

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
G.N.C.T. OF DELHI
1st FLOOR, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE , NEW DELHI-110006

F.1/Misc./WCD/Admn/2021/ 22796-800

Dated :

CIRCULAR

31 MAR 2021

Sub.: Regarding timely disbursement of wages of outsourced employees.

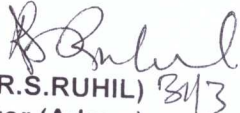
Whereas, as per Section 5 of Payment of Wages Act, 1936 in the establishments employing less than thousand person, the monthly wages should be paid before the expiry of 7th day of the next month and in case of establishments employing more than thousand person the monthly wage should be paid before expiry of the 10th day.

Whereas, you are aware that it is strictly directed to disburse the Salary of outsource staff on urgent basis as the Certificate of disbursement for remuneration by 20th of every month has to be submitted to the Chief Secretary, Delhi & Labour Deptt.

Whereas, as per UO No. CS/2019/29838 dated 23/12/2019 it is directed that it is the personal responsibility of each HoD/ Secretary to ensure due payment to all contractual/ outsourced employees.

Hence, comply the above said directions, you are requested to provide the Attendance Certificate Report (hard copy) of outsourced employees to the Admn. branch on or before 2nd Working Day of each month for timely disbursement of wages.

Non compliance of this Circular will be viewed seriously. Penalty may also be imposed on the responsible authorities.


(R.S.RUHIL) 31/3
Dy. Director (Admn.)

To

1. All DDO/ Supdt., / District Officer/ Branch-in-Charge.
2. Dy. Directory, Admn. branch
3. M.D. Intelligent Communications system India Ltd. (ICSIL), Administrative branch, 1st Floor above Post Office, Industrial Estate, Phase-III, New Delhi-110020
4. Data Processing Assistant with the request to uploaded the same on the departmental website.

F.1/Misc./WCD/Admn/2021/

Dated :

Copy to information :-

1. PS to Director, DWCD, ISBT Building, Kashmere Gate, New Delhi-110006.


(R.S.RUHIL)
Dy. Director (Admn.)

ATTENDANCE CERTIFICATE

This is to certify that Ms./Sh. ----- is working in -----branch at Department of Women and Child Development(DWCD) Govt. of NCT of Delhi on outsourced basis. The Leaves Details for the month of -----, 2021 is given below:-

Sl. No.	Name of Employees	Designation	No. of Leaves	Kind of Leaves

(Signature of branch-in-charge)

Note : Performa should be in typed letter only, otherwise not be considered for salary purpose.