

**File No.10/V-21/(A-24)/2018-VS.I
Government of India**



**Office of JS & CVO
Vigilance Unit, CPWD
Nirman Bhawan, New Delhi-110011**

Dated: 04.10.2018

To

The Chief Engineer (CSQ) Civil
CPWD, Nirman Bhawan
New Delhi-110011

(Systemic Improvement No. 11 of 2018)

SUB: Recommendation for issue of proper guidelines regarding timely disbursing of minimum wages and deposition of ESI/EPF deductions and items for "Providing various services such as Clerical, Data Entry Operator, Steno, MTS/Messengers/Peon, Driver etc."

The Vigilance Unit receives complaints regularly from the contract workers of various contractors alleging that they are not getting minimum wages and their EPF and ESI deductions are not being deposited timely in their accounts. There is no clear provision in CPWD Works Manual to ensure effective and correct enforcement of timely disbursing of minimum wages and deposition of ESI/EPF deductions in their accounts. During investigation of these complaints it is observed that there is no uniformity of actions by the field officers for enforcing these provisions.

The CSQ Unit of CPWD may issue some guidelines to the field officers to keep uniform provisions in the NIT for timely disbursing minimum wages and deposition of ESI/EPF deduction in their account. In this regard, it is requested to issue the proper guidelines to ensure the timely disbursing of minimum wages to the contract workers and deposition of ESI/EPF deductions in their accounts as recommended below: -

The following documents should be the part of bill submitted by the agency and Engineer-in-Charge/authorised representative of Engineer-in-Charge should verify these documents before making payment: -

1. Details of employees with date of their engagement.
2. Document of payment made to the employees directly in their bank accounts.
3. Document of attendance through Biometric Attendance System/other mode.
4. Document of deposition of ESI & EPF deductions in the employee's accounts. If any bill submitted for payment before deposition of ESI/EPF deductions, then document of deposition of ESI/EPF deduction for the previous month.
5. Any penalty imposed on the agency for delay in disbursing payment & deposition of ESI/EPF deductions in the employee's accounts.

6. Any other documents required to ensure the disbursing minimum wages on or before time and ESI/EPF deduction deposited in their account timely.

It is also recommended to issue items for "Providing various services such as Clerical, Data Entry Operator, Steno, MTS/Messengers/Peon, Driver etc. for keeping uniformity by field units.

This issues with the approval of JS & CVO, CPWD.

(B. P. Singh)
Executive Engineer (V)-24

Copy to:

1. The AE (Computer), Vigilance Unit for uploading it on the website.


Executive Engineer (V)-24