

प्रेषक

श्रम आयुक्त, हरियाणा ।

सेवा में

सभी डी०डी०ओं० क्षेत्रीय कार्यालय ।

क्रमांक: स्था/०४/२०१८/३६९७५-७५'
दिनांक: ३१/०१/२०१८

विषय:-

Award of contract for providing various services on contract basis.

उपरोक्त विषय के सन्दर्भ में ।

विषय संबंध में आपको सूचित किया जाता है कि विभाग द्वारा मुख्य सचिव हरियाणा सरकार द्वारा जारी आउटसोर्सिंग पोलिसी पार्ट-१ के तहत सेवायें प्राप्त करने के लिये M/s Citadel Securities Services, # 545, Hanuman Mandir Road, Chirag Delhi, New Dehli को टेंडर अलाट करते हुये दिनांक १-१०-२०१८ से उक्त संस्था को सेवायें प्रदान करने के लिये कार्य सौंप दिया गया है। उक्त संस्था द्वारा इस बारे कार्यवाही करते हुये विभाग द्वारा सौंपे गये मांग पत्र अनुसार कुछ क्षेत्रीय कार्यालयों में (अनुबन्ध-क) अपनी सेवायें (अनुबन्ध-ख अनुसार) प्रदान करने हेतु कार्यवाही शुरू कर दी है। उक्त संस्था से प्राप्त की जाने वाली सेवायें अनुसार है।

इस संबंध में आपको सूचित किया जाता है कि क्योंकि यह सेवायें मुख्य सचिव हरियाणा सरकार द्वारा जारी आउटसोर्सिंग पोलिसी पार्ट-१ के तहत आरक्षण सम्बंधित पोलिसी हिदायत १६५ III दिनांक १२.०३.२०१८ को ध्यान में रखकर सेवायें प्राप्त की जा रही है, जोकि अस्वीकृत पदों के विरुद्ध ली जा रही है, जोकि कुल मांग प्राप्त होने पर ही अमल में लायी जा सकती है, अतः आपसे अनुरोध है कि सम्बंधित सभी डी०डी०ओं० उनके कार्यालय तथा उनके अधिनस्थ कार्यालयों की कार्य क्षमता व आवश्यकता का ध्यान में रखते हुये अपना मांग पत्र बार-२ न भेजकर एक बार ही मांग बारे (सेवाओं) पत्र प्राप्ति के एक सप्ताह के अन्दर-२ सूचित करे, ताकि मांग पत्र पर विचार किया जा सके।

नोट: देरी से प्राप्त होने वाले मांग पत्र पर कोई विचार नहीं किया जायेगा।

संलग्न:- अनुबन्ध क व ख

उप अधीक्षक(स्था०)

कृते: श्रम आयुक्त, हरियाणा।

अनुबन्ध-ख

M/s Citadel Securities Services, New Dehli द्वारा आउटसोर्सिंग पोलिसी के पार्ट-I के तहत विभाग में निम्न सेवाये सर्विस प्रोवाइडर से प्राप्त की जानी है:-

a) Office Associating Services (Skilled)

Office associating services consist of services of clerical and Stenography nature . Under this service, the services should be provided which is capable of working on computer and having knowledge of MS-Office. These services require carrying out various day to day operations of the Labour Department which also consist of dealing with the files and cases of various natures. The services are required at the headquarter and in various field offices of Labour Department, Haryana as well as in the offices of Presiding Officer, Industrial Tribunal cum Labour Courts, Haryana.

The educational qualification for clerical services which is as under :

- i. 10+2 from a recognized Board/University or its equivalent
- ii. Knowledge of Sanskrit or Hindi upto Matric Standard
- iii. Knowledge of MS-Office

The educational qualification for stenography services which is as under:-

- i. 10+2 from a recognized Board/University or its equivalent
- ii. Knowledge of Sanskrit or Hindi upto Matric Standard
- iii. Knowledge of MS-Office And should qualify the test in Hindi shorthand at the speed of 64 words p.m. and transcription thereof at the speed of 11 words p.m. or English short hand at the speed of 80 words p.m. and transcription thereof at the speed of 15 words p.m.

b) Housekeeping Services and office automation services (Un-skilled)

The House Keeping and office automation services are required at the headquarter and in various field offices of Labour Department, Haryana as well as in the offices of Presiding Officer, Industrial Tribunal cum Labour Courts, Haryana.

The educational qualification of the services which is as under:-

- i. Matric from a recognized Board/University or its equivalent.
- ii. Knowledge of Sanskrit or Hindi up to Matric Standard.

c) Driving Services (Semi-skilled)

The driving services are required for two vehicles of the Labour Department for the offices of the Presiding Officer, Labour Court-II, Faridabad and Deputy Labour Commissioner-2, Gurugram.

The educational qualification of the service will be as under:-

- i. Matric from a recognized Board/University or its equivalent
- ii. Should have at least 3 years old valid driving license of light/heavy vehicles.

d) Sanitation Services; (Un-skilled)

Sanitation services are required for the sanitation and upkeep of the building of these offices. The services of Sweepers are required at the headquarter and in various field offices of Labour Department, Haryana as well as in the offices of Presiding Officer, Industrial Tribunal cum Labour Courts, Haryana.

e) Security Services; (Un-skilled)

Security services are required for the security of the building of the offices of Labour Department. The securities services are required at the headquarter and in various field offices of Labour Department, Haryana as well as in the offices of Presiding Officer, Industrial Tribunal cum Labour Courts, Haryana.

अनुबन्ध-क

Sr. No.	Name of office	Remarks
1.	Head Quarter	15 through agency
2.	D.L.C., Panchkula	2 through agency
3.	Dy. Labour Commissioner, Faridabad	1 through agency
4.	Assistant Director, Industrial Safety & Health (C), Ambala.	1 through agency
5.	A.D. - Chemical, Faridabad	1 through agency
6.	AD, IS&H, Gurgaon-III	1 through agency
7.	Assistant Director, IS&H, Faridabad-III	1 through agency
8.	Assistant Director, IS&H, Faridabad-IV	1 through agency
9.	Assistant Director I.S.&H, Yamuna Nagar-I	1 through agency
10.	Assistant Director I.S.&H, Yamuna Nagar-II	1 through agency
11.	Assistant Labour Commissioner, Faridabad-I	1 through agency
12.	Assistant Labour Commissioner, Faridabad-II	1 through agency
13.	Assistant Labour Commissioner, Faridabad-IV	1 through agency
14.	Assistant Labour Commissioner, Faridabad-V	2 through agency
15.	Assistant Labour Commissioner, Mewat	1 through agency
16.	Assistant Labour Commissioner, Yamunanagar-I	2 through agency
17.	Assistant Labour Commissioner, Yamunanagar-II	3 through agency
18.	Assistant Labour Commissioner, Panchkula.	2 through agency
19.	Assistant Labour Commissioner, Ambala.	2 through agency
20.	Assistant Labour Commissioner, Panipat-I	2 through agency
21.	Dy. Director, IS&H, Ambala	1 through agency
22.	Dy. Director, Industrial Health, Gurgaon-II	1 through agency
23.	Joint Director, IS&H, Gurgaon	1 through agency
24.	Presiding Officer, Industrial Tribunal-cum-Labour Court, Gurgaon-I	2 through agency
25.	Presiding Officer, Industrial Tribunal-cum-Labour Court, Ambala.	1 through agency
26.	Presiding Officer, Industrial Tribunal-cum-Labour Court, Panipat	3 through agency
27.	Presiding Officer, Industrial Tribunal-cum-Labour Court-III, Faridabad	2 through agency
	Steno Typist	
28.	ALC Faridabad- 3	1 through agency
29.	ALC Faridabad- 5	1 through agency
30.	Welfare Officer (Women), Fbd	1 through agency
31.	Ad IS & H Faridabad -1	1 through agency
32.	Ad IS & H Faridabad -3	1 through agency
33.	Ad IS & H Faridabad -4	1 through agency
34.	Ad IS & H Faridabad - Chemical	1 through agency
35.	LABOUR COURT -3 FARIDABAD	1 through agency
36.	ALC -1 Gurugram	1 through agency
37.	ALC -3 Gurugram	1 through agency
38.	ALC -4 Gurugram	1 through agency
39.	AD IH CUM CERTIFYING SURGEON Gurugram	1 through agency
40.	DLC-I, Gurugram	1 through agency
41.	ALC, Ambala	1 through agency
42.	ALC-I, Yamunanagar	1 through agency
43.	AD, IS&H-I, Yamunanagar	1 through agency
44.	ALC FARIDABAD- 1	1 through agency
45.	ALC FARIDABAD- 2	1 through agency
46.	DLC, Panchkula	1 through agency
47.	ALC, Panchkula	1 through agency
48.	AD, IS&H-II, Panipat	1 through agency
	Driver	
49.	DEPUTY DIRECTOR, I S & H, FARIDABAD	1 through agency
50.	DLC -2 GURGAON	1 through agency
51.	DLC, PkI	1 through agency
52.	PO, Labour Court, Hisar	1 through agency
	Peon	
53.	Headquarter	16 Through Agency
54.	ALC OFFICE MEWAT	1 through agency
55.	DLC FARIDABAD	1 through agency
56.	ALC FARIDABAD- 2	2 through agency
57.	ALC FARIDABAD- 3	1 through agency
58.	ALC FARIDABAD-4	1 through agency
59.	ALC FARIDABAD- 5	2 through agency
60.	ALC PALWAL	1 through agency
61.	Deputy Director, IH, Faridabad	1 through agency
62.	DEPUTY DIRECTOR, I S & H, FARIDABAD	1 through agency
63.	AD IS & H FARIDABAD -1	1 through agency

64.	AD IS & H FARIDABAD -4	1 through agency
65.	AD IS & H FARIDABAD - CHEMICAL	1 through agency
66.	LABOUR COURT -2 FARIDABAD	1 through agency
67.	LABOUR COURT -3 FARIDABAD	1 through agency
68.	DLC -1 GURGAON	2 through agency
69.	ALC -1 GURGAON	2 through agency
70.	ALC -2 GURGAON	2 through agency
71.	ALC -3 GURGAON	1 through agency
72.	ALC -4 GURGAON	2 through agency
73.	DLC -2 GURGAON	1 through agency
74.	ALC -5 GURGAON	1 through agency
75.	ALC -6 GURGAON	2 through agency
76.	ADDITIONAL LABOUR COMMISSIONER GGN	1 through agency
77.	JOINT DIRECTOR IH GURGAON	1 through agency
78.	LABOUR COURT -2 GURGAON	2 through agency
79.	AD IH CUM CERTIFYING SURGEON GGN	1 through agency
80.	DD IS & H GURGAON -1	1 through agency
81.	DD IS & H GURGAON -2	1 through agency
82.	AD IS & H GGN CHEMICAL	1 through agency
83.	AD IS & H GGN - 2	1 through agency
84.	AD IS & H GGN - 3	1 through agency
85.	ALC, Kaithal	1 through agency
Sweeper		
86.	Headquarter	2 through agency
87.	ALC OFFICE MEWAT	1 through agency
88.	DEPUTY DIRECTOR, IS & H, FARIDABAD	1 through agency
89.	LABOUR COURT -2 FARIDABAD	1 through agency
90.	LABOUR COURT -3 FARIDABAD	1 through agency
91.	LABOUR COURT -1 FARIDABAD	1 through agency
92.	DLC -1 GURGAON	1 through agency
93.	LABOUR COURT -2 GURGAON	1 through agency
94.	LABOUR COURT -1 GURGAON	1 through agency
95.	DD IS & H GURGAON -1	1 through agency
96.	Deputy Labour Commissioner, Panchkula	1 through agency
97.	Labour Court, Rohtak	1 through agency
Mali		
98.	Headquarter	1 through agency
Chowkidar		
99.	Headquarter	2 through agency
100.	AD IS & H REWARI	1 through agency
101.	ALC FARIDABAD- 1	1 through agency
102.	DD IH FARIDABAD	1 through agency
103.	LABOUR COURT -2 FARIDABAD	1 through agency
104.	LABOUR COURT -3 FARIDABAD	1 through agency
105.	ALC -3 GURGAON	1 through agency
106.	ADDITIONAL LABOUR COMMISSIONER GGN	1 through agency
107.	LABOUR COURT -2 GURGAON	1 through agency
108.	LABOUR COURT -1 GURGAON	1 through agency
109.	DD IH GURGAON -2	1 through agency
110.	Labour Court, Rohtak	1 through agency
111.	DLC, Fardiabad	1 through agency
112.	DLC, Panipat	1 through agency
113.	ALC-1, Panipat	1 through agency
114.	ALC -1 Yamuna Nagar	1 through agency
115.	ALC -2 Yamuna Nagar	1 through agency
X-RAY		
116.	DD IH NIT FARIDABAD	1 through agency
Orderly		
117.	LABOUR COURT -2 FARIDABAD	1 through agency
118.	LABOUR COURT -1 FARIDABAD	1 through agency
119.	LABOUR COURT -2 GURGAON	1 through agency
Processor Servor		
120.	LABOUR COURT -1 FARIDABAD	1 through agency
121.	LABOUR COURT -2 GURGAON	1 through agency
122.	LABOUR COURT -1 GURGAON	1 through agency
Usher		
123.	LABOUR COURT -2 GURGAON	1 through agency