HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(IN GENERAL SERVICES-II BRANCH)
No. 43/5/2001-3GSI

Dated Chandigarh the 2nd June, 2014

To

1. All Heads of Depart All the Administrative Secretaries
to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. All the Commissioners, Ambala/Hisar/Rohtak and
Gurgaon Divisions.
4. The Registrar, Punjab & Haryana High Court,
Chandigarh.
5. All the Managing Directors of
Boards/Corporations/Public Undertakings in Haryana.
6. All Deputy Commissioners and Sub Divisional Officers
(Civil) in Haryana.

Subject:- Policy for engaging/outourcing of services/activities.

Sir/Madam,

I am directed to invite your attention to the Haryana
Government circular letter No. 43/5/2001-1GS, dated 16.2.2009 on
the subject cited above and to say that the Government has
decided to amend the following clauses of the existing Outsourcing
Policy as under:-

Clause 9 of Part-I Engagement of Persons on Contract
basis where regular posts do not exist

"It shall be the responsibility of the department to ensure that
the service providing agency would pay minimum wages to the
persons appointed against un-skilled, semi-skilled, skilled and
highly skilled posts as under:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category of post</th>
<th>Minimum of wages</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Un-skilled</strong>: This category includes such jobs which do not require any specific skill or experience such as manual labourer; persons working as helpers to assist another person in performance of any task; Chowkiders, Security guards without weapon; Beldars; Process servers; Sewadars; Maalis etc.</td>
<td>Rs. 8100/- p.m. or Rs. 311.53 per day</td>
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<td>2</td>
<td><strong>Semi-skilled</strong>: This category includes the jobs for which prescribed qualifications is less than Matriculation but require some specified work experience or a certificate/diploma course of one year or less duration. This category include the jobs like Light Vehicle Drivers; Pump Operators; Masons; Carpenters; Electricians; Plumbers etc.</td>
<td>Rs. 9000/- p.m. or Rs. 346.15 per day</td>
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<td>3</td>
<td><strong>Skilled</strong>: This includes those jobs for which the prescribed qualifications is Matriculation and above or those jobs which require the qualification of a certificate/diploma course of more than one year but less than two years duration or some specialized experience. Such jobs include Heavy</td>
<td>Rs. 9900/- p.m. or Rs. 380.76 per day</td>
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<tr>
<td>Position</td>
<td>Salary</td>
<td></td>
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<tr>
<td>Junior Engineer; Draftsmen; Cooks; JBT Teachers; Stereotypists; Stenographers; Clerks (Data Entry Operator), 'Office Associates', 'Clerk-cum-Computer Operator', 'Clerk-cum-Typist' etc.; Personal Assistants, Private Secretaries etc.</td>
<td>Rs. 11000/- p.m. or Rs. 423.07 per day</td>
<td></td>
</tr>
</tbody>
</table>

4. Highly Skilled: This category consists of the job requiring qualifications of Graduation or certificate/diploma of more than two years duration.

The agency will make payment of wages as prescribed plus other benefits like ESIPF etc per month to the above categories of workers appointed in the State Government Departments as well as its Boards and Corporations and Local Bodies by way of account payee cheque/bank draft/pay order. Further, the agency will increase 5% of the wages every year in case the services of such unskilled workers continue to be used beyond the period of one year. In case of default in this regard or any other deficiency/default in providing service, the department shall terminate the agreement by giving fifteen days’ notice.”

**Point 2 of Annexure-B (Service Agreement)**

"The person shall be engaged for a fixed monthly remuneration as fixed by the State Government from time to time."

2. Other terms and conditions will remain unchanged.
3. This may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

(Bhim Singh Negi)

Under Secretary to Government, Haryana, Protocol Department

Endst. No. 43/5/2001-3GSII

Dated 02nd June, 2014

A copy each is forwarded to the following for information and necessary action:

1. The Registrar, Maharishi Dayanand University, Rohtak/
   Kurukshetra University, Kurukshetra/Haryana Agricultural
   University, Hisar/ Guru Jambheshwar University, Hisar/ Ch.
   Devi Lal University, Sirsa/ Pt. B.D.Sharma University of
   Medical & Health Sciences, Rohtak and Bhagat Phool Singh
   Mahila Vishwa Vidyalaya, Khapur Kalan, Sonipat.
2. The MD/HARTRON.
3. The State Informatics Officer (NIO), Haryana Civil Secretariat,
   Chandigarh for uploading on the websites of the State
   Government and Chief Secretary’s office as well. He is also
   requested to send this letter by e-mail to all concerned.
4. The Secretary, Haryana Staff Section Commission, Sector-2,
   Panchkula.

(Bhim Singh Negi)

Under Secretary to Government, Haryana, Protocol Department.