

DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER(D)
VARUNALAYA PHASE -II, KAROL BAGH, NEW DELHI.

No: DJB/AC (D)/Gen.G./Cont.Eng./2013/ 28676

Dated:-30/07/2013

C I R C U L A R

Subject: - **General Guidelines for Engagement on Contract basis.**

It has been observed that DJB has to resort to contractual engagements in various grades in exigency of work. Doubts regarding engagements/re-engagement of persons on contract are being raised from time to time. As such for engagement of such employees, general guidelines will be as under:-

GENERAL TERMS & CONDITIONS

1. All Contractual engagements may be done preferably through an outside agency like NIELIT, or any other agency authorized by the Government, failing which through an open advertisement by inviting applications as per existing RR/Model RRs of the post.
2. Contractual Engagement/Extension if any should be made against sanctioned vacant post of respective categories/disciplines only.
3. The consolidated remuneration payable to the persons, whose term is being extended, shall be calculated by using the formula of minimum of the Pay band + Grade Pay + DA of the respective sanctioned post, so as to ensure that the remuneration payable to the persons engaged on contract basis is on uniform rate, and should seek the concurrence of Finance Department for the same. However, in the offer of contract appointment only the lumpsum amount should be indicated. This rate shall remain unchanged till expiry of the contract period.

4. Remuneration in r/o Computer Operator/Data Entry Operators on contract basis will be paid as per the guidelines of Labour Department, Govt. of NCT of Delhi as per Minimum Wages Act.
5. Although there is no guideline for engagement/grant of extension to persons engaged against non-sanctioned post, but the DJB at present will make payment of wages as per Minimum Wages Act on the rates circulated by the Labour Department, Govt. of NCT of Delhi from time to time.
6. The engagement will be purely on contractual basis and it will confer no right to appointment or regularization and placement in Delhi Jal Board, on any ground whatsoever.
7. No other allowances or facilities, available to regular employees, shall be payable to person engaged on contract basis unless specifically agreed to.
8. The engagement on contract basis will be for a fixed period and shall automatically come to an end after the expiry of the stipulated period of contractual engagements.
9. The department shall monitor the performance of the candidate so engaged and depending upon his/her performance further or fresh engagement shall be decided accordingly.

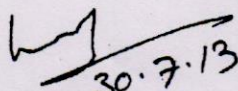
Contd...3

- The engagement on contract basis can be terminated at any time without any notice.
11. The department will not bear any kind of liability/responsibility during the period he/she remains on contractual engagement with Delhi Jal Board except payment of contractual remuneration for his/her service rendered to the department.
 12. DJB will not hold any responsibility of incident/accident of the contractual employees during the period of engagement in Delhi Jal Board.
 13. The period of engagement on contract basis may be extended (after giving 2 days break) or curtailed at the discretion of the Competent Authority.
 14. If any contractual employee remains absent from duty for more than 30 days continuously without any valid reason, then his/her contractual engagement will automatically stand discontinued.
 15. Persons engaged on contract will have to undergo medical examination and their character & past antecedents will have to be verified from Police Authorities by the DDO concerned.
 16. In case of fresh engagement/re-engagement or extension of the period of contract, the department should again enter into a fresh contract agreement including, the above terms & conditions with the person, concerned, after obtaining approval of the Competent Authority i.e. Chief Executive Officer.
 17. Only one day C.L. in a month will be admissible to the contractual employees, which can not be carried forward to following months.

Contd....4

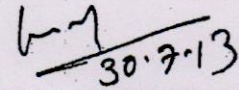
18. Every employee engaged on contract basis shall be issued an engagement letter setting out period of contractual engagements, wages to be paid and other terms & conditions.
19. Prior concurrence of the Finance shall be mandatory for fresh engagement/ appointment/ re-engagement and subsequent extension.

This issues with the approval of the Competent Authority.


30.7.13
(U.B. TRIPATHI)
DIRECTOR (ADMN. & PERSONNEL)

Copy to:-

1. P.S. to Chairperson/Vice Chairman/Secy.DJB/All Members of DJB.
2. P.S. to CEO,Member(A)/Member(F)/Member(Dr.)/Member(WS).
3. All Directors.
4. All CEs/SEs/EEs/DTQC.
5. All Joint Directors/ACs/Dy.Directors.
6. All DDOs.
7. All AO/AAOs
8. AO(D)Estt./AC(T)Estt.
9. The Branch Manager,NIELIT,Parsvnath Metro Mall,2nd Floor, Near Inder lok Metro Station,Inderlok,N.D.-35
- 10.Circular File.


30.7.13
DIRECTOR (ADMN. & PERSONNEL)