

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

No. F. 15(188)/GA/Estt/DC/2016/ 2876

Dated: 30/9/2016

To

The S.D.M. (H.Q.),  
All Districts  
Revenue Department  
GNCT of Delhi  
Delhi.

Sub: Minutes of the meeting regarding timely payment of wages to contractual/ outsourced workers, held under the Chairmanship of the Chief Secretary of Govt. of NCT of Delhi, on 12.08.2016 and to review action taken on the decisions taken in the previous meetings.

Please find enclosed a copy of letter bearing No. CS/4403-4446 dated 29/08/2016 regarding Minutes of the meeting held under the Chairmanship of Chief Secretary on 12.08.2016 to review action taken on the decisions taken in the previous meetings.

This is for further necessary action in this regard.

Encl. as above.

  
(Gurpreet Singh)

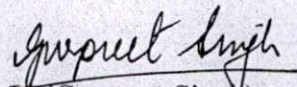
Sub-Divisional Magistrate-V (HQ)

No. F. 15(188)/GA/Estt/DC/2016/ 2876

Dated: 30/9/2016

Copy forwarded for information to:-

1. Sr. System Analyst(HQ), Revenue Department with the request to upload the order on the website of the department.
2. PA to Secretary (Revenue)/Divisional Commissioner, GNCT of Delhi,
3. PA to Dy. Commissioner (HQ)-I, II & III, Revenue Department, GNCT of Delhi,
4. Guard file.

  
(Gurpreet Singh)

Sub-Divisional Magistrate-V (HQ)

**OFFICE OF CHIEF SECRETARY  
GOVT. OF NCT OF DELHI  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI**

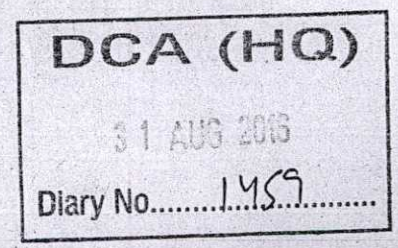
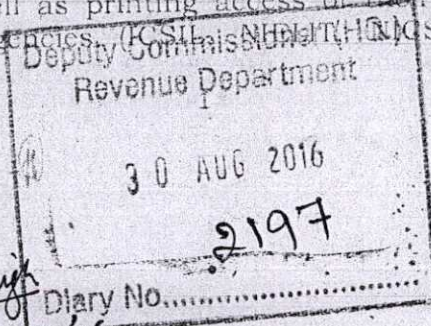
No. CS/4403-4446

Dated: 29/08/2016

**Minutes of the meeting regarding timely payment of wages to contractual/outsourced workers, held under the Chairmanship of Chief Secretary on 12.08.2016 and to review action taken on the decisions taken in the previous meetings.**

In continuation to the earlier meetings on the above subject, another meeting was held under the chairmanship of Chief Secretary on 12.08.2016 at 4:30 PM to sort out all residual issues to ensure timely payment of wages to contractual/outsourced employees and to further streamline the process for timely release of wages through process re-engineering, etc.

2. List of participants is enclosed at Annexure - I.
3. Following was the agenda:
  - i. Biometric Attendance as per AR Department circular dated 09.08.2016.
  - ii. Computerization and on-line submission of attendance report. ★
  - iii. Timely payment to private vendors for engagement of contractual/outsourced workers.
  - iv. Payment to NICSI/NIELIT and other government agencies against engagement of contractual/outsourced workers.
  - v. Advance payment to vendors/contractors for contractual/outsourced workers.
4. The possibility of obtaining real-time and Online Biometric Attendance of Contractual employees was discussed to speed up payment of wages. The lack of receipt of timely attendance has been identified as a major fact contributing to the delay in making payment of wages. It was noted that AR department had issued a circular on 30.12.2013 and 01.06.2014 asking all departments to install Biometric attendance system with web based features for online monitoring of attendance of the regular Government employees. 88 departments/agencies had submitted compliance report to AR department.
5. It was noted, as well, that AR department has issued another circular on 09.08.2016 asking departments / agencies concerned to immediately install the Biometric system and report compliance by 10.09.2016. It has been clarified in the circular that (a) all departments should make provision in the Biometric attendance system for attendance of contract employees and (b) to provide read only as well as printing access of their attendance servers to manpower deploying agencies (PCSIL, NIELIT, HQ, NICSI etc.) in respect of



O. S. G. A. (HQ)

Diary No.....

Date.....

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Revenue Deptt.

*Handwritten:* Date: 5/9/16

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manpower supplied by them. This will facilitate timely generation of salary bills and release thereupon. The representatives of ICSIL/ NIELIT/ NICSI were directed to provide the list of manpower provided by them to all the HoDs immediately. It was also discussed and decided to provide read only access to any other manpower providing agency, if any, so that salary can be released in time.

Action: AR Department/DSI IDC

6. The representatives of ICSIL/ NIELIT and NICSI were asked about the progress of making their own web based attendance system as directed by the AR department (for the departments where man power is provided but department does not have biometric system of its own). The representatives informed they will implement the required software within 15 days.

Action: AR Department/DSI IDC

7. The representative of Health Department informed that Health department has moved towards Govt's Aadhaar based biometric attendance system. The only additional cost to shift to this web-based module is the minimal cost of the machine. Additional Director, SDMC informed that SDMC has also adopted the Govt's Aadhaar based biometric attendance system in SDMC schools on pilot basis and it is running successfully. The representative of NIC informed that they are also using Govt's biometric system. It was decided that those departments where web-based attendance system is yet to be adopted can straightaway move to Govt's attendance system. The departments which are running some other system can move to this system, after expiry of the current contract period.

Chief Secretary asked AR and IT department to issue a comprehensive circular, with Government approval, for implementing Govt's Aadhaar based biometric system.

Action: AR/IT Department

8. Pr. Secretary (Finance) informed that Finance department has issued a circular on 09.08.2016 permitting individual departments to provide ICSIL an advance of one and half months equivalent wages payable to ICSIL for outsourced staff by the departments concerned. Interest accrued on such advance will have to be adjusted against future wages. Director, NIELIT requested that similar facility as in the case of ICSIL may be extended to NIELIT. Chief Secretary asked Labour department to move a note in this regard and the same shall be examined by the Finance department. Representatives of NICS I told that they already get advance from the departments, so they don't have this problem.

Action: Labour Department/Finance Department

9. Chief Secretary inquired about the advance payment facilities to private vendors. Pr. Secretary (Finance) informed that advance against bank guarantee can be examined. Finance Department was asked to assess the requirement of advance to private vendors and frame a policy.

Action: Finance Department

10. Pr. Secretary (Finance) mentioned that there are two types of contracts regarding manpower (i) Lumpsum contracts which are outcome based and (ii). Manpower services which are in the nature of body shopping. Past experience suggests that lumpsum contracts have faced problems of salary component. It was noted that as per the approval of the Cabinet, a model RFP for manpower selection of multitasking staff has been finalized. The category of personnel included in the model RFP, are multitasking staff (peon / messenger, sweeper / cleaner), security personnel, driver, data entry operator and multitasking assistant. The said RFP however does not deal with attendance system, advance payment, etc. The payment of wages can still get delayed even after adoption of model RFP. Chief Secretary asked Finance department to process the matter for seeking Cabinet approval for adding provision of Biometrics/Aadhar attendance, as also to process for provisioning of advance to private vendors in the model RFP.

Action: Finance Department

11. To circumvent the delay in payment of wages on monthly basis while calculating the attendance upto the last date of the month, an idea of calculating the salary of the contractual/outsourced workers based upon his actual attendance upto 23<sup>rd</sup> of the month and the remaining period as full wages was discussed. The overpayment if any on account of period of absence / non-duty during 24<sup>th</sup> to the last date of the month can be adjusted in the next month's salary bills. Chief Secretary asked Labour Department to examine the feasibility of the same and prepare guidelines/circular for seeking Government approval.

Action: Labour Department

12. Chief Secretary inquired about the progress on the issue of a circular to simplify procedure for grant of NOC in respect of DEOs. Secretary (IT) informed that IT department has already issued a circular dated 12.08.2016 mentioning therein that there is no need to send the file to IT department for technical clearance for hiring of DEOs against the vacant posts of LDCs. However, the departments shall follow other codal formalities.

13. Pr. Secretary (Finance) informed that Finance department will fix the number of persons which can be engaged at the initial stage. Thereafter, individual departments need not approach Finance department for continuation. A circular in this regard will be issued shortly.

Action: Finance Department

15. The meeting ended with a vote of thanks to the Chair.

26/8/2016  
(Ajay Chagti)

Staff Officer to Chief Secretary

Copy to:

1. Principal Secretary (UD)
2. Chairman (DFC)
3. Principal Secretary (Home)
4. Principal Secretary (Finance)
5. Chairperson, NDMC
6. Chairman, DSSSB
7. Commissioner, North DMC
8. Commissioner, South DMC
9. Commissioner, East DMC
10. Secretary, Social Welfare
11. Secretary (Education)
12. Secretary (TTE)
13. Secretary (Higher Education)
14. Secretary (Vigilance)
15. Secretary (Power)
16. Secretary (H&FW)
17. Secretary (SC/ST)
18. Secretary (PR)
19. Commissioner (Trade & Taxes)
20. CEO (DJB)
21. Secretary (Tourism)
22. Chief Electoral Officer
23. Secretary/Juni-Commissioner (Labour)
24. Secretary (GAD)
25. Secretary (Revenue)
26. Secretary (Services)
27. Secretary (L&B)
28. Secretary (Development)
29. Secretary (Env. & Forests)
30. Commissioner (Transport)
31. Managing Director (DKVIB)
32. Secretary (Art & Culture)
33. Secretary (IT)
34. Secretary (AR)
35. CEO (DUSIB)
36. Secretary (Language)
37. Director (UTCS)
38. Secretary (Cooperation)
39. Commissioner (Excise)
40. Secretary (Law)
41. Secretary (PWD)
42. Commissioner (Industries) I/c
43. Director Delhi (NIELIT)
44. SIO NIC