

SOUTH CENTRAL RAILWAY



Headquarters office,
Mechanical Branch,
Rail Nilayam,
Secunderabad.
Dated:17.06.2019

No. M.313/C&W/Tenders/286/Vol.IV

Sr.CDO/SC, Sr DME/Co-ord/SC
Sr DEnHM/SC, BZA, GTL & NED
Sr.DME/C&W/GTL & BZA
Sr.DME / HYB, NED & GNT

C/O S/W
S/W/L

Sub: System improvement in the outsourcing contracts for incorporation of Penalty Clause for not providing Bio-metric attendance system & Compliance of EPF & ESI contributions for contract labour –reg.

Ref: 1. SDGM Note No.G265/Mech.Sys.Imp/2019 dt.29.05.2019
2. This office letter No. M.313/C&W/286/PVC dated 27.11.17 & 05.01.18

Based on the vigilance observations on execution of House Keeping contracts the following system improvements are advised for immediate implementation.

- i) Incorporation of penalty clause for not ensuring Biometric Attendance of the staff during the currency of contract in outsourcing contract works like OBHS, CTS, House-keeping, Coach/Station Cleaning, Security, Maintenance etc.

"A penalty of Rs 1000/- per shift where bio-metric attendance is not taken for the contract staff".

The above guidelines shall be incorporated/ensured in the future tender schedules of housekeeping, coach/station cleaning, OBHS,CTS etc contracts.

- ii) Compliance of EPF & ESI Contributions for Contract Labour by Contractor :-
Instructions were already laid down in GCC for works/services wherein the contractor has to comply statutory provisions of various acts enlisted in the tenders regarding the contract labour. Instructions (ref-2) are very clear to ensure the payment of minimum wages, contribution of EPF and ESI for contract staff before processing the bills. This includes wages through bank payments, cross verification of EPF/ESI statements submitted by the contractor to ensure the genuinity / reflecting data of contract labour with respect to the payment of EPF/ESI contribution etc. All Sr DME/Sr DEnHM shall ensure these issues before passing the bills.

Action taken may be intimated to this office for appraisal of PCME and SDGM/SC.

This has the approval of PCME


(K.V.Ramana)
Dy CME/C&W/SC

C/- SDGM/SC- for kind information please.