

GOVERNMENT OF TELANGANA  
FINANCE (HRM.II) DEPARTMENT

Circular Memo. No.15908-E/568/A2/HRM-II/2016

Dt:27-03-2017

Sub: Public Services – Outsourcing of supporting services in the Government Departments – Guidelines – Further instructions – Issued.

- Ref: 1. G.O.Rt.No.2246, Finance (SMPC) Department, dt.07.06.2007.  
2. Circular Memo.No.17944/668/A2/SMPC/2007, Finance (SMPC) Department, dt:06-10-2007.  
3. G.O.Rt.No.4271, Finance (SMPC) Dept, dt:01.01.2008.  
4. D.O.Lr.No.C-III/011/2(82)2015/HQ of Minister of State (Independent Charge) Labour & Employment Government of India.

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In the reference 2<sup>nd</sup> cited, Government have clarified that the remuneration to the outsourced persons as fixed by the Government from time to time has to be paid in full by the agency. The only amount that can be deducted out of the remuneration to be paid to the outsourced person is employee contribution to the Employees' Provident Fund.

2. It is the responsibility of the outsourcing agency to bear out of its commission, the Employer's contribution towards Provident Fund, E.S.I., Service Tax etc. The outsourcing agency will have to quote its commission keeping all these statutory and mandatory payments in view and no additional amount other than the commission will be given towards any of these items. Further, while reimbursing the commission to the outsourcing agency, a certificate from the agency regarding proper remittance of E.P.F./E.S.I. should be insisted upon as pointed out at Point No.12 of the Guidelines in the reference cited.

3. In spite of the above instructions, it is being brought to the notice of the Government that significant number of outsourced persons are not being covered by the EPF scheme, though the Government is paying the Employer's contribution of EPF, to the outsourcing agencies. Hence all the HODs / Drawing and Disbursing Officers are directed to claim the bills relating to the reimbursement of remuneration to the outsourcing agencies only after confirming that the EPF and ESI contributions pertaining to the previous month have been remitted to the relevant accounts of the individuals.

4. All the departments, Director of Treasuries and Accounts, the Pay and Accounts Officer, Hyderabad and the Director of Works Accounts, Hyderabad are directed to follow the above instructions scrupulously.

**N.SIVA SANKAR**  
**SECRETARY TO GOVERNMENT**

To  
All the Departments of the Secretariat.  
All the Heads of Departments.  
The Director of Treasuries and Accounts, Telangana, Hyderabad.  
The Pay and Accounts Officer, Telangana, Hyderabad.  
The Director of Works Accounts, Telangana, Hyderabad.  
All the District Collectors.  
All District Employment Officers  
All the District Labour Officers.  
SF/SCs.

// FORWARDED :: BY ORDER //

*Mreddy*  
SECTION OFFICER