




Subject:-

Monitoring of services of the staff engaged on outsourcing basis/DC rate.

It has been observed that some of the staff has been engaged on outsourcing basis or on D.C. rate basis under the policy of State Government. However, there is no monitoring as to whether such employees have been provided facility of EPF/ESI. It has also been observed that such staff is not properly monitored through Aadhar Enabled Biometric Attendance System (AEBAS). Therefore, it is directed that :-

1. Such employees should be asked to mark their attendance through AEBAS on regular basis and their salary should be based on such attendance.
2. It has also observed that such staff proceed on leave without approval of the competent authority and Officer-in-Charge is not aware of such absence leaving the scope for office staff to manipulate the situation. The office staff should verify their attendance before preparation of salary.
3. At time, such employees proceed on compensatory leave without keeping any record in office for such exigencies as to whether such employees were deployed on duty on holidays enabling him for compensatory leave.
4. Regarding casual leave / compensatory leave register must be maintained separately for every employee engaged on outsourcing / DC rate basis.



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20.07.2016

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