



GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT
Civil Secretariat, Srinagar/Jammu

CIRCULAR

Subject:- Policy for engaging/outsourcing of services/activities -
Guidelines for compliance of labour laws thereof.

It has been brought to the notice of the Finance Department that Labour Laws are not followed by Government Departments, Autonomous Bodies/Corporations and PSUs etc. while engaging manpower under outsourcing particularly through service providers/Agencies. Besides it has also been observed that Drawing & Disbursing Officers (DDOs) are not ensuring mandatory deductions towards EPF etc from payments due to such agencies. Government as the Principal Employer is also duty bound to ensure that contractors/ Manpower (Service) agencies pay employer's share towards EPF and take necessary steps to deposit the amount alongwith employees' share with Provident Fund Organization.

2. Now, in order to ensure that all such workers get their benefits under relevant Labour Laws, all the Administrative Secretaries to Government are requested to impress upon all the Heads of the Departments, Managing Directors, Chief Executives of the State PSUs/ Companies/Corporations, Autonomous bodies/Cooperative Institutions/Statutory Bodies/ Agencies and Drawing & Disbursing Officers to strictly adhere to the relevant regulations and ensuring mandatory deductions towards Employees Provident Fund while engaging manpower through Outsourcing/Manpower(Service) Agencies.

3. With a view to ensure the strict compliance for the deductions of EPF, the following instructions are issued:

- a) While allotting the work to any outsourcing agencies, copy of the allotment order should be endorsed to the concerned Provident Fund Office, ensuring therein that the agency shall keep provision for employee's contribution.
- b) Outsourcing Contract is allotted only to such agencies, which are registered in the Provident Fund

Organization and are having specified Code Number allotted.

- c) No payment should be released to such outsourcing agencies which fail to pay provident fund contributions to its employees.

Sd/-

(Navin K. Choudhary), IAS,
Commissioner Secretary to Government,
Finance Department.

No: A/152(61)-I-667


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3. Principal Accountant General, J&K Srinagar/ Jammu.
4. All Principal Secretaries to Government.
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6. Principal Secretary to Hon'ble Chief Minister.
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31. General Manager, J&K Bank Corporate Office, Srinagar/Jammu.
32. Private Secretary to Chief Secretary.



33. Private Secretary to Hon'ble Ministers/ Hon'ble Ministers of State for information of the Hon'ble Ministers.
34. All officers / Section officers of Finance Department.
35. President Non-Gazetted Employees Union Civil Secretariat Srinagar/ Jammu.
36. I/c Website, FD. (www.jakfinance.nic.in).
37. I/c Website, GAD. (www.jkgad.nic.in).
38. Government order file (W2scs).


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Director (Codes),
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