

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
1, PT. RAVI SHANKAR SHUKLA LANE, K.G. MARG, NEW DELHI-01**

No.F.6 (21)/DWCD/Admn./Misc./2014/ 3501-656

Dated

May, 2016

CIRCULAR

6 MAY 2016

Council of Minister in order to ensure timely payments of wages/remunerations to contractual/outsourced employees vide Cabinet Decision No. 2323 dated 22.03.2016 has issued detail instructions to the Departments. One of the instructions which is reproduced below cast the responsibility of timely payments of wages/remunerations on the HOD/Secretary of the concern Department:-

"It shall be personal responsibility of each HOD/Secretary to ensure that the contract employees, whether employed directly by GNCTD or working with a contractor whose services have been hired by GNCTD are paid their wages for previous month by 15th of every month".

HOD/Secretaries are also required to furnish a certificate by 20th day of each month certifying that all employees have been paid wages which shall be submitted to Hon'ble Chief Minister by CS office by 22nd of the Month. As per Cabinet decision, failing to ensure payment to the contractual staff invite action such as imposition of penalty equal to deduction of pay upto 10% of basis salary for that month. If contractor fails to comply despite repeated attempts, HOD/Secy. shall be at liberty to cancel the contract and process for engaging new contractor shall be initiated.

To ensure compliance of the decision of the Delhi Cabinet all the Proprietors of Manpower deployment Agencies including Security/Sanitation agencies are hereby directed to strictly follow following instructions with regard release of wages/remunerations to the outsource staff:-

1. They shall claim the remunerations of previous month from the Department expeditiously.
2. Concern HOO/Branch In-Charges where the employees are deployed shall submit the attendance certificate to concern branches in WCD (HQ) on 1st day of next month.
3. The attendance shall be consolidated and forwarded to the Manpower Deployment Agency by 3rd of the next month positively for generation of invoices.
4. Agency shall submit its invoice to concern Branch of WCD (HQ) by 5th of next month,
5. The claim shall be examined and sanction obtained by 7th and bill presented to the PAO.
6. Account Officer /DDO shall ensure that the claim is passed and payment released to the Agency by PAO.
7. The Manpower Deployment Agency shall ensure timely payment of statutory deductions to concern authorities and shall also ensure that the remunerations as sanctioned by Department is released to the concern employees bank account directly through RTGS/ECS.



In case there is delay in processing the case, responsibility of concern staff shall be fixed and penalty as approved by the Cabinet shall be deducted from his/her salary. In respect of contractual staff engaged by the Department directly the HOO/Branch in-Charge shall ensure timely payment of remunerations at their end.

This issues with the approval of the Director-WCD.


(G.C.Lohani)

Deputy Director (Admn.)

1. All DDs/District Officers/Branch In-charges , DWCD
2. All DDO/HOO, Homes/Institutions/Projects, DWCD, Delhi/New Delhi
3. Account Officer/ DDO, WCD (HQ)
4. M/s V.K.Engineers & Contractors, A-7, Street No. 2, Pandav Nagar, Opp. Mother Dairy, Delhi-92.
5. M/s Jitendra Singh Negi Security Agency, A-90, FF, Main Masoodpur Road, Vasant Kunj, New Delhi-70
6. M/s Kulwant Singh Security Agency, Shop No. T-304, Vardhman Star City Mall, Sector-7, Dwarka, New Delhi-75
7. M/s Nikunj Gooel Security Agency, Unit No. 202, 2nd Floor, Plot No. 9, Plaza LSC Market, Sector-6, Dwarka, New Delhi-75.
8. M/s/ Akash Deep Security Services & Investigation, 662/1, FF, Ghati Road, Anand Parvat, New Delhi-05.
9. M.D. (Manpower), Intelligent Communications System India Ltd. (ICSIL), Admn. Building, Ohkla Industrial Estate, Phase-III, New Dehi-20.
10. M.D., National Institute of Electronics & Information Technology, Department of Electronics & IT, Ministry of Communications & IT, Sector-22, NOIDA, U.P.
11. Assistant Programmer with direction to upload the order on web site of Department.

No.F.6 (21)/DWCD/Admn./Misc./2014/ 3501 - 656


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Copy for information to:-

16 MAY 2016

1. O.S.D. to the Chief Secretary, GNCT of Delhi, Delhi Secretariat, New Delhi-02
2. P.S. to the Secretary, Deptt. of Social Welfare/WCD, GNCT of Delhi, Delhi Gate, New Delhi-02
3. P.A. to the Director, Deptt. of Women and Child Development, GNCT of Delhi, KG Marg, New Delhi-01
4. All Special/Additional Directors, DWCD, GNCT of Delhi, KG Marg, New Delhi-01,


(G.C.Lohani)
Deputy Director (Admn.)