HIGH COURT FOR THE STATE OF TELANGANA

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REVISED CIRCULAR

ROC.NO.491/2018/D-II(B) **DATED: 28.01.2026**

SUB: BUILDINGS – Entrustment of housekeeping work in the District Court Buildings to the agencies – Instructions issued.

REF:1. High Court's Circular in Roc.No.491/2018/DII(B), dated: 30.04.2018.
2. High Court's Circular in Roc.No.491/2018/DII-(B), dated: 03.01.2025.
3. Memo No.3236044-A/237/A1/BG/2025, dated 20.08.2025, from the Principal Secretary to Government.

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Having re-considered the matter regarding entrustment of housekeeping work in all the District Court Buildings in the State of Telangana, the following revised instructions are issued:

1. All the Unit Heads shall invite quotations from the Housekeeping Agencies as per the requirement in the month of **January** itself for all the Courts within their Jurisdiction for entrusting the house keeping works to the agencies, keeping in view the lowest quoted amount, duly maintaining minimum wages and checking their credentials and shall submit the proposal for administrative approval to the High Court by last working day of **February.**

2. While inviting quotations, the Unit Heads shall invariably indicate in the Tender Notification that the agencies have to pay minimum wages with Variable Dearness Allowance (VDA) to the workers as fixed by the Government from time to time in terms of G.O.Ms.No.85, Labour, Employment, Training & Factories (Labour-II) Department, dated: 22.09.2007, under construction or maintenance of Roads & Buildings operations, including ESI and EPF.

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3. **The Unit Heads shall not seek ratification from the High Court after entrustment of the work to any particular agency.**

4. The Unit Heads shall ensure payment of minimum wages to the workers and to release payment to the agency on monthly/quarterly basis on furnishing sufficient proof.

5. The Unit Heads shall ensure that access to the housekeeping workers is denied to the Record Room and other important rooms, except under the supervision of some permanent staff.

6. The expenditure for entrustment of housekeeping work may be met strictly from the budget to be allotted to the Unit under the Head-303 – Activity engaged on Outsourcing for the financial year 2026-2027 and thereafter.

7. The remuneration of the manpower engaged for performing the housekeeping duties shall hereinafter be met from the Head-303 – Activity engaged on Outsourcing from the financial year 2026-2027, strictly. However so far as the expenditure towards cleaning and sanitation paraphernalia used by the said housekeeping staff is concerned, it shall be met from the Head-132 Other Office Expenses.

The above instructions shall be followed scrupulously by all the Unit Heads.

28/01/26

REGISTRAR (INFRASTRUCTURE)

Encl: Memo No.3236044-A/237/A1/BG/2025

To

All the Unit Heads.