

**OFFICE OF THE COMMISSIONER OF INDUSTRIES  
GOVERNMENT OF NCT OF DELHI  
UDYOG SADAN, 419, FIE, PATPARGANJ INDUSTRIAL AREA: DELHI.**

No. FC.1/DCI/2015/4155 to 4164

Dated: 08<sup>th</sup> December, 2015

**CIRCULAR**

**Subject:- Empanelment of M/s ICSIL for hiring of contractual manpower in different Departments of Govt. of NCT of Delhi**

**This will be applicable to:-**

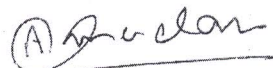
- All Government Department under Government of NCT of Delhi
- All Autonomous Bodies / Local Bodies under Government of NCT of Delhi
- All PSUs under Government of NCT of Delhi

The Government of National Capital Territory of Delhi has considered the proposal of Empanelment of M/S Intelligent Communication Systems India Ltd. (ICSIL) for hiring of all type of contractual manpower for various Departments of Govt. of NCT and approved vide Cabinet Decision No. 2215 dated 29.09.2015 that

- i) The ICSIL should be continued as empanelled agency at the same rate (i.e 10% ) as service charges of ICSIL for Govt. of NCT of Delhi to provide all types of contractual manpower at various levels to the Departments of Govt. of NCT of Delhi as per their requirements as a mode of outsourcing.
- ii) Further an advance of six (6) months against Bank Guarantee should be paid to ICSIL for timely payment to the contractual manpower.

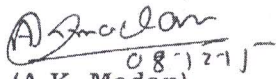
**Guidelines for providing all type of Contractual Manpower**

1. As per approval Departments of Govt. of NCT of Delhi are allowed to outsource contractual manpower from M/s ICSIL directly without inviting Tender.
2. ICSIL ensures supply of quality of manpower to various departments.
3. ICSIL will provide manpower purely on contractual basis.
4. ICSIL will provide the required manpower at the location in Delhi/New Delhi and NCR as specified by the Department concerned.
5. ICSIL will provide the manpower that possess the prescribed minimum qualification, knowledge and skill as desired by the Department acquire outsource manpower.
6. ICSIL may change/replace / transfer any outsource contractual manpower in consultation with Department, if feasible, wherever necessitate.
7. ICSIL shall always keep the credentials of the deployed outsource manpower with them and furnished the same details/information whenever demanded by the Department.

  
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8. Attendance of the outsource manpower shall be provided by the Department to ICSIL by the 2<sup>nd</sup> day of the following month.
9. ICSIL will ensure that the payment of Wages/Salary be release to the outsource manpower latest by 7<sup>th</sup> of following month subject to release of funds by the Department in advance.
10. Department will made payment of the Salary / Wages of the outsource manpower alongwith service charges of ICSIL, PF, ESI, Service Tax, etc. or any other Govt. levies applicable, based on the attendance certificate to ICSIL every month.
11. ICSIL will provide the outsource manpower on the basis of rates of wages determine in consultation with Indenting Department concerned keeping in view the formula devised by the Finance Department, Govt. of NCT of Delhi vide Office Memorandum dated 30-12-2011 i.e minimum of the Pay Band + Grade Pay+ DA of the respective post. And, in any case shall not be less than the rates of wages circulated time to time by the Labour Department under the Minimum Wages Act 1948 in the Govt. of NCT of Delhi.
12. Wherever nature of job demand high skilled professional manpower with or without experience and Supervisory manpower, the rates of wages will be determine in consultation with the Indenting Department concerned on the basis of prevailing rates for the similar job in different department. Further, 5% annual increase will be given to all Professionals which will affect the ICSIL charges, PF, ESI and Service Tax which will have to be borne by Department.
13. All statutory obligations viz PF / ESI including filing of returns etc. are being fulfilled by ICSIL.
14. ICSIL ensures payment of requisite contractual amount as provided by Departments through ECS (Electronic Clearing System). No undue deductions shall be made by made by ICSIL at the time of disbursal of contractual amount to the manpower.

  
(A.K. Madan)  
08/12/15  
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**Dated: 08<sup>th</sup> December, 2015**

**Copy to:**

1. All Pr. Secretaries / Secretaries / HOD Govt. of NCT of Delhi
2. Chairman MD's / of PSU's Govt. of NCT of Delhi
3. All Head of Local Bodies / Autonomous Bodies / Corporations Govt. of NCT of Delhi
- ✓ 4. All Secretaries to the Hon'ble Ministers, Delhi Secretariat, GNCTD
5. OSD to Chief Secretary, Delhi Secretariat, GNCTD
6. PS to Pr. Secretary to Chief Minister, Delhi Secretariat, GNCTD
7. SIO (NIC) , Delhi Secretariat, GNTCD
8. PS to Secretary to Hon'ble L.G., Raj Niwas, GNCTD
9. Managing Director, ICSIL
10. Guard File / Delhi Govt. Website