

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(जल-मत्त परिवहन मंत्रालय)
National Highways Authority of India
(Ministry of Surface Transport)

1, EASTERN AVENUE, MAHARANI BAGH, NEW DELHI-110065
Fax : 91-11-6924383, 6928523 • Website : <http://www.nhai.org> • E-Mail : nhai@vsnl.com

Ref. No.

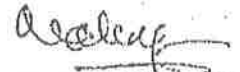
दिनांक / Dated

NO. 11012/13/99-ADMN

29TH MARCH, 2000

SUBJECT: GUIDELINES FOR ENGAGEMENT OF INDIVIDUALS BY PIUs.

A copy of guidelines on engagement of various individuals like Personal Assistant, Reno, Accountant, as well as Peons, Chowkidars, Sweepers etc. duly approved by Chairman is enclosed. All Project Directors, PIU may kindly note the instructions contained therein for compliance. In case there is any deviation or additional requirement than that mentioned in these guidelines, a reference may be made to the Corporate Office for approval.



[J.P. MAHESH]

DY. GENERAL MANAGER [A]

All PD, PIUs,

Copy to: All GMs/DGMs/Managers

Copy for information to:

1. PS to Chairman
2. PS to Member [A]/ Member [Tech]/Member [PI]
3. PA to CGM[WB]/CGM[T]

GUIDELINES FOR ENGAGEMENT OF INDIVIDUALS BY PIUS

The issue relating to provision of support staff to the PIUs was considered by the Authority in its 27th Meeting held on 25th January, 2000. It was decided that:

- (i) One PA and one Steno will be provided to four officers i.e. GMs, DGMs and Managers combined together (i.e. one PA or one Steno for two officers).
- (ii) Accounts Officer and Accountant will be provided in accordance with the quantum of work to be executed. In the case of project costing less than Rs.50 crores, one accountant shall be provided and where the project cost is more than Rs.50 crores, one Accounts Officers and one Accountant shall be provided.
- (iii) Staff like peon and Chowkidar shall be engaged on full time basis, on contract, through security services/ placement agencies only, and
- (iv) Sweeper shall be engaged on part time basis only.

2. The corporate office (Admn. Division) will recruit the individuals in accordance with the provisions of the National Highways Authority of India (Recruitment, Seniority & Promotion) Regulation, 1996 to provide the required stenographic/accounts assistance to the PIUs. In case there is any urgent requirement and they cannot wait till the individuals provided by the Corporate Office reach the PIUs, the PDs themselves may make temporary arrangements on short term contract basis for a period not exceeding 90 days. The terms and conditions of such contract are enclosed in Annexures I & II. While resorting to such arrangements on contract basis, it will be ensured that the candidates must possess the following qualifications:

For Accounts:

Essential:

- (i) B.Com with minimum 50% marks.
- (ii) Five years experience in accounts and related matters.

Desirable:

Preference will be given to those who have passed Intermediate examination of ICA and ICWAI

Age Limit: 18 to 30 years extendable upto 35 years for intermediate ICA/ICWA candidates

For Stenographers:

Essential:

- (i) Matriculation from a recognised University/Board.
- (ii) Three years working experience in the relevant field.
- (iii) Must possess speed of 80 W.P.M. in shorthand and 30 W.P.M. in typing.
- (iv) Should be familiar with MS Office in Computers.

Desirable:

Age limit: 18 to 25 yrs.

Preference will be given to those who possess diploma in secretariat practice/office management from Government Institutions/YMCA/YWCA.

Note: Relaxations in the case of SC/ST/OBC candidates shall be applicable as per Government of India rules.

3. The appointments may be made through proper selection after advertising them at least in one local newspaper under intimation to the local employment exchange.
4. No extension of the contract appointment beyond 90 days will be given without obtaining the specific approval of the Corporate Office. (Administration Division)
5. It may please be noted that the powers of the appointing Authority in respect of the posts mentioned above vest only with heMember. The PDs do not have the powers of appointing authority for these posts. They are only authorised vide these orders to make purely temporary arrangements on short term contract basis for a period not exceeding 90 days. This may please be kept in view to avoid any legal complications in the matter.

6. The PDs will, however, make their own arrangement for Group 'D' staff including Sweeper on part-time basis through placement services/security agencies. In any case the number of Group 'D' staff should be engaged to the minimum not more than one or two Peons, one Chowkidar & one Sweeper (on part-time basis) [In case the number is proposed to be increased, prior approval of corporate office is required.] The model agreement to be entered into with the above agencies is enclosed.

7. Consolidated Wages to be provided to Group D staff shall be as indicated below or the minimum wages laid down by the respective State Govt., whichever is higher:

Sl. No.	Post	Amount (Rs.)
1.	Peon	3000 + Employers contribution towards EPF
2.	Chowkidar	3000 + Employers contribution towards EPF
3.	Safaiwala	1500 [part time basis]

8. In addition to the wages mentioned above, service tax @ 5% and agency charges not exceeding 10% as per model agreement may be added in the contract.

**TERMS AND CONDITIONS FOR ENGAGEMENT OF STENOGRAPHERS ON
CONTRACT BASIS**

1. SCOPE OF SERVICE :

To provide Stenographic assistance, maintenance and management of office and records and the required secretarial assistance.

You shall exercise all reasonable skills, care and diligence in the performance of the services under the agreement and shall carry out all the responsibilities in accordance with recognised professional standards.

2. DURATION OF ENGAGEMENT :

The engagement shall be for a maximum period of 90 days from the date of commencement of the contract. The contract can be terminated at any time without notice and without assigning any reason. In the case of termination, no compensation will be payable. No notice of termination will be necessary and your continuation shall be solely at the discretion of NHAJ.

Service rendered on contract with NHAJ shall in no way give you any right to claim regularisation/absorption in the Organisation.

3. PAYMENTS FOR THE SERVICES RENDERED :

A consolidated amount of Rs.5480/- shall be paid per month for the satisfactory services rendered by you during the month. In case of absence from office proportionate deduction will be made from the consolidated amount.

During the period of engagement, 12% of the amount will be deducted towards EPF and an equal amount will be contributed by NHAJ as employer's contribution.

4. In case the above terms and conditions are accepted to you the acceptance thereof duly signed by you be forwarded to the undersigned as per proforma given below -

Sd/-
(PROJECT DIRECTOR)

Acceptance for offer of above appointment

I..... hereby accept the contract on the above terms and conditions and commence my services w.e.f.

NAME
ADDRESS.....
.....
DATED.....

**TERMS AND CONDITIONS FOR ENGAGEMENT OF ACCOUNTANTS ON
CONTRACT BASIS**

1. SCOPE OF SERVICE :

To provide Accounts assistance, maintenance and management of office and records and the required Secretarial assistance functioning.

You shall exercise all reasonable skills, care and diligence in the performance of the services under the agreement and shall carry out all the responsibilities in accordance with recognised professional standards.

2. DURATION OF ENGAGEMENT :

The engagement shall be for a maximum period of 90 days from the date of commencement of the contract. The contract can be terminated at any time without notice and without assigning any reason. In the case of termination, no compensation will be payable. No notice of termination will be necessary and your continuation shall be solely at the discretion of NHA1.

Service rendered on contract with NHA1 shall in no way give any right to claim regularisation/absorption in the Organisation.

3. PAYMENT FOR THE SERVICES RENDERED :

A consolidated amount of Rs.5480/- shall be payable per month for the satisfactory services rendered during the month. For absence from office proportionate deduction will be made from the consolidated amount.

During the period of engagement, 12% of the amount will be deducted towards EPF and an equal amount will be contributed by NHA1 as employer's contribution.

4. In case the above terms and conditions are accepted to you the acceptance thereof duly signed by you be forwarded to the undersigned as per proforma given below -

Sd/-
(PROJECT DIRECTOR)

Acceptance for offer of above appointment

I..... hereby accept the contract on the above terms and conditions and commence my services w.e.f.

NAME

ADDRESS.....

.....

DATED.....

AGREEMENT

For engagement of Peon, Chowkidar, on contract basis from Placement / Security Services

This agreement is made on this Days of year between Sh./Smt..... S/o, W/o Shri aged about Years, by occupation businessman, a proprietor of Placement Services/Security services, having office at and a resident of and be referred as the party of ONE PART AND THE PROJECT DIRECTOR, Project Implementation Unit, NHAI, an autonomous body having project office at hereunder referred to as "The party of the SECOND PART".

NOW THIS AGREEMENT WITNESSETH and is hereby agreed by and between hereto as follows:-

1. That the party of the FIRST PART will provide - Peons, Safaiwala (Sweepers) & Chowkidars.
2. That they will be the employees of the first party and first party will be responsible for payment of their consolidated wages which will be reimbursed by the second party as per agreed rates.
3. The consolidated wages for Peons & Chowkidars will be as per agreed rates. The wages shall however be not less than the minimum Wages prescribed by the State Labour Department from time to time and shall include statutory payment like EPF etc. All the wages will be consolidated except the agency charges (which includes service tax, if any) which will be charges over and above this. Tax at source will be deducted as per prevalent government rules.

4. The agreement shall remain valid for twelve months with effect from.....
Month..... Year....., However the SECOND party may at any time extend or
terminate this agreement by giving the other party one calendar month's notice in writing.

5. Court in the jurisdiction of the project office of the party of the second party at
Shall entertain and try all actions, suits and proceedings arising out of the agreement.

In witness whereof the parties herein set and subscribe their respective hands, the day, month,
year first above written.

SIGNED SEALED AND DELIVERED

By the party of the FIRST PART

Within named at In the presence of

- 1.
- 2.

(Party of the First Part)

SIGNED, SEALED AND DELIVERED

By the party of the Second Part

With in named at in the presence of

- 1.
- 2.

(Party of the Second Part)