

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Department of Industries, New Delhi

No. F.1/DSIIDC/ICSIL/04A/260/2016/4753-60

Date: 29th March, 2016

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 Departments 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

- 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.
- Further an advance of six (6) months against Bank Guarantee should be paid to ICSIL for timely payment to the contractual manpower.

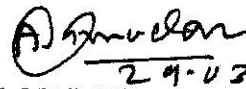
Guidelines for providing all type of Contractual Manpower

- Following the cabinet decision, M/s ICSIL is authorized to continue as empanelled agency to provide all types of manpower at various levels directly to the departments of Govt. of NCT of Delhi as per their requirements as a work of outsourcing.
- ICSIL will ensure supply of quality of manpower to various departments.
- ICSIL will provide manpower purely on contractual basis.
- ICSIL will provide the required manpower at the location in Delhi/New Delhi and NCR as specified by the Department concerned.
- ICSIL will provide the manpower that possess the prescribed minimum qualification, knowledge and skill as desired by the Department acquiring outsourced manpower.
- ICSIL may change/replace / transfer any outsource contractual manpower in consultation with Department, if feasible, wherever necessitate.
- 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 outsourced manpower shall be provided by the Department to ICSIL by the 2nd day of the following month.
9. ICSIL will ensure that the payment of Wages/Salary be released to the outsourced manpower latest by 7th of following month subject to release of funds by the Department in advance.
10. Department will make payment of the Salary / Wages of the outsourced manpower alongwith service charges of ICSIL, PF, ESI, Bonus, Gratuity, Service Tax, etc. or any other Govt. levies as applicable, based on the attendance certificate to ICSIL every month.
11. ICSIL will provide the outsourced manpower on the basis of rates of wages determined in consultation with the Indenting Department concerned 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 demands high skilled professional manpower with or without experience and Supervisory manpower, the rates of wages will be determined 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. will be fulfilled by ICSIL.
14. ICSIL will ensure payment of requisite contractual amount as provided by Departments through ECS (Electronic Clearing System). No undue deductions shall be made by ICSIL at the time of disbursement of contractual amount to the manpower.

This circular is issued in supersession of the circular No. FC.1/DCI/2015/4155 to 4164 dated 8th December, 2015 with the approval of the Competent Authority.



(A.K. MADAN)

Dy. Commissioner Industries(DSIHDC)

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