



F. No. G-32/48/2026 (E 41595)/ 4/3-420

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यूटीसचिवालय, लेह /UT Secretariat, Leh
Dated: 18 .05.2026

Subject: One-time verification and wage rationalization of Daily Rated Workers (DRWs), Part-Time, Seasonal, and Need-Based workers engaged after 17.03.2015.

CIRCULAR No. 08 -F of 2026
Dated: 18 .05.2026

It has been observed that various departments have engaged a large number of part-time and seasonal workers over the years. Furthermore, certain departments have continued to engage full-time daily-rated workers despite the complete ban imposed vide Finance Department Order No. 43-F of 2015 dated 17.03.2015. It has also come to notice that these workers are paid at varying rates across departments, resulting in significant inconsistencies in remuneration—with wages as low as ₹300 per month onwards. The administration is bound to follow the wages stipulated under the Minimum Wages Act and a decision has been taken to rationalize wages in line with prescribed minimum wages on a pro rata basis depending on the hours of assignment given to such part time employees.

To verify the number of such workers, rationalize their wages, and ensure uniformity, the competent authority has directed a one-time verification and rationalization exercise for all such engagements. Henceforth, all existing full-time Daily Rated Workers, part-time workers, and seasonal/need-based workers engaged after 17.03.2015, presently working under different classifications, shall be brought under a uniform categorization framework as specified in this Circular.

Accordingly, the following actions are required to be taken by the Departments of the UT of Ladakh

1. All HoOs & HoDs shall verify the engagement details, including nature of work, duration of duty (hours per day), and Aadhaar-linked bank details, current rate of wages which is to be submitted as per the format given in the Annexures I & II provided with this Circular.
2. The Departments shall propose wages as per the format in Annexure-I which is aligned with the Department of Labor & Employment UT of Ladakh notification (S.O. 117 dated 02.11.2022). Part-time workers shall be paid on a **pro-rata basis**.
3. Services manageable by existing regular staff must be reviewed and engagement involving persons above 60 years of age to be discontinued as per norms and such persons are not to be included in the list.
4. Departments are requested to submit the verified data and financial implications in the prescribed pro forma to the Finance Department within 20 days from the date of issuance of this circular, in consultation with their Gazetted Finance Officer. The information should be submitted digitally to the above-mentioned email ID in Excel format, after which the Head of Office/Head of Department shall be held responsible for any delay in submission.

5. A separate committee will be constituted to review the list of workers proposed to be placed in Un-Skilled Full Time & Part Time (B) and all categories of Skilled workers by the concerned Department. This is to avoid any comparison between workers of different Departments.

This exercise is strictly a **wage rationalization measure** and shall not be construed as a commitment toward regularization of service. Any fresh engagement in violation of the existing blanket ban (Order No. 43-F of 2015 dated 17.03.2015 and reiterated vide UT Ladakh Circular dated 02/02/2021)) shall be the personal responsibility of the concerned HoD/HoO.

Issued with the approval of competent authority.

Kaneez Fatima,
Director Accounts & Treasuries
UT of Ladakh

Copy to the:

1. *All Administrative Secretaries, UT of Ladakh.*
2. *Director General of Police, UT of Ladakh.*
3. *Secretary to Hon'ble Lieutenant Governor, UT of Ladakh.*
4. *All Head of Departments, UT of Ladakh for necessary action.*
5. *Technical Director, NIC, UT Ladakh for necessary action.*
6. *OSD to Chief Secretary and Administrative Secretary Finance, UT Ladakh.*
7. *Private Secretary to Secretary Finance, UT of Ladakh.*
8. Office Record file.

ANNEXURE I

PRO-FORMA FOR DATA SUBMISSION (DRWs/PART-TIME/SEASONAL WORKERS)

(To be submitted to the Finance Department within 20 days, i.e., by)

Department: _____

Office of the: _____

S. No	Name of Worker	Parentage	Aadhaar No. (Linked) & verified DoB details	Date of Initial Engagement	Designation	Category worker (Skilled/Unskilled)	of Current Monthly Wage (₹)	Deemed working days to be calculated as per Annexure II (Verified)
1								

Summary of Financial Implications

1. Total Number of Workers Verified: _____
2. Current Monthly Financial Outlay: ₹ _____
3. Proposed Monthly Financial Outlay (Rationalized): ₹ _____
4. Additional Monthly Funding Required: ₹ _____

Certificate by Head of Department/ Head of Office

Certified that:

1. The above-listed workers are genuinely engaged and their services are essential for the department.
2. The working hours have been physically verified and the pro-rata calculation is as per the approved matrix.
3. No worker above the age of 60 has been included without specific justification.
4. All bank accounts are Aadhaar-seeded for DBT.

Signature of HoD/HoO
(with Seal)

Counter-signed by Gazetted Finance Officer
(with Seal)

ANNEXURE-II:

CALCULATION GUIDE FOR DEEMED NO. OF WORKING DAYS / MONTH.

To ensure uniformity across all departments, the following standardized math shall be used to calculate pro-

Pro-Rata Wage Matrix

1. Un-Skilled Workers Wage Matrix

Engagement Category	Daily Duty Hours	Monthly Pro-Rata Factor	Deemed No. of days
Part-Time (A)	2-4 Hours	1/4th of Full Time	8 @ ₹ 450/- per day
Part-Time (B)	4 -6 Hours	1/2 of Full Time	15 @ ₹ 450/- per day
Full-Time	6 -8 Hours	100%	30 @ ₹ 450/- per day (inclusive of statutory leave as per applicable labor laws)

2. Skilled Workers Wage Matrix.

If a department identifies workers falling under 'Skilled' categories as per the Labor Department S.O 117, the base rate in the formula above shall be replaced as follows:

Engagement Category	Daily Duty Hours	Monthly Pro-Rata Factor	Deemed No. of days
Part-Time (A)	2-4 Hours	1/4th of Full Time	8 @ ₹575/- per day
Part-Time (B)	4 -6 Hours	1/2 of Full Time	15 @ ₹575/- per day
Full-Time	6 -8 Hours	100%	30 @ ₹575/- per day (inclusive of statutory leave as per applicable labor laws)

The departments must provide a clear and well-documented justification for classifying workers under the category of Skilled.

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3. Verification Instructions for Finance Officers

- **Attendance Audit:** Monthly wages must be released only for the actual number of days the worker was present.
- **Strict Deadline:** The completed data, verified against these calculations, must reach the Finance Department by digitally on Excel format.