No.CSB-48(4)/90-ES.II(VOL.IV)(Circular) Date: 26.11.2019

All the Institutes/ROs of CSB

Sir/Madam,

Sub: Constituting Internal Committee to assess the requirements of personnel to be hired on outsourcing from Manpower agencies in CSB units - reg.

In continuation to this Office Circular of even number dated 25.09.2018 on the above subject, it is to inform that the Competent Authority has observed that the guidelines issued by the Central Office for outsourcing the services on hire basis are not being followed scrupulously by some of the CSB Institutes /Units. It has been particularly observed that some of the Institutes /Units are sending the proposals for hiring of personnel through man power agencies without prior Administrative Approval and liable for rejection which has been viewed seriously.

In this connection, the Competent Authority has ordered that each Institute/Unit under CSB should constitute an Internal Committee comprising of Senior Officers from Administration, Finance and Scientific/Technical to assess the requirements for outsourcing services through manpower agencies after taking into account the availability of existing staff at the institute / Unit concerned for various activities, possibilities of utilizing services of existing employees for other works in case they are found surplus, number of persons proposed to be engaged through manpower agencies and justification for such engagement.

After such an assessment and arriving at actual requirements of personnel to be engaged through manpower agencies, proposals complete in all respects as per Central Office Circular dated 25.09.2018 and also covering all the above points should be sent to Central Office seeking administrative approval well in advance. Only after receipt of administrative approval for the outsourcing proposal, requests/bids/tenders should be placed on the Gem portal. The proposal complete in all respects for engaging/hiring persons through manpower agencies, keeping in view the financial conditions and utilization of the available staff and also the provisions under GFR 2017/

.....2
CVC Guidelines and latest minimum wages fixed by CLC (Central) New Delhi applicable on the date of opening the tender should be sent to Central Office seeking approval at least 2 to 3 months in advance as the procedure of seeking approval of the Competent Authority involves thorough scrutiny by the Establishment Section and Finance Division.

The Director/Unit In-charge Officer has to prepare and adopt following parameters/points while estimating the need for outsourcing the services of Security Guards, Electrician, Drivers, Plumber, House Keeping personnel etc. (The parameters/points mentioned below are an illustration only and if any, other additional points mandatorily required also can be modified/added).

a. Name of the Unit
b. Total area of the Campus/field
c. Cost of the Equipments
d. Total value of the Assets available in the unit
e. Details of major installations
f. Location of important security points at the unit
g. Whether the campus/unit is fenced or having compound wall
h. No. of operational building
i. No. of Multi Tasking Staff at the Unit
j. No. of Staff quarters and its occupation position
k. No. of vehicles without Drivers at the Institute/Unit
l. No. of Drivers available in the Unit
m. Utilization of surplus manpower in the Units under their control.
n. Recommendations of the Internal Committee
o. The existing arrangement for carrying out the said work of the unit
p. In case of engagement of Electrician, Plumber etc., the possibilities of getting the work done by such personnel by engaging them on job contract basis locally.
q. As far as House Keeping is concerned, the said work may be assessed properly and the method of getting done through local maintenance contract resorted to instead of engaging separately.
r. Compliance of Labour Laws and social security as per EPF Act, ESI Act must be ensured and labourers engaged must be duly contributing through the Contractor.

......3
In case of emergencies and works which cannot be kept waiting for administrative approval, the Director/In-charge may take a decision and for such works within their Financial powers, the proposals seeking administrative approval for having engaged personnel through manpower agencies for a limited period as per GFR-2017 and CVC guidelines should be sent to Central Office immediately and in any case not later than 15 days of such engagement with full justification indulging such exigencies.

This issues with the approval of the Competent Authority.

Yours faithfully,

(JULIAN TOBIAS)
JOINT DIRECTOR (ADMN)