

No. Fin(C)-B(15)-8/2013  
Government of Himachal Pradesh  
Finance (Regulation) Department

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Dated: Shimla-171002, the

01-7-2017

From

The Additional Chief Secretary (Finance) to the  
Government of Himachal Pradesh.

To


1. All the Administrative Secretaries to the Govt. of H.P.
2. The Secretary to the Governor, H.P. Shimla.
3. The Secretary, H.P. Vidhan Sabha, Shimla.
4. All the Division Commissioner in H.P.
5. All the Deputy Commissioner in H.P.
6. All the Head of Departments in H.P.

Subject: Policy guidelines regarding staff deployed in Government  
departments by service providers on outsourcing basis.

Sir,

The undersigned is directed to say that the matter regarding framing policy in favour of outsourced staff for safeguarding the working conditions of the persons engaged on outsourcing basis by the service providers/contractors etc., was under consideration of the Government. Now, keeping in view the provisions in the HP Financial Rule, 2009, following policy guidelines are issued by the State Government to govern the services of the persons engaged on outsource basis in various departments through service providers:-

- (1) Outsourcing of Services by the departments may be done only with the approval of the State Government.
- (2) The provisions of HP Financial Rules, 2009 would be adhered to while outsourcing services in the interest of economy and efficiency and to improve public service delivery.
- (3) Departments would ensure that Service Providers provide eligible statutory benefits such as ESI Contribution, EPF contribution to the worker/ employees employed by them, by due date.

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- (4) The Government Department will consider increase in the contracted amount payable to the service providers/ contractors to enable them to enhance emoluments of staff engaged by them, whenever the State Government increases minimum wages.
  - (5) The staff hired by Service Providers will be entitled to the Maternity leave as per the provisions of the Maternity Benefits Act, 1961 and the maternity leave benefits cost shall be borne by the borrowing department through the service providers.
  - (6) The staff of service providers will be entitled to such holidays, as may be approved by the department taking into account the requirement of the respective department.
  - (7) Employees/ staff hired by Service Providers, providing services to Government Departments will be entitled to medical leave of 06 (six) days in a calendar year which will not be carried forward to the next calendar year. The cost of this Medical leave would be borne by the concerned Government department.
  - (8) In case there is a need for the staff of Service Providers to travel outside Headquarters, the concerned department may allow payment, as part of the Service contract for Daily Allowance upto @Rs.130/- per day for travel within the State and Rs.200/- per day, outside the State.
  - (9) Reimbursement of actual travelling expenditure may be allowed to such staff deployed in Government Departments on outsourcing basis and deputed outstation in connection with the affairs of the Department.
  - (10) It would be ensured that the outsourced staff is paid by the bank by cheque or by any electronic payment method, into his account by the service provider. The payment of salary is to be made by 7<sup>th</sup> of next month.
  - (11) The Department will periodically ensure that service providing agency makes full payment of prescribed wages and other benefits like ESI and EPF etc.
  - (12) In case default is found in this regard or there is any complaint from staff of Service Provider regarding non payment of wages



and benefits, the department shall take necessary action against the Service Provider.

2. All the departments are to ensure that while contracting the services on outsourcing basis, the provisions of the HP Financial Rules 2009 are strictly adhered to and the above guidelines may also be kept in view in respect of such outsourced staff.

3. Further, aforesaid policy guidelines may kindly be brought to the notice of all concerned as well as service providers for strict compliance and the receipt of the same may also be acknowledged.

Yours faithfully,

Special Secretary (Finance) to the  
Government of Himachal Pradesh.

Endst. No. Fin(C)-B(15)-8/2013 dated: Shimla -171002, 01-7-2017

Copy to:-

1. The Secretary, Lokayukta, Pine Grove Building, Shimla-02.
2. The Registrar General, H.P. High Court, Shimla, H.P.
3. All District & Session Judges in H.P.
4. The Secretary, H.P.P.S.C., Nigam Vihar, Shimla-02.
5. The Secretary, H.P. Electricity Regulatory Commission, Shimla.
6. The Secretary, H.P. Subordinate Service Selection Board, Hamirpur.
7. The Registrar, H.P. State Consumer Commission, Shimla.
8. The Resident Commissioner, H.P. Himachal Pradesh, Sikandra Road, New Delhi.
9. The Resident Commissioner, Pangi, Distt. Chamba, H.P.
10. The Deputy Commissioner, Relief & Rehabilitation, Bias Project, Raja Ka Talab, Kangra, H.P.
11. All District Treasury Officers/Treasury Officers in H.P.
12. Guard File.

Special Secretary (Finance) to the  
Government of Himachal Pradesh.