

**OFFICE OF THE PRINCIPAL, DIBAKAR PATNAIK INSTITUTE OF
ADVANCED STUDIES IN EDUCATION , BERHAMPUR**

QUOTATION CALL NOTICE

No. 878...../

Dt. 11.9.24...../

The registered Service Providers having all eligibility may quote their lowest price for providing Chaukidar, Sweeper cum Watchman & Peon to be engaged in this Institute on daily wages basis. The quotation along with all requisite papers should reach in the office of the undersigned on or before.....22/9/24..... Which will be opened on25/9/24..... The sealed quotations received after the due date will not be considered. The authority reserves the right to cancel any or all the quotations without assigning any reason thereof.

For details , please refer to the website i.e. www.dpiase.ac.in


Principal 01/9/24
DPIASE, Berhampur 1/4

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

PT1-HE-OE-MISC-0056/2016 *9588* /HE., Dated *07.03.2022*

From

Miss Rajashree Mohanty, OAS (SS)
Special Secretary to Government.

To

The Registrars of All State Universities
The Principals of All Government Degree Colleges
The Principals of All Government Model Degree Colleges
The Principals of All Government Degree Training Colleges
All RDEs
The Secretary, State Educational Tribunal
The Secretary, State Selection Board
The Member Secretary, OSHEC
The Director, Odisha State Bureau Of Text Book Preparation & Production

Sub: Remuneration structure of outsourced employees engaged through Service Provider/ Agency

Ref: Labour and ESI Department Letter No.6456/LESI, Dated 05.08.2021.
Addressed to all Departments (Copy enclosed)

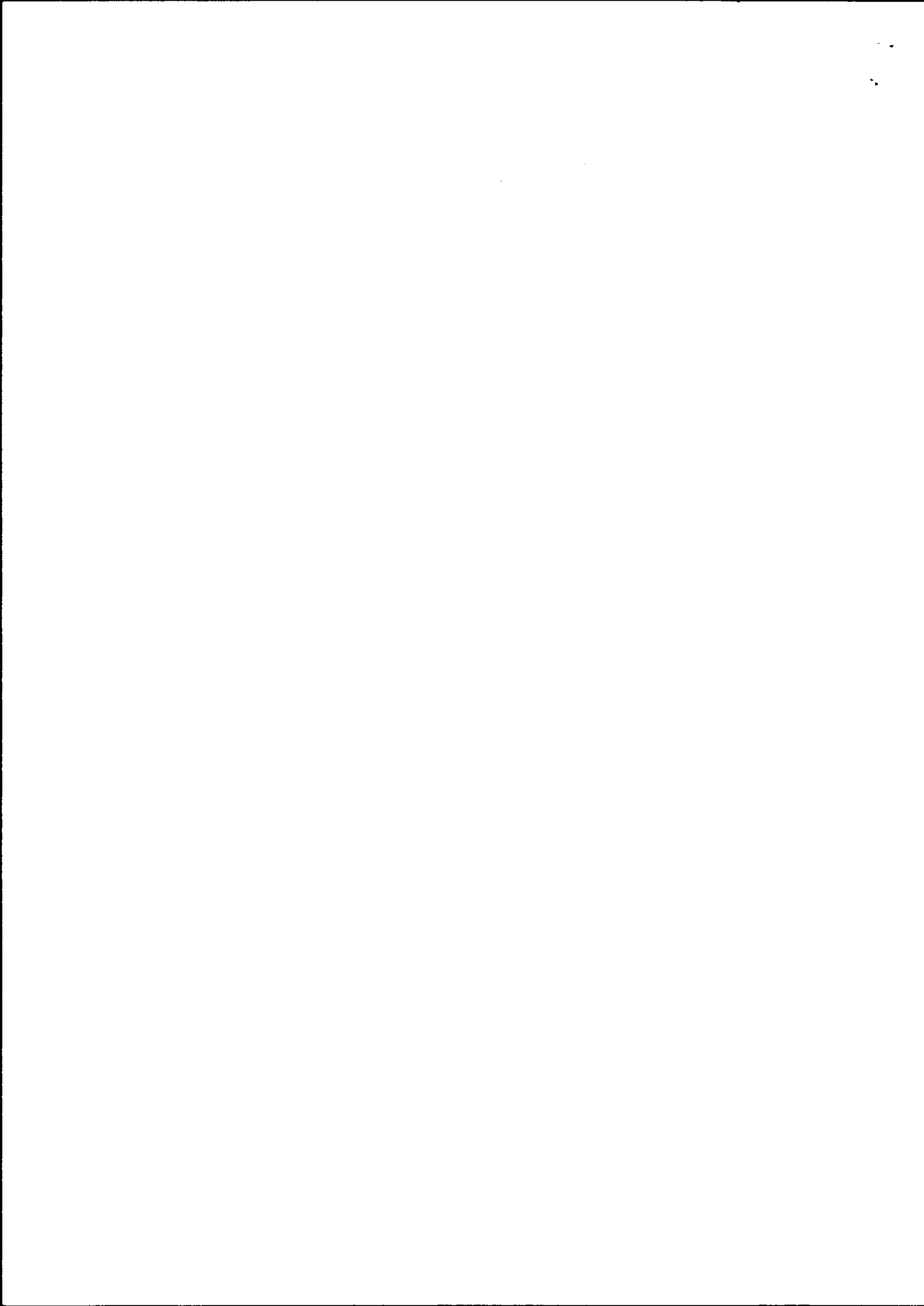
Madam/Sir,

In order to ensure that outsourced employees and Service Providing Agencies get their legitimate remuneration/ dues, the detailed component-wise break-up of the payments currently being paid to such employees and agencies by Higher Education Department is enclosed herewith in Annexure-A for your information and guidance. As per the above referred letter of the Labour & ESI Department, the Service Providing Agencies are also required to mandatorily issue monthly payslip to the outsourced employees in the format prescribed therein.

This is for your information and strict necessary action.

Yours faithfully,

Rajashree Mohanty
7/3/22
Special Secretary to Government



URGENT/ E-MAIL

**GOVERNMENT OF ODISHA
LABOUR & ESI DEPARTMENT**

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No. SS-II-SC-4/2014 6456 /LESI, Bhubaneswar dated the 5-8-17

From

Smt. Chithra Arumugam, IAS,
Principal Secretary to Government.

To

The DC-cum-ACS,
Additional Chief Secretaries / Principal Secretaries /
Commissioner-cum-Secretaries,
All Departments of Government



Sub: Ensuring Social Security compliance in respect of all contractual employees engaged by various departments of Govt. of Odisha through Outsourcing agencies.

Madam/Sir,

As you may be aware, the Employees State Insurance Corporation, under the provisions of ESI Act, 1948 is a statutory body, which, based on 0.75% of wages deposited as employee share and 3.25% deposited as employer share, extends benefits in the emergencies of Sickness, Maternity & Employment injury to the Insured Persons (IPs) covered under the ESI Scheme.

2. Similarly, Employees Provident Fund Organization, under the provisions of Employees Provident Fund and Miscellaneous Provision Act, 1952 is a statutory body, which, based on 12% of wages deposited as employees share and 13% deposited as employer share, extends certain benefits in the form of provident fund, Pension and insurance etc. to the employees covered under the EPF Scheme.

3. It has been observed that a large number of contractual/ outsourced employees are engaged by various departments of Govt. of Odisha through different service providers/ outsourcing agencies. In all such cases the concerned department holds the statutory responsibility of ensuring that the outsourced agencies extend social security benefits under EPF & MP Act 1952 and ESIC Act 1948, to all such employees engaged. It is also important that all the departments also take appropriate action to ensure that the beneficiaries are actually aware of the various benefits available under the EPF & MP Act 1952 & ESIC Act 1948.

4. Outsourced employees engaged in various Government offices through different outsourcing agencies may not be aware about the provisions relating to EPF and ESI deposits. Service providers may delay or default on payment of EPF and ESI dues. Such practice by service providers goes against labour welfare, as EPF & ESI

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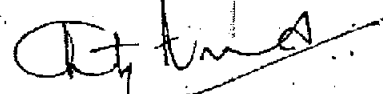
deposits are safety nets for workers and serve as insurance during difficult times. Non deposit of the same (according to correct timelines) by service providers is a criminal offence. It also leads to misappropriation of government funds if service providers do not deposit the EPF and ESI dues in spite of getting the entire billed amount from Government offices.

5. As a stringent labour welfare measure, all service providers must be mandated to issue monthly pay slip (as given in **Annexure-A**) to their employees (i.e. outsourced employees working in Government offices).

6. In case of non-supply of such information by the outsourced agency, further payment may be withheld and Regional Director, ESIC, Bhubaneswar / Regional Provident Fund Commissioner, EPFO, Bhubaneswar may be informed of the details of the defaulting cases for verification.

You are, therefore, requested to instruct all outsourcing agencies working under your administrative control for strict compliance.

Yours faithfully,



Principal Secretary to Government

Memo No. 6457 /LESI, Bhubaneswar dated the 5.8.21

Copy forwarded to Director, ESI / Labour Commissioner / Director, Factories & Boilers for information and necessary action.

DH
05/08/2021

Under Secretary to Government

Memo No. 6458 /LESI, Bhubaneswar dated the 5.8.21

Copy forwarded to Regional Director, ESIC, Bhubaneswar / Regional Provident Fund Commissioner, EPFO, Bhubaneswar for information and necessary action.

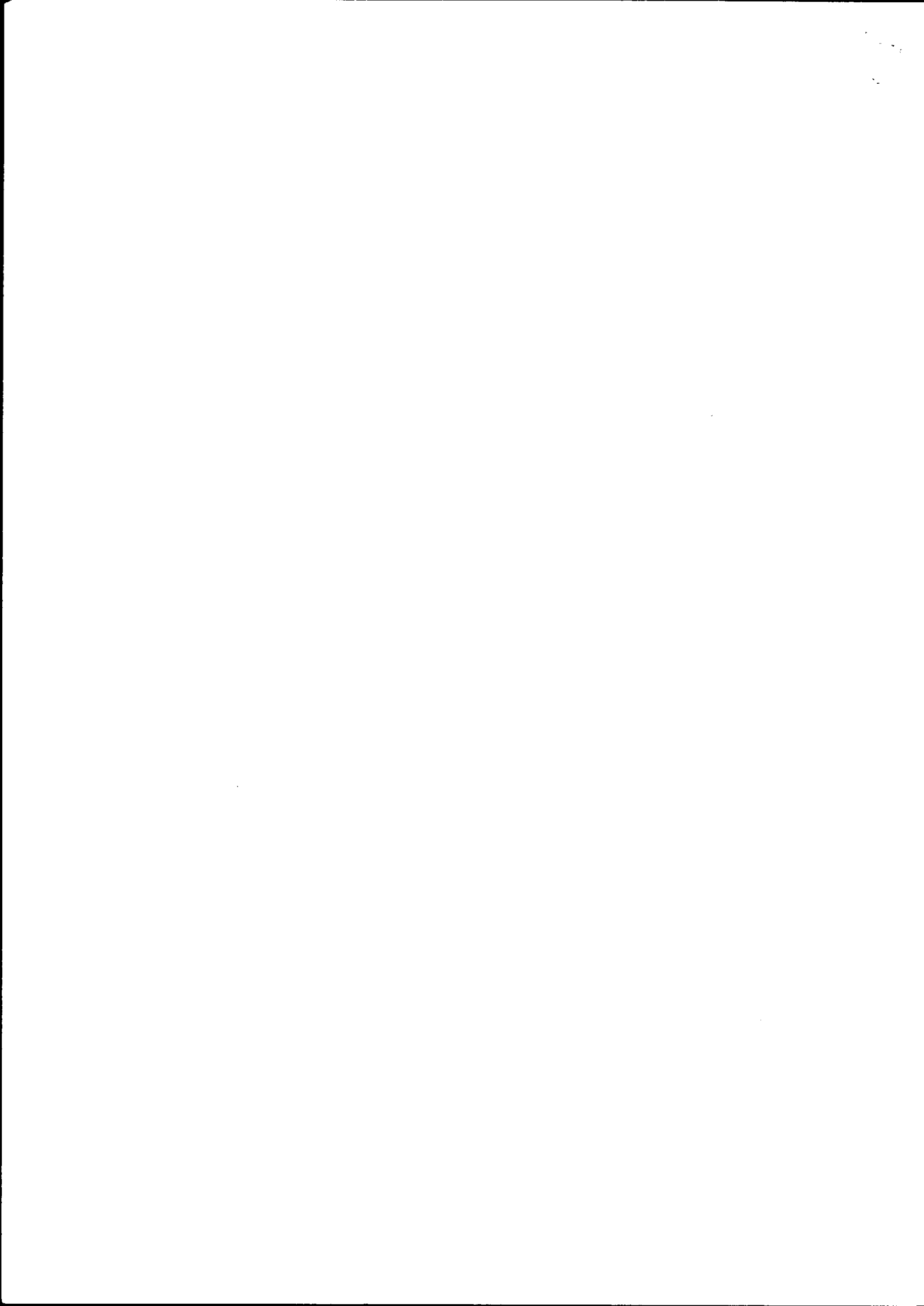
DH
05/08/2021

Under Secretary to Government

Name and Address of the Outsourcing Service Provider : _____

Pay slip for the Month of _____ Year _____

A Employee's Details		C Deductions	
1. Name		1. EPF (Employee's share @ _____ % of Basic)	
2. ID No.		2. ESI (Employee's share @ _____ % of Basic)	
3. Grade/Designation		3. Others (specify such as Income Tax, Professional Tax, etc.) i. ii. iii.	
4. Registered EPF No.		4. Total Deductions	
5. Registered ESI No.		D Net Salary Payble (Gross - Deductions)	
6. Gender		E EPF Deposit	
7. Job Location		1. Employer's share @ _____ % of the Basic	
8. Date of Joining		2. Total EPF deposit for the month (C1 + E1)	
9. Bank Account No. / Bank Name / Branch Name / IFSC No.		F ESI Deposit	
B Gross Wage earned (in Rs.)		1. Employer's share @ _____ % of the Basic	
1. Number of days worked		2. Total ESI deposit for the month (C1 + F1)	
2. Basic wage per day		G Total amount billed for the employee	
3. Basic salary (B1 X B2)		1. Gross + E1 + F1	
4. Allowances (specify): i. ii. iii.		2. (Add) service-fee / charge	
5. Over Time		3. Total (G1 + G2)	
6. Any other		4. (Add) GST @ _____ % on G3	
7. Total Gross		5. Total amount billed for the employee (G3 + G4)	



Annexure-A

Sample Remuneration Structure of Outsourcing employees													
ASI No.	Design ation	Monthly consolidated remuneration (Fixed as per Finance Department Order No. 30722/F dated 06.11.2021)	Employer's Share		Service Charges (i.e. Profit of the Agency)	Total	GST @ 18% on total amount		Grand Total	Deduction from monthly consolidated remuneration (Column-3)			Net Take-home Payment
			EPF @ 13 %	ESI @ 3.25 %			CGST @ 9%	SGST @ 9%		EPF @ 12 %	ESI @ 0.75 %	Total deduction	
1	2	3	4	5	6	7 (3+4+5+6)	8	9	10 (7+8+9)	11	12	13 (11+12)	14 (3-13)
1	DEO/Driver	11100	1443	360.75	258.08	13161.8	1184.56	1184.56	15530.9594	1332	83.25	1415.25	9684.75
2	Peon/Choukidar	10100	1313	328.25	234.83	11976.1	1077.85	1077.85	14131.7744	1212	75.75	1287.75	8812.25

- As per Finance Department Office Memorandum No. 30794 dated 06.11.2021, the persons engaged through outsourcing by service providing agencies/ contract basis are entitled to avail maximum 12 (Twelve) days of Special Leave in a year of service.

Explanation

- Grand Total (Column -10):- It is the total amount to be paid to the out-sourcing agency.
- Net Take-home Payment: - It is the net amount to be paid to the employee by the out-sourcing agency. (Must be credited directly in the bank account of the employee.)
- EPF Deposit :- The out-sourcing agency will deposit EPF Employer's share (Column -4) as well as EPF Employee's share (Column -11) in the employee's EPF account every month.
- ESI Deposit :- The out-sourcing agency will deposit ESI Employer's share (Column -5) as well as ESI Employee's share (Column -12) in the employee's ESI account every month.
- The service charge shown here (Column-6) is the service charge Higher Education Department is now paying to its outsourced agency. It will vary from office to office.

What the Govt. Office / College Must Ensure

- That the Net Take-home Payment (Column-14) of previous month is credited in the bank account of the employee in time. (The outsourced agency cannot pay to the employee anything less than this amount.).
- That the EPF and ESI deposits of previous month have been deposited in the employee's EPF/ESI account. (It has to be checked by the Govt. Office / College by seeing the EPF/ESI account balance of the employee in the EPF/ESI portal by using the employee's User ID and Password in the presence of the said employee.)
- That the outsourcing agency gives monthly pay slip to the outsourced employees in the format as given in Annexure -A of letter no. 6456/LESI, dated 05.08.2021 of Labour & ESI Department. (Copy enclosed).

Income Tax (TDS)

- That, the DDO of the Institution must ensure regarding deduction of Income Tax TDS (Tax deducted at Source). The TDS amount will be calculated @ 2% of "Basic remuneration + Service Charges". The TDS amount will be deposited in the PAN account of the service provider (the outsourcing agency).

Example of TDS deduction

Post name	Basic Remuneration	Service Charges	Deduction of TDS @ 2 %	Total deduction towards TDS
DEO/ Driver	11100	258.08	2% of (11100+258.08)	227.1616
Peon/ Choukidar	10100	234.83	2% of (10100+234.83)	206.6966

GST (TDS)

- That the Institutions must have registered GSTIN number.
- The Institutions shall ask the Service Provider Agencies to intimate whether their Agencies come under the purview of GST. If so, the Institutions shall follow the prescribed rules for deduction of GST (TDS).