



Government of Haryana/हरियाणा सरकार
Directorate of Food and Supplies
खाद्य एवं पूर्ति निदेशालय

To

All the District Food & Supplies Controllers,
In the State of Haryana (By name).

Memo. No. SB-3-2009/ 11303
Dated, Chandigarh 22.05.2009

Subject : Policy for engaging / outsourcing of services / activities.

Kindly refer to the instructions issued by the Chief Secretary to Govt. Haryana vide letter No. 43/5/2001-GSI dated 1.9.2006 and amended vide letter No. 43/5/2001-GSI dated 16.2.2009 (photo copies enclosed for ready reference), on the subject cited above. You are directed to read these documents very carefully.

Vide above referred instruction, the Govt. of Haryana has decided that no appointment on adhoc/contract/daily wage basis in group C or group D post would be made in future. This was done with a view to curb the tendency of appointment of adhoc/contract/daily wages basis. As per the policy for engaging/outsourcing of services/activities, the PR Chowkidar can be engaged only in accordance with the policy framed by the Govt. of Haryana vide letter dated 1.9.2006, which has been amended by the Govt. vide circular dated 16.2.2009.

Where no regular posts exist, the department will hire placement agency for watch and ward services / PR chowkidars and no person will be hired / engaged directly by the department. For hiring the service agency, the advertisement in the press shall be given through leading newspapers. A committee consisting of DFSC, DFSO/AFSO, IFS and S.O. will decide on the merit of the offer / tender made available by the district / local service providers. The successful service provider shall follow all the labour and other laws and will ensure to make the payment under the Minimum Wages Act or as may be fixed by the concerned Deputy Commissioners under the said act. The maximum period of the deployment through service provider will not exceed six months as per the actual requirement in the first instance. In case stocks are not dispatched within six months, then the case be forwarded to the Head Office for further extension as per actual requirement. The services of the PR chowkidars made available by the service provider will cease after completion of six months or dispatch of the stocks whichever event occurs earlier. A detailed service agreement alongwith the terms and conditions as issued by the Chief

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Secretary vide their office letter dated 43/5/2001-11GSI, dated 16-2-2009 is enclosed for implementing while deploying the watch and ward staff through the Service Provider in letter and spirit.


You are, therefore, directed to hire a suitable placement agency for providing watch and ward services / PR chowkidars as per your actual requirement and norms of the deptt. Please be sure that you have personally assessed the requirement and only then deploy this staff through the Service Provider. Bogus deployment shall be your direct personal responsibility. Please also make sure that all your requirements like fumigation operations and other safety operations for safety and health of stocks are clearly mentioned in the agreement with the service provider.


Additional Director - I,
for Director Food & Supplies Haryana.

Endst No. SB-3-2009/ 11304

Dated 22.05.2009

A copy of the above is forwarded to all Deputy Commissioners in Haryana State for information and necessary action.


Additional Director - I,
for Director Food & Supplies Haryana.

प्रेषक. 21/5/09
खाद्य एवं पूर्ति विभाग हरियाणा,
चण्डीगढ़।

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NOTICE INVITING TENDER FOR WATCH AND WARD SERVICE PROVIDER

Sealed tenders are invited from reputed service provider agencies for outsourcing of services / activities of PR chowkidars / watch and ward staff for proper upkeep, safety and health of the stored wheat at different storage points. The quantum of required work and level of the services needed may be known on any working day from the office of the DFSC. Terms and conditions can also be seen in this office. The suitability of the service provider will be examined strictly with respect to the job needs of PR chowkidar / watch and ward staff. All relevant labour laws will have to be followed by the selected agency. Tenders can be submitted in the office of the undersigned within 10 days from the day of publication of this notice.

District Food & Supplies Controller

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From

The Director General
Food & Supplies Department
Haryana, Chandigarh.

To

All the District Food & Supplies Controllers
(In the State of Haryana)

Memo No. SB-3-2013/55-RA

Dated, Chandigarh the 15th March, 2013

Subject: - Indicative norms for watch and ward resources for safety of stored foodgrains and stock articles.

As you are aware, in Food and Supplies Department, foodgrains' procurement, storage and dispatch operations are conducted on the basis of PR Manuals and instructions issued by the Department from time to time. It is clearly stated in P.R. Manuals that an adequate number of Chowkidars for watch and ward should be employed after the posts are sanctioned by Headquarters. They should not be employed on any other work. A Chowkidar Pay Check Register should be maintained in form PR-37 at each centre and also at the District Food Controller's office for the entire circle with separate portions for each centre. Further, sanction of chowkidars lapses at the end of the financial year and requires renewal from year to year.

In view of this, following indicative norms for deployment of watch and ward resources, have been framed for strict compliance:-

1. Shifts

- i). 6.00 AM to 2.00 PM
- ii). 2.00 PM to 10.00 PM
- iii). 10.00 PM to 6.00 AM.

2. Watch and ward resources for Wheat stock (Open) with boundary wall

Shifts	No. of chowkidars up to 7500 MT of food grains	No. of chowkidars between 7500-15000 MT of food grains	No. of chowkidars beyond 15000 MT of food grains
i).	1	2	2
ii)	1	2	2
iii).	2	2	3

3. **Watch and ward resources for Wheat stock (Open) without boundary wall**

Shifts	No. of chowkidars up to 7500 MT	No. of chowkidars between 7500 - 15000 MT	No. of chowkidars beyond 15000 MT
i).	2	2	3
ii).	2	2	3
iii).	2	3	4

4. **Watch and ward resources for Wheat stock (Covered)**

Shifts	No. of chowkidars up to 7500 MT	No. of chowkidars between 7500 - 15000 MT	No. of chowkidars beyond 15000 MT
i).	1	1	2
ii).	1	1	2
iii).	1	2	3

5. **Watch and ward resources for Paddy Stock**

Since paddy is stored in joint custody of Department and Rice Millers where rice millers deploy sufficient resources for the security of rice, bardana, wooden crates, machinery and power generator etc, Department may not need its own resources for watch and ward work. However, if rice mill is located at isolated place and for the security of stock, it is necessary to have watch and ward, Department may deploy chowkidars as per the requirement on case to case basis after obtaining approval from the competent authority. In the cases where default has taken place, paddy, rice and other stock articles should immediately be shifted to other rice mills.

6. **Decisions as per exigencies**

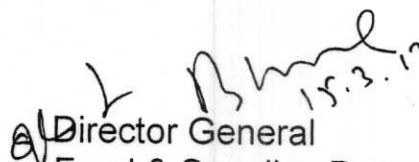
Since no norms regarding number of chowkidars can have universal validity, decision in each case needs to be taken on merit, based on requirement, ground realities and local circumstances. For example, if Department is compelled to store food grains at an isolated space, more chowkidars would be deployed. On the other hand, if storage points of several agencies are within one complex or in vicinity, as in the case of Pipli (Kurukshetra District), lesser chowkidars would be needed.

7. **Shifting of stock articles**

Once the stocks are liquidated from mandi phar/mandi shed/godown or plinth hired on actual basis etc., the stock articles should immediately be shifted to permanent PR Centres. Prudence demands that smaller stocks should also be liquidated or shifted to permanent PR Centres with prior approval of Headquarters. There is no justification of deploying watch and ward staff for such locations.

8. **All the District Food and Supplies Controllers (DFSCs)** would submit proposals, regarding deployment of watch and ward staff, for each storage point, with full facts and justification to Headquarters. The proposals would be examined at Headquarters, by a Committee comprising of Officer Incharges of Accounts, Procurement and Storage branches. The said committee would give its recommendation and thereafter, the approval of Director General would be sought. Sending and finalization of proposals would be time bound i.e. 15th of May for wheat and 15th November for paddy. Within seven working days H.Q. will convey its approval / disapproval. DFSCs would deploy the chowkidars as per the sanction obtained from DGFS and any deviation from the sanction would be the personal responsibility of concerned DFSC.

These instructions will come into force from March 15, 2013


 Director General
 Food & Supplies Department
 Haryana, Chandigarh.



Government of Haryana/हरियाणा सरकार
Directorate General of Food and Supplies
खाद्य एवं पूर्ति महानिदेशालय

To

All the District Food & Supplies Controllers,
In the Haryana State.

Memo No. SB-3-2013/8193.
Dated : 11-04-2013.

Subject: Compliance of Labour laws while engaging persons on contract or outsourcing of services/ manpower.

Please refer to the instructions issued by the Chief Secretary to Government of Haryana vide letter No. 43/5/2001-GSI dated 01-09-2006 and amended vide letter No. 43/5/2001-GSI, dated 16-02-2009 and this office reference No. SB-3-2009/11303 dated 25-05-2009 on the subject cited above.

2. Vide above referred letters you were directed to follow the instructions strictly as per the guidelines issued by the Chief Secretary to Government of Haryana for hiring the Service Provider for engaging the PR Chowkidars and Sweeper-cum-Chowkidars. It has been noticed that the instructions issued by the H.Q are not being followed properly. Whereas, as per the policy of Out Sourcing of services, PR Chowkidars can be engaged only in accordance with the policy framed by the Government of Haryana vide letter dated 01-09-2006, which has been amended by the Government vide circular dated 16-09-2009. Subsequently, the letter dated 23.08.2012 was also issued by the Finance Department with a request to all Head of the department in the State for strict compliance of the direction of the Government regarding enforcement of labour laws. Therefore, while adhering to the instructions mentioned above, following aspects need to be complied with:-


1. In accordance with letter dated 15.03.2013, all the District Food & Supplies Controllers will submit the proposal to H.Q for approval, regarding deployment of watch and ward staff, for storage points with full facts and justification.
2. Service Providers shall be appointed by the committee already constituted at District Level, Consisting of DFSC, DFSO/AFSO, Inspector Food & Supplies and Section Officer, vide letter dated 19.05.2009 by issuing the advertisement in the press.
3. Service Providers who offer services at 0% margin should not be given the contract as directed by FD vide letter dated 23.08.2012. Further, It should be ensured that the rates offered by the Service Providers are not less than 1% margin as service charges.



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4. Service Providers must pay minimum rates of wages notified by the Government under the minimum wages act 1948 without any illegal deductions as specified in the Payment of Wages Act, 1936. The payment must be made through Cheque/Bank A/c only & under no circumstances cash payment shall be made.
5. Service Providers shall maintain the EPF & ESI records of all the workmen separately, as per the provisions of Employees Provident Fund and Miscellaneous Provision Act, 1952 and Employees State Insurance Act 1948.
6. The Service Providers shall submit the full details of each workman w.r.t. ESI, EPF number, bank A/c number, details of deductions and full address.
7. The maximum period of appointment of Service Providers shall not exceed six months, but in case, stocks are not dispatched within six months the case may be forwarded to Head Office for one time extension of six months with actual requirement and justification.
8. The Service Providers will ensure the verification of character and antecedents of the workman before engaging them for the Department.
9. The Service Providers shall have the license from ADGP; Haryana as prescribed under Haryana Private Security Agencies Rules, 2009.
10. The formalities of registration and license under the Contract Labour (Regulation and Abolition) Act 1970 have to be complied with if there are 20 or more workers employed in an Establishment. The Principal Employer has to obtain a registration from the registering authority and the contractor/ Service Providers must obtain a license for that particular contract for Service as per the said Act. Non compliance of these provisions can invite punitive proceedings under the said Act.

You are, therefore, directed to follow the above instructions strictly as per the policy of the Government. Any violation of will be the personal responsibility of the concerned DFSC.


Deputy Director (Storage)
for Director General Food & Supplies, Haryana.



Government of Haryana/हरियाणा सरकार
Directorate of Food and Supplies
खाद्य एवं पूर्ति निदेशालय

To

All the District Food & Supplies Controllers in the State.

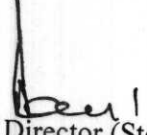
Memo No. SB-3-2013/167.
Dated : 23-04-2013.

Subject : Indicative norms for watch and ward resources for safety of stored foodgrains and stock articles

Please refer to this office letter no. SB-3-2013/55-RA, Dated 15-03-2013 on the subject cited above.

Vide above referred letter it was informed that all the District Food & Supplies Controllers would submit proposal regarding deployment of watch and ward staff, for each storage point, with full facts and justification to head office and the proposals would be examined at head office by a committee comprising of officer Incharges of Accounts, Procurement and Storage branches. The said committee would give its recommendation and thereafter the approval of Director General would be sought. The date for sending and finalisation of proposals is 15th May for wheat and 15th November is for paddy.

You are, therefore, directed to submit your proposal regarding deployment of watch and ward staff to head office immediately so that approval could be given in time after examining the same.


Deputy Director (Storage),
for Director General Food & Supplies, Haryana.



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To

The District Food & Supplies Controller,
Hisar.

Memo No. SB-3-2013/21009.

Dated : 19/22.07.2013.

Subject : Policy for engaging/outsourcing of services/activities.

Please refer to your letter No. A/3736, dated 11.07.2013 on the subject cited above.

You are intimated that according to the point 2 of letter dated 11.04.2013 the service provider shall be appointed by the committee already constituted at district level, consisting of DFSC, DFSO/AFSO, Inspector Food & Supplies and Section Officer. The case may be forwarded to Headoffice only for one time extension of six months with actual requirement and justification (point 7).

You are, therefore, directed to follow the instructions issued vide letter dated 11.07.2013 strictly.

Sd/-

**Deputy Director (Storage),
for Director General Food & Supplies, Haryana.**

Endst. No. SB-3-2013/21010.

Dated : 19/22.07.2013

A copy of the above is forwarded to all the District Food and Supplies Controllers in the state except DFSC, Hissar for information and similar necessary action please.

Sd/-

**Deputy Director (Storage),
for Director General Food & Supplies, Haryana.**



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To

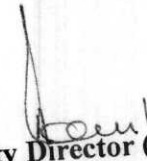
All the District Food & Supplies Controller in the State.

Memo No. SB-3-2013/57153
Dated : 17.12.2013.

Subject :- Indicative norms for watch and ward resources for safety of stored foodgrains and stock articles.

Please refer to head office letter No. SB-3-2013/55-RA, dated 15.03.2013 on the subject cited above.

It has been decided to constitute a committee for assessment of deployment of PR chowkidars for the safety of the stocks. The said committee will constitute DFSO, S.O. and AFSO and assess the requirement of PR chowkidars for each centre separately. In case, there is no DFSO in the district, then the committee shall be headed by the DFSC. The committee will ensure that chowkidars has been engaged as per the policy and guidelines issued by the Director General Food & Supplies Haryana and shall submit its report to the concerned DFSC. The DFSC, after receipt of recommendation of the committee, shall engage the chowkidars as per requirement and will also intimate the head quarter for information.


Deputy Director (Storage),
for Director General Food & Supplies, Haryana.

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