

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF N.C.T. OF DELHI  
(ADMINISTRATION BRANCH)  
F-04, Vikas Kuteer, I.T.O, I.P. Estate, Delhi-110002.

NO: GA/1076/7/Admn./2018/D-577

Date: 14/9/2020

Kindly find enclosed herewith a copy of order issued by Chief Secretary, GNCTD dated 01.09.2020 conveying therein Cabinet Decision No. 2323 dated 22.03.2016 regarding payment of wages to contractual / outsourced workers in different department/organization under GNCTD for further necessary action and compliance.

Encl: As above.

  
Dy. Director (Admn.)

Distribution:

1. All Concerned, DUSIB.
2.  Dy. Director (I.T) with the request to upload the same on website of DUSIB.
3. Office Copy.

Diary No. 285  
Date: 14/9/2020  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

3P  
P-2768/100(A)/20  
11/9/20

3P  
O/o Member (Administration)  
Diary/Receipt No. 1752  
Date 02/9/2020

3P

G-1066  
02/9/2020

OFFICE OF THE CHIEF SECRETARY, DELHI  
GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
5<sup>TH</sup> LEVEL, A-WING DELHI SECRETARIAT, NEW DELHI-110002

Sub:- Payment to contractual/outsourced employees.

Attention of all concerned is drawn to the Labour Department communication no. F.No.PA/ILC(HQ)/CLA/Lab/15/213 dated 02.05.2016 in pursuance of Cabinet Decision No. 2323 dated 22.03.2016 regarding payment of wages to contractual/outsourced workers (copy enclosed).

2. It has been observed that some Departments/Organizations under GNCTD are not ensuring timely renewal/award of contracts resulting in delayed payments to contractual/outsourced staff.

3. All concerned are hereby directed to ensure that the process for renewal/award of contracts of contractual/outsourced staff is not delayed and contractual/outsourced staff receive payment in time.

Encl.: As above.

*[Signature]*  
11/9/20

(Vijay Kumar Dev)  
Chief Secretary

All Addl. Chief Secretaries/Principal Secretaries/Secretaries/HoDs of all the Departments, Public Sector Undertakings and Autonomous Bodies under GNCTD.

UO NO. CS/2020/13436

Dated:- 01/09/2020

*For necessary action & compliance*

*[Signature]*  
02.09.2020

*pb implement*

*[Signature]* 04/9/20  
Dir (Admin.) / CEC (Admin.)

*[Signature]*  
DD (Admin.)

*Pl circulate regularly for compliance*

*1. part:*  
*[Signature]*  
7/9

*[Signature]*  
02/9/20  
AO (Admin.)

3P  
No. 1386 (Admin.)  
Date 04-09-2020

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
LABOUR DEPARTMENT  
5, SHAM NATH MARG, DELHI-110054

F.No.PA/JLC (HQ)/CLA/Lab/15/213

Dated: 02/05/2016

To  
All P. Secretaries, Secretaries HODs of all Departments, Public Sector  
Undertakings and Autonomous Bodies

Sub: Cabinet Decision No. 2323 dated 22.03.2016 on Payment to  
Contractual/Outsourced Workers in different Departments/Organizations under  
GNCTD.

Sr

In compliance with Para 9 (a) of Cabinet Decision no. 2323 dated 22.03.2016 following  
directions are hereby communicated for strict compliance by all concerned:-

- 1) It shall be the personal responsibility of each HOD/Secretary to ensure that all  
contract employees, whether employed directly by GNCTD or working with a  
contractor whose services have been hired by GNCTD are paid their wages for  
previous month latest by seventh day of next month if the establishment has engaged  
less than 1000 persons/workers and by tenth day of next month if the establishment  
engaged more than 1000 workers. The HOD/Secretary shall thereafter obtain details  
of payments of wages from all the branches/divisions/subordinates offices under the  
concerned HOD and satisfy himself that due wages have been paid to each and every  
worker and this exercise shall be completed by the HOD/Secretary by 15<sup>th</sup> of every  
month.
- 2) Each HOD/Secretary shall certify that all employees have been paid wages. The  
certificate should reach Chief Secretary by 5 PM on 20<sup>th</sup> day of each month.
- 3) The Chief Secretary shall submit a report by 11 AM on 22<sup>nd</sup> day of each month to the  
Chief Minister.
- 4) Those HOD/Secretaries, who fail to ensure that payment has been made to all  
employees for the previous month, shall make themselves liable for imposition of  
penalty equal to deduction of pay up to 10% of their basic salary for that month. An  
officer shall be heard before such penalty is imposed.
- 5) In order to ensure that all employees get their salaries in time, HODs/Secretaries  
should use all powers at their disposal to ensure the same. If contractor fails to  
comply repeated attempts, HOD Secretary shall be at liberty to cancel the contract.
- 6) If the contract is cancelled, immediate steps as warranted should be taken in that  
case to invite fresh tenders bids and a new contractor firm finalized.

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
LABOUR DEPARTMENT  
5, SHAM NATH MARG, DELHI-110054

F.No.PA/JLC (HQ)/CLA/Lab/15/213

Dated: 02/05/2016

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Contd.....

(b) For work already rendered by a worker(s), the Department may make payment of the due amount of wages to the worker(s) directly and adjust it against bills that would otherwise be due to the contractor

(c) In the interim and till a new contractor is selected, the Department shall take all the concerned willing workers into its fold as daily wage workers. This be done for a maximum period of 89 days in one go and only by way of interim measure.

- 7) If the contract is cancelled, the said firm/company and all those firms/companies in which the partners/Directors of the said firm/company are partners/Directors, shall be blacklisted from getting any work in GNCTD for a period of 3 years. Any amount due to them including security shall be forfeited.
- 8) To ensure that there is no delay in processing bills the departments do not need to send the periodic bills to Finance Department for approval. The bills should be settled in their end only.

It is, therefore, requested to sensitize the concerned Officers to adhere to the timeline prescribed by the Cabinet and ensure timely payment of wages and other legal entitlements to the workers employed, on contractual basis, through outsourced agencies.

Yours faithfully

*(Handwritten signature)*  
02/05/2016  
(K.R. Meena)

Secretary-cum- Commissioner (Labour)

Copy along with enclosure forwarded for information to:-

1. Chief Secretary, Govt. of NCT of Delhi.
2. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
3. Pr. Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Hon'ble Dy. Chief Minister, Govt. of NCT of Delhi.
5. Secretary to Hon'ble Minister, Transport, Govt. of NCT of Delhi.
6. Secretary to Hon'ble Minister, Health, Govt. of NCT of Delhi.
7. Secretary to Hon'ble Minister, Women and Child, Govt. of NCT of Delhi.
8. Secretary to Hon'ble Minister, Tourism, Govt. of NCT of Delhi.
9. System Analyst, Labour Department, Govt. of NCT of Delhi to upload this circular on the website of the Labour Department.