

Form

Deputy Commissioner,
Kurukshetra.

To

All Head of Office (D.I.T.S Kurukshetra)

Memo No. 2240-2340

Dated:- 09.07.2020

Subject:- Empanelment of Service Provider at District Level Kurukshetra under outsourcing Policy (Part-1)

Please refer to the subject noted above.

In this context it is intimated that M/s MI2C Securities and facilities Pvt. Ltd. New Delhi has been Empanelled as Service provider in District Kurukshetra with the following terms and conditions :-

1. Rate of wages As per DC rate Kurukshetra
2. Service Charge 2.01% on wages at DC rate
3. EPF,ESCI, Welfare Fund As per Govt. Rules as applicable from time to time.
4. The contract with agency will be for a period of Two Year i.e. 01/07/2020 to 30/06/2022. However, contract may be extended further as per requirement on the basis of performance.
5. Your office has to execute an agreement with the Service Provider on a Stamp Paper of Rs. 2000/- after issue of work allotment.
6. Your Office will have to get deposited 5% performance security of the Annual cost in the form of Bank Guarantee/Fixed Deposit in favor of your office. The security money will be refunded after three months on completion of contract.
7. The agency will pay the wages to the manpower through payment in individual's bank account in first week of next month. After this the agency will provide the bill to your office for re-imbursement your office will pay the wages to the agency every month either by cheque/RTGS or NEFT. If the agency doesn't pay the salary in time the penalty of Rs.1000/- per day will be imposed and the penalty amount will be deducted from your bills.
8. If any of the manpower provided by the agency participates in any strike, Dharna or any trade union activities, then agency will provide new manpower fulfilling the eligibility criteria decided by DC Office in place of him/her.
9. During the currency of contract, no price hike/increase will be considered i.e. the rates quoted by the agency shall remain firm and final. However, increase in wages as prescribed by DC Office, Kurukshetra shall be allowed.
10. The antecedents of personnel deputed by the agency will have to be verified from the police authority by the agency and a certificate to this effect will be rendered by the agency at the time of appointment of worker.
11. If the work and conduct of the personnel deputed by the agency are not found satisfactory, the agency shall provide suitable replacement immediately and the agency have no right to replace the employees without permission of department.
12. Minimum wages to be paid to the manpower through agency will be fixed as per the instructions of the DC Kurukshetra.
13. The Income tax & GST will be deducted as per rules and regulations of respective Acts as applicable from time to time.

All are directed to engage the above referred service provider for the categories of Manpower attached as Annexure 'A'. An affidavit attached at Annexure 'B' may also be got signed from the Service provider. The above said conditions may also be strictly followed. It is pertinent to mention here that for non compliance of these instructions the concerned office is fully responsible at its own level for any dispute arising thereof like Non deposit of E.P.F, E.S.I.C etc.

Encls :- Annexure 'A' & 'B'
Endst. No.

Deputy Commissioner,
Kurukshetra.

Dated:-

A copy of the above is forwarded to M/s MI2C Securities and Facilities Pvt. Ltd. New Delhi for information and necessary action.

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Sr. No.	Category of Workers
1	Waterman, Chowkidar, Cattle Pond Chowkidar, Road tree watchman, Forest guard, Lightman, Beldar, Grass cutter, Unskilled Labourer, Peon, Khalasi, Cart-man, Cleaner, Cook, Mali, Key Man, Aya, Sweeper, Mobility Assistant, Road Roller Driver, Langri, Barbar, Conductor, Washer Man, Dobhi, Boatman, Coolies, Dak Runner, Cattle Catcher, Godown keeper, Library keeper, Fishery Watcher, Mochi, Attendant Diary Hospital, Sanitary Helper, Telephone Operator, Ticket verifier, Tailor Master
2	Laboratory Attendant, Process Server, Bill distributor, Daftari, Mate, Hammer Man, SafaiMazdoor, Fire Man,
3	Moharar, Assistant Mechanics, Fitter, Pipe Fitter, Head Fireman, Lift Operator, Gunman, ClerkMetric/ Library Attendant, Tracer, Turner Moulder, Cinema Operator, Street Light Inspector, Electrician, Switch Board Operator, Head work Mistari, Welder, Tax Collector, Head Pump fitter, Painter 2 nd class
4	Steno Typist, Lab Technician
5	Clerk Cum Typist/ Lascar /Clerk cum House Keeper/ Telephone Operator/ Conductor/ Lib. Asstt./ Statistical Asstt.,
6	Clerk Graduate, Blacksmith
7	Clerk-cum-Typist Graduate with SETC
8	Driver L-V
9	Licensing Inspector, Tax Inspector, Sanitary Inspector (Super-wiser), Dispenser, Inspector, Veterinary Compounder, Pharmacist, Vaccinator, Charge Man, Meter Repairer, Sub Fire-Officer
10	Driver H-V
11	Lady Health Visitors, Mechanical Forman, Tax Superintendent, Chief Sanitary Inspect., Fire Station Officer, Painter I st class, Stock Asstt., Wire Man, Head Cook, Drafts Man
12	Road Inspector, A, N.M., Assistant Pump Motor Operator, Head Mali, Sewer Man, Raj Mistri, Mason, Carpenter
13	A.L.M./S.A. for equal to his work or having Two years I.T.I. Diploma Holder (Up to 5 years' Experience More than 5 Years' experience More than 10 Years' experience
14	Computer operator/ Data Entry Operator
15	Line Man
16	Clerk Cum Urdu Reader/ Urdu Translator
17	Sub Divisional Clerk
18	NaibTehsildar Election
19	GSO/SSA(3 year Diploma)
20	Junior Computer Programmer/Junior Programmer/Programmer
21	Junior Scientific Assistant
22	Asstt. [Accountant/ Account Asstt./ Accounts Clerk/ Head Clerk/ Stenographer/ Junior Scale Stenographer/ Head Draftsman
23	Patwari/ Revenue/Canal
24	Steno Instructor (Eng./ Hindi) Instructor cutting tailoring etc./ Kanungo
25	J.E. Mechanical/ J. E. Civil/ Ziledar
26	Legal Advisor (Law Graduate)

*In addition to above the department can also demand manpower as per their requirement.

AFFIDAVIT

I _____ S/o Sh. _____ R/O
_____ do hereby solemnly affirm and declare as under:-

1. That I on behalf of the _____ agree with the terms and conditions contained in allotment letter number _____ dated _____ and shall comply with statutory obligations in respect of the contract enter in with the _____ for providing skilled/unskilled workers.
2. That the labour engaged for this work will be paid at the minimum wages prescribed by the DC Kurukshetra and shall regularly deposit the amount of EPF, ESIC, GST etc. in the respective account.
3. That the firm undertakes to comply with the all the statutory obligations.

Deponent

Verification

Verified that the above statement is true to the best of my knowledge and belief and nothing has been concealed therein.

Date

Deponent

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