



हरियाणा शहरी विकास प्राधिकरण

**HARYANA URBAN
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From

The Chief Engineer-I
HUDA, Panchkula.

To

All the Superintending Engineer,
HUDA (in the State).

Memo No. CE-I/SE(HQ)/CHD(G)/A1/17/ 224275

Dated: 27/11/12

Subject:-

**Policy for engaging/ outsourcing of services/activities - guidelines
for compliance of labour laws.**

1. I have been directed to draw your attention towards standing instructions issued by Chief Secretary to Govt. Haryana vide letter No. 43/5/2001-3GS-II dated 20.02.2014 to all Govt. Department/ Board/ Corporations/ Undertaking in Haryana regarding policy for engaging/ outsourcing of services/activities - guidelines for compliance of labour laws.
2. In para No. 8, it has been specifically mentioned that some of the service providers are offering services at Zero margins which is practically not possible and they indulge in malpractice of not paying minimum wages and also not depositing the ESI and PF contributions of workers to make up for their margins. A service provider, who offers services at zero margins, should not be given the contract. As mentioned above, it is necessary that the payment of wages be ensured by cheque to reduce these malpractices and similarly the ESI and PF contributions should be paid by the Department/ Principal employer in the relevant account or verified physically; besides verifying the delivery of PF statement/ ESI cards to the workers. The Provident Fund is to be deducted @12% and the Employer's contribution is 13.61%; similarly the ESI deduction from wages is @1.75% & the Employer's contribution is @4.75%. Therefore, as mentioned above, if any service provider is submitting a tender for less than these amounts besides his service charges and service tax @ 12% and TDS@ 2% then the tender is liable to be rejected.
3. You are therefore, requested to forfeit the earnest money in such cases and Engineer-in-Charge shall blacklist such bidder firm who are not following terms and conditions of minimum wages act/ relevant instructions of Govt. as applicable should also be blacked list for certain period if incidents are noticed repeatedly.

Superintending Engineer(HQ)
for Chief Engineer-I, HUDA
Panchkula

CC to:

- I. ✓ The GM(IT), HUDA for hosting the instructions on official website of HUDA.
- II. PA/CE-I & II for kind information of Chief Engineer, HUDA