All the Institutes/ROs of CSB

Sir/Madam,

Sub: Engagement of Security Guards for watch and ward duties in CSB Institutes/Units through manpower agencies— reg.

In continuation to this Office Circular dated 25.09.2018 and 26.11.2019 on the subject cited above, it is to inform that the Competent Authority has observed that some of the proposals received from the Institutes / Units of CSB for engagement of Security Guards for watch and ward duties are not in compliance with the guidelines issued by this Office and has expressed displeasure at the frequent requests for extension of services beyond expiry of contracts which causes administrative inconvenience in addition to audit objections.

In this connection, the Member-Secretary has reviewed the process of engagement of Security Guards in CSB Institutes / Units, keeping in view the analysis of proposals in terms of GFR provisions/ CVC guidelines, the administrative work involved in conveying approval and also the availability of manpower agencies for extending better services among CSB Units. In this context, the Competent Authority has ordered to invite Tender through GeM Portal which is mandatory for outsourcing the services of Security Guards on hire basis initially for 2 (Two) years which may be extended for a further period of 1 (one) year in special cases with the approval of the Competent Authority. Accordingly, the Officers / In-Charge of CSB Units ( where administrative approval has already been conveyed) are requested to invite Tender through GeM Portal for engagement of Security Guards at Institutes / Units for 2 (Two) years instead of one year strictly following the guidelines issued by this Office vide letter dated 25.09.2018 and 26.11.2019 and submit the proposal to Central Office well in advance for scrutiny and to convey approval.

It is also mentioned here that Chief Labour Commissioner (Central), Government of India, Ministry of Labour & Employment, New Delhi periodically enhances the Variable Dearness Allowance (VDA) for the persons engaged for watch & ward and the same shall be applicable to the Security personnel engaged on contract though the manpower agencies and there is no need to take separate approval from Central Office, since the matter is also bound by condition in the Agreement. As regards inviting Tenders through GeM Portal and entering into contract with manpower agencies, the Service Level Agreement (SLA) available on GeM Portal is a sustainable document that is vetted by experts and could be adopted for services obtained through GeM Portal. There is no mention of duration of contract period in the SLA and normally it is done on a year to year basis and may be extended subject to satisfactory services and fulfillment of all statutory obligations on behalf of service provider / agency, provided it is pre-mentioned in the Bid documents.
As per the decision of the Competent Authority, the agreement may be entered into for a period of two years initially, and the same may be extended for a further period of one year in special cases with the approval of Competent Authority.

Further, it is reiterated that each Institute / Unit should constitute an Internal Committee comprising of Senior Officer from Administration, Finance and Scientific / Technical to assess the requirement for outsourcing services of Security Guards through manpower agencies and to arrive at number of persons to be engaged for watch and ward duties through manpower agencies after taking into account the availability of existing Multi Tasking Staff (MTS) at the Institute / Unit.

This issues with the approval of the Competent Authority.

Yours faithfully,

(JULIAN TOBIAS)
JOINT DIRECTOR (ADMN)