, skilled and highly skilled posts as under:-

Sr. No.	Category of post	Minimum of wages
1.	Un-skilled: This category includes such jobs which do not require any specific skill or experience such as manual labourer; persons working as helpers to assist another person in performance of any task; Chowkidars, Security guards without weapon; Beldars; Process servers; Sewadars; Malies etc.	Rs. 8100/- p.m. or Rs. 311.53 per day
2.	Semi-skilled: This category includes the jobs for which prescribed qualifications is less than Matriculation but require some specified work experience or a certificate/diploma course of one year or less duration. This category include the jobs like Light Vehicle Drivers; Pump Operators; Masons; Carpenters; Electricians; Plumbers etc.	Rs. 9000/- p.m. or Rs. 346.15 per day

3.	Skilled: It includes those jobs for which the prescribed qualifications is Matriculation and above or those jobs which require the qualification of a certificate/diploma course of more than one year but less than two years duration or some specialized experience. Such jobs include Heavy Vehicle Drivers; Guards with weapon; Junior Engineers; Draftsmen; Cooks; JBT Teachers; Steno-typists; Stenographers; Clerks (Data Entry Operator', 'Office Associates', 'Clerk-cum-Computer Operator', 'Clerk-cum-Typist' etc.); Personal Assistants; Private Secretaries etc.	Rs. 9900/- p.m. or Rs. 380.76 per day
4.	Highly Skilled: This category consists of the job requiring qualifications of Graduation or certificate/diploma of more than two years duration.	Rs. 11000/- p.m. or Rs. 423.07 per day

The agency will make payment of wages as prescribed plus other benefits like ESI, EPF etc per month to the above categories of workers appointed in the State Government Departments as well as its Boards and Corporations and Local Bodies by way of account payee cheque/bank draft/pay order. Further, the agency will increase 5% of the wages every year in case the services of such unskilled workers continue to be used beyond the period of one year. In case of default in this regard or any other deficiency/default in providing service, the department shall terminate the agreement by giving fifteen days' notice."

Point 2 of Annexure-B (Service Agreement)

"The person shall be engaged for a fixed monthly remuneration as fixed by the State Government from time to time."

- Other terms and conditions will remain unchanged.
- This may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

(Bhim Singh Negi)

Under Secretary to Government, Haryana,
Protocol Department.

Endst. No. 43/5/2001-3GSII

Dated 12th August, 2014

A copy each is forwarded to the following for information and necessary action:-

- The Registrar, Maharishi Dayanand University, Rohtak/ Kurukshetra University, Kurukshetra/Haryana Agricultural University, Hisar/ Guru Jambheshwar University, Hisar/ Ch. Devi Lal University, Sirsa/ Pt. B.D.Sharma University of Medical & Health Sciences, Rohtak and Bhagat Phool Singh Mahilla Vishwa Vidyalaya, Khanpur Kalan, Sonapat.
- The MD/HARTRON.

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3. The State Informatics Officer (NIC), Haryana Civil Secretariat, Chandigarh for uploading on the websites of the State Government and Chief Secretary's office as well. He is also requested to send this letter by e-mail to all concerned.
 4. The Secretary, Haryana Staff Section Commission, Sector-2, Panchkula.



(Bhim Singh Negi)
Under Secretary to Government, Haryana,
Protocol Department.

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