

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 REVENUE DEPARTMENT: DELHI
 (GENERAL ADMINISTRATION BRANCH)
 5, SHAM NATH MARG, DELHI-54.

No.F.7/3/GA/Estt./DC/06/Pt.file-II /4219

Dated 25/03/2014

To

The Deputy Commissioner (Revenue)
 All the Districts Delhi/N.Delhi.
 Govt. of NCT of Delhi.

Sub: - Extension of posts of various contractual staff for Revenue Department.

Sir/Madam,

I am directed to convey the approval/sanction of the Finance Department vide their U.O. No. 346/DSVI dated 11.03.2014 towards extension of 268 posts of contractual staff through outsource on a monthly remuneration of Rs. 11365/- per month (including Service Tax) per staff for the period w.e.f. 01/03/2014 to 28/02/2015 or till the regular vacancies are filled whichever is earlier, subject to observance of all codal formalities and availability of funds during the current financial year 2014-2015:-

S. No.	District	No. of Contractual staff for the O/o the SDM	No. of Contractual staff for the O/o the Sub-Registrar	No. of Contractual staff for the O/o LAC	No. of Contractual Staff for the District offices (for issuance of various types of certificate work)	Total
1.	North-West	Rohini 3 Kanjhawala 3 Saraswati Vihar 3	Rohini (E) 4 Rohini 4 Pitampura 6	5	7	35
2.	South-West	Dwarka 3 Najafgargh 3 Kapashera 3	Kapashera 5	5	7	26
3.	South	Saket 3 Hauz Khas 3 Mehrauli 3	Mehrauli 4 Hauz Khas (E) 3	4	7	27
4.	West	Punjabi Bagh 3 Patel Nagar 3 Rajouri Garden 3	Janak Puri 9 Punjabi Bagh 3	2	7	30
5.	East	Gandhi Nagar 3 Preet Vihar 3 Mayur Vihar 3	Geeta Colony 5	0	7	21
6.	North	Model Town 3 Narela 3 Alipur 3	Narela 3	7	7	26
7.	North-East	Seelampur 3 Yamuna Vihar 3 Karawal Nagar 3	Seelampur 2	0	7	18
8.	Central	Civil Lines 3 Kotwali 3 Karol Bagh 3	Kashmiri Gate 5 Asaf Ali Road 3	1	7	25

6

9.	New Delhi.	Chanakya Puri Delhi- Cantonment Vasant Vihar	3 3 3	INA	4	0	7	20
10.	South East	Defence Colony Kalkaji Sarita Vihar	3 3 3		0	1	7	17
11.	Shahdara	Shahdara Seemapuri Vivek Vihar	3 3 3	Vivek Vihar (E) Seemapuri	3 3	0	8	23
	Total		99		66	25	78	268

The Districts would ensure to fulfill the conditions and follow the guidelines regarding the mode of hiring and deployment of Contractual staff, enclosed as Annexure-I.

Yours faithfully,

Encl:- as above.



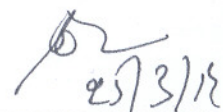
(ASHOK KUMAR SHARMA)
SUB DIVISIONAL MAGISTRATE-IV (HQ)

No.F.7/3/GA/Estt./DC/06/P.File-II/4219

Dated 25/03/2014

Copy forwarded for information and further necessary action to:-

1. The Deputy Secretary (Finance E-VI), Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
2. The System Analyst, HQ with the request to upload this order on website of this Department.
3. Deputy Controller of Accounts (HQ).
4. OIC (B&B), Revenue department (HQ).
5. PAOs concerned through all the Districts.
6. PS to Pr. Secretary (Revenue)/Divisional Commissioner, Delhi.
7. PA to D.C. (HQ).
8. PA to Additional Secretary (Revenue).
9. Guard file/office order file.



(ASHOK KUMAR SHARMA)
SUB DIVISIONAL MAGISTRATE-IV (HQ)

CONDITIONS FOR ENGAGEMENT OF CONTRACTUAL STAFF AND GUIDELINES
REGARDING THE MODE OF HIRING AND DEPLOYMENT OF
CONTRACTUAL STAFF

1. The extension of engagement of contractual staff are against the vacant post of their respective categories only.
2. It would be ensured that the candidates, whose contractual period is proposed to be extended, would fulfill the conditions of educational qualifications, experience, if any, age etc. as prescribed in the Recruitment Rules of the respective post.
3. It would be ensured that each district will undergo a fresh contract agreement with those candidates whose term is being extended.
4. It would be ensured that the character and antecedents of eligible persons will be checked.
5. It would be ensured that all the eligible candidates will undergo the medical test in Govt. hospital.
6. It would be ensured that the contract will be for one year and automatically terminate on the date of completion of one year or till the regular appointment is made against the posts.
7. It will be ensured that in case, the department proposes to extend the contract of the same person for a further period in view of functional requirement, the Head of Department would again enter into a fresh contract agreement with the person, concerned, after obtaining the approval of the competent authority.
8. It will be ensured that no other allowances or facilities, available to regular employees shall be payable to persons engaged on contract basis unless specifically agreed to.
9. The contractual staff will be deployed on routine functions of non-sensitive nature duties. The functions of enquiries, issue of certificates and custody of record, etc shall be performed by regular staff. The Deputy Commissioner concerned may deploy existing regular staff in place of contractual staff in sensitive post.
10. Hiring of contractual staff will be through the empanelled agencies of Department of Information Technology, Govt. of NCT of Delhi as circulated vide No. F.1(44)/2004-IT/1415-1420 dated 17.02.2011.
11. Concerned Districts shall execute agreement with the agency so hired after due procedure as per the terms and conditions of the Standard Agreement circulated by IT Department which shall be adhered to and in addition to those conditions, the following conditions shall also be added while hiring the services of contractual staff and these conditions shall be incorporated in the agreement with the empanelled agency selected for providing the contractual staff:-

- a. The contractual staff shall be subject to ethical conduct on similar lines as conduct and disciplinary rules as applicable to the Government Employee.
- b. Any serious misconduct on the part of contractual staff while performing his duties in the Revenue Department shall be liable to criminal prosecution, besides immediate termination of his services.
- c. The empanelled agency shall be obliged to provide a panel of screened candidates for final selection by the Revenue Department and to bring all these conditions to the notice of the contractual staff.

12. The contractual staff shall be deployed as under:-

- A. In SDMs office:-
 - a. Process of applications on computer comprising filling of data base.
 - b. Routine duties line maintenance of registers, photocopy and typing work.
 - c. Other duties on non-sensitive nature as required by SDMs/Branch.
- B. In SR Office:-
 - a. Serial Number allotment of document received in the Sub-Registrar Office on computer database.
 - b. Routine duties line maintenance of registers, photocopy and typing work.
 - c. Other duties on non-sensitive nature as required by Sub-Registrars.
- C. In LAC office:-
 - a. Process of applications on computer comprising filling of data base of pending references under section 18 of Land Acquisition Act 1894.
 - b. Routine duties line maintenance of registers, photocopy and typing work.
 - c. Other duties on non-sensitive nature as required by LACs.
- D. In Distt. Office (for issuance of certificate work)
 - a. Process of applications on computer comprising filling of data base.
 - b. Routine duties line maintenance of registers, photocopy and typing work.
 - c. Other duties on non-sensitive nature as required by Deputy Commissioner/Tehsildar.



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54.

No.F.7/3/GA/Estt./DC/06/Pt.file-II/4220

Dated 25/03/2014

To

The Deputy Commissioners (Revenue)
All the Districts Delhi/New Delhi.
Govt. of NCT of Delhi.

Sub: - Extension of posts of contractual staff for Revenue Department.

Sir/Madam,

I am directed to convey the approval/sanction of the Finance Department vide their U.O. No. 346/DSVI dated 11.03.2014 towards extension of following 41 posts of Data Entry Operators and 12 posts of Assistant Programmers through outsource at a competitive rates from any empanelled agency under Department of I.T., on a monthly remuneration of Rs. 11365/- per month (including service tax) per Data Entry Operator and Rs. 20084/- p.m. (including service tax) per Assistant Programmer for Sub-Registrar Offices & Rs. 21091/- p.m. (including services tax) for Assistant Programmer at H.Q. of this department for the period w.e.f. 01/03/2014 to 28/02/2015, subject to observation of all codal formalities & availability of funds during current financial year 2014-2015.

S.No	District/H.Q.	Sub-Registrar Offies	Asstt. Programmer	Data Entry Operator
1	North-West	Rohini (E)	00	03
		Rohini	00	02
		Pitampura	01	02
2	South-West	Kapeshera	01	03
3	South	Mehrauli	00	03
		Hauz Khas (E)	00	00
4	West	Janak Puri	01	02
		Punjabi Bagh	01	02
5	East	Geeta Colony	01	02
6	North	Narela	01	02
7	North-East		01	02
8	Central	Kashmiri Gate	01	03
		Asaf Ali Road	01	02
9	New Delhi.	INA	01	02
10.	South East	-	00	00
11	Shahdara	Vivek Vihar (E)	00	04
		Seemapuri	01	02
12	H.Q.		01	05
		TOTAL	12	41



The guidelines regarding the mode of hiring and deployment of Contractual staff are enclosed as Annexure-I. The contract staff may be outsource from empanel agencies of I.T. department.

Yours faithfully,

Encl:- as above.


(ASHOK KUMAR SHARMA)
SUB DIVISIONAL MAGISTRATE-IV(HQ)

No.F.7/3/GA/Estt./DC/06/P.File-II/4220

Dated 25/03/2014

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2. The System Analyst, HQ with the request to upload this order on website of this Department.
3. Deputy Controller of Accounts (HQ).
4. OIC (B & B), Revenue department (HQ).
5. PAOs concerned through all the Districts.
6. PA to Pr. Secretary (Revenue)/Divisional Commissioner, Delhi.
7. PA to D.C. (HQ).
8. PA to Addl. Secretary (Revenue).
9. Guard file/office order file.


(ASHOK KUMAR SHARMA)
SUB DIVISIONAL MAGISTRATE-IV(HQ)

GUIDELINES REGARDING THE MODE OF HIRING AND DEPLOYMENT OF CONTRACTUAL STAFF

CONDITIONS FOR ENGAGEMENT OF CONTRACTUAL STAFF AND GUIDELINES REGARDING THE MODE OF HIRING AND DEPLOYMENT OF CONTRACTUAL STAFF

1. The extensions of engagement of contractual staff are against the vacant post of their respective categories only.
2. It would be ensured that the candidates, whose contractual period is proposed to be extended, would fulfill the conditions of educational qualifications, experience, if any, age etc. as prescribed in the Recruitment Rules of the respective post.
3. It would be ensured that each district will undergo a fresh contract agreement with those candidates whose term is being extended.
4. It would be ensured that the character and antecedents of eligible persons will be checked.
5. It would be ensured that all the eligible candidates will undergo the medical test in Govt. hospital.
6. It would be ensured that the contract will be for one year and automatically terminate on the date of completion of one year or till the regular appointment is made against the posts.
7. It will be ensured that in case, the department proposes to extend the contract of the same person for a further period in view of functional requirement, the Head of Department would again enter into a fresh contract agreement with the person, concerned, after obtaining the approval of the competent authority.
8. It will be ensured that no other allowances or facilities, available to regular employees shall be payable to persons engaged on contract basis unless specifically agreed to.
9. The contractual staff will be deployed on routine functions of non-sensitive nature duties. The Deputy Commissioner concerned may deploy existing regular staff in place of contractual staff in sensitive posts.
10. Hiring of contractual staff will be through the empanelled agencies of Department of Information Technology, Govt. of NCT of Delhi as circulated vide No. F.1(44)/2004-IT/1415-1420 dated 17.02.2011.
11. Concerned Districts/Headquarters shall execute agreement with the agency so hired after due procedure as per the terms and conditions of the Standard Agreement circulated by IT Department which shall be adhered to and in addition to those conditions, the following conditions shall also be added while hiring the services of contractual staff and these conditions shall be incorporated in the agreement with the empanelled agency selected for providing the contractual staff:-

- A. The contractual staff shall be subject to ethical conduct on similar lines as conduct and disciplinary rules as applicable to the Government Employee.
- B. Any serious misconduct on the part of contractual staff while performing his duties in the Revenue Department shall be liable to criminal prosecution, besides immediate termination of his services.
- C. The empanelled agency shall be obliged to provide a panel of screened candidates for final selection by the Revenue Department and to bring all these conditions to the notice of the contractual staff.

12. The deployment of contractual staff in SR Offices shall be as under:-
- o Serial Number allotment of document received in the Sub-Registrar Office on computer database.
 - o Routine duties line maintenance of registers, photocopy and typing work.
 - o Other duties on non-sensitive nature as required by Sub-Registrars.



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54.

No.F.7/3/GA/Estt./DC/06/P.File-II/ 4221

Dated 25/03/2014

To

The Deputy Commissioners (Revenue)
All the Districts Delhi/New Delhi
Govt. of NCT of Delhi.

Sub:- Extension of posts of contractual staff in the Revenue Department.

Sir/Madam,

I am directed to convey the approval/sanction of the Finance Department towards extension of 21 (Twenty One) posts of Drivers on contract basis through outsource against vacant posts of driver for the period w.e.f. 01/03/2014 to 28/02/2015 or till the vacancies are filled on regular basis, whichever is earlier, subject to observance of all codal formalities and availability of funds during the current financial year 2014-2015 vide their U.O. No. 346/DS-VI dated 11.03.2014 on a monthly remuneration of Rs. 11365/- (including service tax) per staff:-

The district wise allocation of 21 drivers is given as under:-

S.No.	District	Engagement of contractual staff against Vacant post of drivers
1.	North	03
2.	North East	03
3.	North West	02
4.	East	02
5.	West	03
6.	South	00
7.	South West	04
8.	New Delhi	03
9.	Central	01
	TOTAL	21

The guidelines regarding the mode of hiring and deployment of Contractual staff are enclosed as Annexure-I.

Yours faithfully,

Encl:- as above.

(ASHOK KUMAR SHARMA)

SUB DIVISIONAL MAGISTRATE-IV(HQ)

No.F.7/3/GA/Estt./DC/06/P.File-II/ 4221

Dated 25/03/2014

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(ASHOK KUMAR SHARMA)

SUB DIVISIONAL MAGISTRATE-IV(HQ)

CONDITIONS FOR ENGAGEMENT OF CONTRACTUAL STAFF AND GUIDELINES
REGARDING THE MODE OF HIRING AND DEPLOYMENT OF
CONTRACTUAL STAFF

1. The engagement of contractual staff is against the vacant post of Drivers.
2. It would be ensured that the candidates to be engaged would fulfill the conditions of educational qualifications, experience, if any, age etc. as prescribed in the Recruitment Rules of the Driver.
3. It would be ensured that the character and antecedents of eligible persons will be checked.
4. It would be ensured that all the eligible candidates will undergo the medical test in Govt. hospital.
5. It would be ensured that the contract will be upto Feb. 2015 automatically terminate on the date of completion of one year or till the regular appointment is made against the posts, whichever is earlier.
6. For engaging drivers on contract basis, concerned Districts/ Headquarter shall execute agreement with the empanelled agencies circulated by the Services Department vide its circular No. 3(25)/DSSSB/2008-S.III/Pt.file/1465-1473 dated 04.04.2008 (copy enclosed) after due procedure as per the terms and conditions which shall be adhered to and in addition to those conditions, the following conditions shall also be added while hiring the services of contractual staff and these conditions shall be incorporated in the agreement with the empanelled agency of Govt. of NCT of Delhi for providing the contractual staff:-
 - A The contractual staff shall be subject to ethical conduct on similar lines as conduct and disciplinary rules as applicable to the Government Employee.
 - B Any serious misconduct on the part of contractual staff while performing his duties in the Revenue Department shall be liable to criminal prosecution, besides immediate termination of his services.
 - C The empanelled agency shall be obliged to provide a panel of screened candidates for final selection by the Revenue Department and to bring all these conditions to the notice of the contractual staff.

