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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/Part-III | 9/13

Dated: 14/3/16

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

Sub:- Engagement 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. 286/DS6 dated 08.03.2016 towards extension/engagement of following 41 Data Entry Operators and 12 Assistant Programmers through outsource at competitive rates from any empanelled agency under Department of I.T., subject to observation of all codal formalities & availability of funds during current financial year 2016-2017 (01.03.2016 to 28.02.2017).

| 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 | 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 | Seelampur | 01 | 02 |
| 8 | Central | Kashmiri Gate | 01 | 03 |
| | | Asaf Ali Road | 01 | 02 |
| 9 | New Delhi. | INA | 01 | 02 |
| 10. | South East | Mehrauli | 00 | 03 |
| 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 outsourced from empanelled agencies of I.T. department.**

The rates in r/o Contractual Staff detailed above will be revised as and when the minimum wages rates are revised by Labour Department.

Yours faithfully,

D/14/3/16

Encl:- as above.

(DINESH JHA)
SUB DIVISIONAL MAGISTRATE-III (HQ)

No.F.7/3/GA/Estt./DC/06/Part-III/ 9/13

Dated 14/3/16

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. Sr. System Analyst, HQ with the request to upload this order on the website of Deptt.
3. Deputy Controller of Accounts (HQ).
4. PAOs concerned through all the Districts.
5. PA to Secretary (Revenue)/Divisional Commissioner, Delhi.
6. PA to Dy. Commissioner (HQ)-I, Revenur Department, Delhi.
7. PA to Dy. Commissioner (HQ)-II, Revenur Department, Delhi.
8. Guard file/office order file.

D/14/3/16

(DINESH JHA)
SUB DIVISIONAL MAGISTRATE-III (HQ)

peny 15/3/16

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 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 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:-
- Serial Number allotment of document received in the Sub-Registrar Office on computer database.
 - Routine duties line maintenance of registers, photocopy and typing work.
 - Other duties on non-sensitive nature as required by Sub-Registrars.
