

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

F.7/3/GA/Estt./DC/06/Part-IV/ 1170

Dated 25/8/2020

To,

The District Magistrates,
All Districts of Revenue Department,
Govt. of NCT of Delhi, Delhi.

Sub: Engagement of contractual staff in the Revenue Department

Sir/Ma'am,

I am directed to convey the approval/sanction of Pr. Secretary (Revenue)/Divisional Commissioner, GNCTD, in continuation of Finance Department, GNCTD, vide their U. O. No. 286/DS 6 dated 08.03.2016, and granting of NOC of Services Department, GNCTD vide Dy. Secretary (Services)'s letter no. 14(5)/3/2019/Misc./S-III/CD No. 081532987/1075 dated 20.07.2020 (copy enclosed for compliance of instructions therein), towards extension/engagement of 334 (Three Hundred and Thirty Four) contractual staff through outsource against vacant posts of Senior Assistant, Junior Assistant and Stenographer Grade III, for the period from 01.03.2020 to 28.02.2021, or till the vacancies are filled on regular basis, whichever is earlier, subject to observance of all codal formalities and availability of funds.

Sl. No.	District	Senior Assistant, Junior Assistant and Stenographer Grade III
1	Revenue (HQ)	10
2	North West	46
3	South West	33
4	South	26
5	West	37
6	East	24
7	North	29
8	North East	21
9	Central	28
10	New Delhi	27
11	South East	21
12	Shahdara	32
	Total	334

The District authorities would ensure that all the conditions are fulfilled and follow the guidelines regarding the mode of hiring and deployment of contractual staff, enclosed as Annexure.

The above outsourced staff shall be paid against vacant posts only. In case in any Revenue District, vacant posts have been filled by regular staff, and the outsource staff who was drawing salary against these vacant posts during previous Financial Year may not be paid without prior approval of the Competent Authority in the absence of vacant posts.

The rates in r/o contractual staff detailed above will be revised as and when the minimum wages rates are revised by the Labour Department, Govt. of NCT of Delhi.

Encl: as above

Yours faithfully

(ANIL SIROHI)

SUB-DIVISIONAL MAGISTRATE - I (HQ)

F.7/3/GA/Estt./DC/06/Part-IV/ 1170

Dated 25/8/2020

Copy forwarded for information and further necessary action to:

1. PA to Pr. Secretary (Revenue)/Divisional Commissioner, Revenue Department, GNCTD, Delhi.
2. PA to DC (HQ)-I/II/III and DC (Census), Revenue Department, GNCTD, Delhi.
3. The Dy. Secretary (Services-III), Services Department, GNCTD, Delhi.
4. The Controller of Accounts/DCA (HQ), Revenue Department, GNCTD, Delhi.
5. PAO-VI through OIC (B&B)/DDO, OIC (B&B)/DDO, Revenue Department.
6. Sr. System Analyst, Revenue Department (HQ), GNCTD, with the request to upload this letter on the website of the Revenue Department.
7. PAOs concerned through the District Offices.
8. Guard file/office order file.

(ANIL SIROHI)

SUB-DIVISIONAL MAGISTRATE - I (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 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:-

- d. Process of applications on computer comprising filling of data base.
- e. Routine duties line maintenance of registers, photocopy and typing work.
- f. Other duties on non-sensitive nature as required by SDMs/Branch.

B.In SR Office:-

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

C.In LAC office:-

- j. Process of applications on computer comprising filling of data base of pending references under section 18 of Land Acquisition Act 1894.
- k. Routine duties line maintenance of registers, photocopy and typing work.
- l. Other duties on non-sensitive nature as required by LACs.

D.In Distt. Office (for issuance of certificate work)

- m. Process of applications on computer comprising filling of data base.
- n. Routine duties line maintenance of registers, photocopy and typing work.
- o. Other duties on non-sensitive nature as required by Deputy Commissioner/Tehsildar.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (III)

7TH LEVEL, B WING, DELHI SECRETARIAT

I.P. ESTATE, NEW DELHI-110002.

(Website: <http://services.delhigovt.nic.in>; Ph.No.: 23392239; Fax No.:23392150)

69/c

F No. 14(5)/3/2019/Misc./S-III/CD No 081532987/ 1075

Date:- 20/07/2020

To

The DC-III (H.Q)
Office of the Divisional-Commissioner
GNCT of Delhi
5 Sham Nath Marg, Delhi-54

Sub.: - Regarding Proposal for extension of contractual engagement of **334 DEOs** in **Revenue Department** for a period of **one year w.e.f. 01.03.2020 to 28.02.2021** or till the regular incumbents are posted by Services Department against the vacant posts of **Sr. Assistants, Steno Gr.III & junior Assistants**.

Sir,

I am directed to inform that the issue of shortage of staff in **Revenue Department**, GNCT of Delhi has been considered in this department and the Competent Authority has approved for granting NOC of Services Department for hiring the services of **334 DEOs on outsource basis** against the vacant posts of **Sr. Assistants, Steno Gr.III & junior Assistants** for a **period of one year w.e.f. 01-03-2020 to 28-02-2021** or till the regular incumbents be posted by Services Department, whichever is earlier, subject to adherence to the GFR, 2017 and other guidelines issued by Finance Department of GNCT of Delhi from time to time and fulfilment of all Codal formalities and following conditions:-

"There should not be any discrepancy in data of Revenue Department as well as by the services department.

All the provisions prescribed in DFPR and all the financial rules & regulations and all OM's/Directives/Guidelines/Notifications/Orders etc issued by MOF, MHA, DoPT, CVC & GNCTD are followed and complied with in letter & spirit without fail."

Further, the department shall also ensure that total number of **Sr. Assistants, Steno Gr.III & junior Assistants** and **DEOs** hired against the vacant posts of **Sr. Assistants, Steno Gr.III, Junior Assistants** should not exceed total sanctioned posts of **Sr. Assistants, Steno Gr.III, Junior Assistants** in the department at any stage.

This issues with the prior approval of the Competent Authority.

Yours faithfully,



(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

2352
28/7/2020