



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

No. VNIT/D/2018-19/ 28

Date:..... Dec 2018

02 JAN 2019

CIRCULAR

SUB: INSTRUCTIONS FOR PROCESSING BILLS IN RESPECT OF LABOUR CONTRACTS

1. The Institute has outsourced services like manpower hiring, Security services for Institute premises and Hostels, hygiene (sanitary) maintenance, electrical maintenance which fall under category of labour contracts. The bills are submitted to Accounts Section by concerned Section Heads after verification and certification thereof.
2. Though the compliance of the various statutory provisions like minimum wages, remittance of EPF, ESIC, GST (wherever applicable) is looked after by the concerned contractor, the statutory compliance is also the responsibility of the Institute, being the Principal employer. To streamline the procedure of verification of the labour contract bills, following consolidated guidelines are hereby issued, for strict compliance by the all concerned:
 - i) Every bill should be invariably supported by the Wage Register in the prescribed format (specimen format enclosed at Annexure-A). The bill submitted by the contractor shall be verified and cross checked by the bill certifying official with the Wage Register.
 - ii) The contractor(s) may be instructed to indicate all components like EPF, ESIC, Service charge, GST etc. (as indicated by them in the Price Bid) in the Wage Register itself in order to facilitate the verification process. It shall be ensured by the certifying official that any unverified payment should not form source of profit (other than legitimate service charges) to the contractor.
 - iii) The bill certifying official shall enclose 'Checklist' in the enclosed format (Annexure-B) and the bill shall be forwarded to Accounts Section only after ensuring the compliances mentioned in the Checklist.
 - iv) As regards the remittances, the documentary evidence submitted by the contractor like EPF, ESIC, GST challans should be cross checked with amount(s) payable as per Wage Register. As communicated by MHRD vide letter No.33-1/2018-TS.III (Pt.II) dated 10.12.2018 (enclosed at Annexure-C), in case the contractor has availed the benefits under Prime Minister Rojgar Protsahan Yojana (PMRPY) for payment of EPF, the bill has to be disallowed to that extent.
3. It is requested that these guidelines may please be followed scrupulously, with immediate effect.

(Dr P M Padole)
DIRECTOR

To:

- | | |
|--|--|
| 1. All Deans/ Associate Deans/ Registrar | - For information please |
| 2. Exe. Engineer (Estate Maint.)/ JE (Elect. Maint.) | - For information and necessary action |
| 3. Security Officer/ Guest House In charge | - do- |
| 4. Dy Registrar (Accts.) | - For information and necessary action |
| 5. PA to Director | - For information of the Director pl. |
| 6. Dispatch Section | - For circulation to all concerned, by mail. |

ANNEXURE-A

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY

Work Order No. dated

WAGE REGISTER FOR THE MONTH OF

SR. NO.	NAME OF THE EMPLOYEE	DESIGNATION	NO. OF DAYS	EARNINGS			OTHER LEVIES							DEDUCTIONS			NET SALARY IN-HAND	SIGN. OF EMPLOYEE			
				BASIC + VDA	OTHER ALLOWANCE (IF ANY)	TOTAL	EPF @ 13%	ESIC @ 4.75%	TOTAL	SERVICE CHARGES @	GROSS AMOUNT	CGST @ 9%	SGST @ 9%	BILL AMOUNT (TALLY WITH BILL)	EMPLOYEE EPF @ 12%	EMPLOYEE ESIC @ 1.75%			P.T.	TOTAL DEDUCTION	
1	2	3	4	5	6	7=5+6	8=13% OF 5	9=4.75% OF 5	10=7+8+9	11=...% OF 10	12=10 +11	13=9% OF 12	14=9% OF 12	15=12+13+14	16=12% OF 5	17=1.75% OF 5	18	19=16+17+18	20=7-19	21	
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
...																					
				TOTAL																	

(SIGNATURE AND SEAL OF THE CONTRACTOR)

Verified and found in order

SECTION HEAD

ANNEXURE-B : SPECIMEN FORMAT OF CHECKLIST

a) Work Order No. and Date....

(Work Order Copy to be enclosed)

b) Name of the Contractor:

c) Bill for the Month of:.....2019

SI No.	Particulars	Mention Yes / No	Remarks
1	Wage Register in the prescribed format is enclosed?		
2	No. of man-days claimed are as specified in the contract?		
3	Whether "Basic+VDA" claimed is as per Govt. norms (Minimum wage) considering category of manpower deployed (Skilled/Semi-skilled/ Unskilled) as per contract?		
4	Whether 'Other Allowances' claimed (if any) are permitted under the contract?		
5	EPF challan/ ESR is enclosed?		
6	Whether amount of EPF (Employer+ Employee contribution) in Wage Register is matching with EPF challan/ ESR?		
7	Whether the contractor has availed the benefits under Prime Minister Rojgar Protsahan Yojana (PMRPY). (If yes, the benefit so availed may be disallowed from the bill.)		
8	ESIC challan/ Insurance premium challan is enclosed?		
9	Whether amount of ESIC (Employer+ Employee contribution) in Wage Register is matching with ESIC challan/ Insurance premium challan?		
10	Whether GST payment challan is enclosed?		
11	Whether GST claimed (if any) as per Wage Register is matching with the tax Invoice?		
12	Whether service charges claimed as per Wage Register are matching with the rate quoted in tender?		
13	Amount to be disallowed from the bill..... (Amount and reason for disallowance to be indicated)		

CERTIFICATE

Wage Register cross checked with the bill and Statutory provisions regarding Minimum wages, EPF, ESIC, GST (as applicable) are found to be complied on the basis of documentary proof enclosed with the bill. Bill may be processed for payment of Rs...../-.

(Name, Designation of Certifying Officer with Seal)

To,
Dy Registrar (Accts.)

F.No.33-1/2018-TS.III (Pt.II)
Ministry of Human Resource Development
Department of Higher Education
Technical Section-III

Shastri Bhawan, New Delhi
Dated: 10th December, 2018

To

The Director
All National Institute of Technology (NITs) and IIST Shibpur

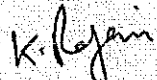
Subject: Pradhan Mantri Rojgar Protshan Yojana (PMRPY) – regarding

Sir/Madam,

I am directed to enclose herewith a copy of CDN-Section's letter No.C.30021/01/2018-CDN dated 13th November, 2018 forwarding therewith a copy of Ministry of Labour and Employment DO No.DGE-U-13015/1/2016-MP(G) dated 23.10.2018 on the above mentioned subject for necessary action and compliance.

Encl.: As above

Yours faithfully



(K. Rajan)

Under Secretary (NITs)
Tel: 011-23384159


No. C.30021/01/2018-CDN
Government of India
Ministry of Human Resource Development
Department of Higher Education
CDN Section

R. No. 229-C. Shastri Bhawan, New Delhi.
Dated the 13 November, 2018.

Subject : Pradhan Mantri Rojgar Protsahan Yojana(PMRPY) -reg.

The undersigned is directed to enclose herewith a copy of D.O. letter No. DGE-U-13015/1/2015-MP(G) dated 23rd October, 2018 received from Ministry of Labour & Employment on the above subject for necessary action and compliance.

It has been stated in the said d.o letter that Ministries/Departments/their organizations/PSUs are engaging contract agencies for various services. In this connection, M/o Labour & Employment has requested kindly to ensure before releasing payments to the contractors that the employer's contribution (12% EPS and EPF both) has been made/paid by the contractor himself and he has not availed the benefits under PMRPY scheme so that there is no double payment on the part of the Government.


(M.K. Meena)
Under Secretary(CDN)
Intercom :724

DDG ✓ - artan
Dir(CIT) ✓
Dir(TE) ✓
13/11/18

Enclosures : As above.

To

- 1. AS(TE&CVO) (1)
- 2. Sr.EA (HE) (1)
- 3. JS&FA (2)
- 4. JS(A/DL) (3)
- 5. JS(HE/ICR) (4)
- 6. JS(Mgt./Lang.) (5)
- 7. JS(ICC/P) (6)
- 8. JS(CU) (7)
- 9. JS(Scholarship) (8)
- 10.DDG(HE) (9)

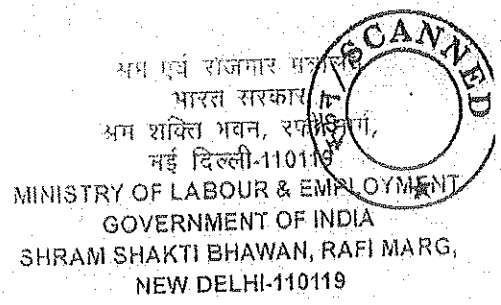
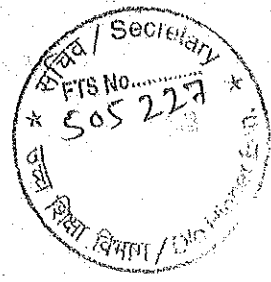
Copy to :

- 1. US (EE.I) - for similar action in respect of D/o SE&L. (10)
- 2. CMIS- for uploading the same on e-office. (11)

M 4612 50/11/18
Ms. Anush
14/11/18
R-12/11/18



Anuradha Prasad, IDAS
Additional Secretary
011-23710178
e-mail:as-labour@nic.in



D.O. No. DGE-U-13015/1/2016-MP(G)
Dated the October 23, 2018

Dear Sir/Madam,

As you are aware, the Pradhan Mantri Rojgar Protsahan Yojana (PMRPY) was launched on 9th August, 2016 with the objective to incentivise employers for creation of new employment. Under the scheme, Government of India is paying Employer's full contribution i.e. 12% towards EPF and EPS both (as admissible from time to time) w.e.f. 01.04.2018 for a period of three years to the new employees and to the existing beneficiaries for their remaining period of three years through EPFO. The terminal date for registration of beneficiary through an establishment is 31st March, 2019. The scheme is targeted for new employees earning upto Rs. 15,000/- per month only.

2. Ministries/Departments/their organisations/PSUs are engaging contract agencies for various services. In this connection, it is requested to kindly ensure before releasing payments to the contractor that the employer's contribution (12% EPS and EPF both) has been made/paid by the contractor himself and he has not availed the benefits under PMRPY scheme so that there is no double payment on the part of Government.

3. The nodal officer(s) in EPFO who can be contacted for any clarification in this regard are Dr. S.K. Thakur, Additional Central Provident Fund Commissioner (Phone: 011-26172677, e-mail: acchg.pension@epfindia.gov.in) and Smt. Aprajita Jaggi, Regional P.F. Commissioner (Phone No. 011-26173877, e-mail: rc.compliance1@epfindia.govt.in).

With regards,

Yours sincerely,
Anuradha Prasad
(Anuradha Prasad)

US/CDN
17/10/18

TS(A)
US (cash)

To

All Secretaries to the Government of India (as per standard list)