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Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms

Udyog Bhavan, New Delhi
Dated the 6th May, 2013

CIRCULAR

Sub: Inviting quotations for engagement of one(1) stenographer on Contract basis.

The Office of the Development Commissioner for Handlooms, Ministry of Textiles requires the services of 1 Stenographer on contract basis through approved placement agency on the terms and conditions mentioned below:-

1. The minimum qualification for the stenographer should be Graduate from any recognized University. The Stenographer should possess minimum speed of shorthand 80 w.p.m. in English or Hindi and minimum speed of typing 30 w.p.m. in English and 25 w.p.m. in Hindi. . All wages and allied benefits such as PF, ESI and Bonus etc. if any will be payable by the agency. This office will not incur any additional expenditure besides monthly fixed wages as will be quoted by your organization and as mutually accepted.
2. The agency will be responsible for payment of minimum rates of wages to the Stenographer whose services will be provided by them to this office on contract basis under the Minimum Wages, Act, 1948 in the National Capital Territory of Delhi as amended from time to time.
3. The agency may also ensure that while supplying services of Stenographer to the Office of the DC(HL) as mentioned above, instructions/guidelines contained in the Contract Labour(REGULATION AND ABOLITION) ACT, 1970 as amended from time to time is complied with.
4. The agency will be required to submit a documentary evidence in r/o the stenographer posted in this office.
5. The agency will provide suitable substitute well in advance if the stenographer leaves the job due to any reason or remains absent from duty even for a single day.
6. The agency will provide the photo Identity card to the Stenographer employed in this office.

7. The agency will properly verify the Character and antecedents of Stenographer provided before his deployment and a certificate to this effect will be provided
 8. The Stenographer supplied by your agency shall have no right, whatsoever, for any benefit/compensation/appointment in this office in temporary/ad-hoc/daily wages/regular capacity as on date, or in future, on the basis of his contractual work done in this office.
 9. Working hours would be normally 8 hours & 30 minutes per day(including half an hour lunch break between 9.30- AM to 6.00 PM) working days would be from Monday to Friday(5 days) in a week.
 10. The agency will be responsible for payment of wages in respect of manpower provided to this office. The agency may submit a proper bill to this office in triplicate at the end of each month for re-imbusement. The bill submitted by the agency must include attested copy of attendance of the present month, proof of payment of wages to the Stenographer in the preceding month including depositing of PF, ESI etc. The payment would be made after certification by the officer with whom the person is attached confirming his services were satisfactory and attendance as per the bill submitted by the agency.
 11. The Stenographer may be called on Saturday, Sunday and other Gazetted holidays, if required in case of exigency. He may be paid extra in accordance with the rates approved by the office.
 12. The validity of this contract will be for a period of one year. The contract shall automatically be cancelled/expired on completion of its tenure until and unless the same is renewed/extended in writing. The termination of the contract requires one month's notice in writing or withholding payment of one month's charges in the absence of such a notice. The rates will be subject to revision by the Labour Department , Govt. of NCT, Delhi.
2. All approved placement agencies are, therefore, requested that , if the above terms and conditions are acceptable to them, they may please send their quotation in a sealed cover, according to the instructions issued by Ministry of Labour from time to time in this regard to the undersigned within 10 days from the date of issue of this Circular.

(Dinesh Singh)
Addl. Development Commissioner for Handlooms

To

The All approved Placement Agencies in Delhi/New Delhi.