



**Bharat Sanchar Nigam Limited**  
[A Govt. of India Enterprise]

No. CGM/OF/TN/2015-16  
25<sup>th</sup> June 2015

To  
All Heads of SSAs in TN Circle

Sub: Issues relating to Contract Labourers – Reg.

This is in continuation of this office letter regarding various instructions/ guidelines issued by BSNL Corporate Office in connection with issues relating to Contract Labourers engaged by BSNL contractors through tenders. A number of instructions on the subject have been issued in the past and new instructions received by this office are being endorsed to all the SSAs for strict implementation.

A lot of complaints have been received very frequently from some of the SSAs relating to various issues, particularly on the contract labour-related payments, etc. Even a reference has come from the Labour Commissioner on the subject. Recently, a discussion relating to various mandatory actions to be taken with reference to engagement of contract Labourers through tender as per statutory orders and as per instructions issued by BSNL HQ, was held in the Chamber of CGM. It is understood that many of the issues are arising due to not adhering to the stipulated tender conditions by the contractors, and requires continuous monitoring at SSA level. In this connection, it is reiterated that SSAs should implement all the issues/guidelines issued by Corporate Office and also ensuring proper monitoring mechanism at SSA-level, to avoid complaints/litigations.

- 1) As per the contract, the contractor should be advised to ensure that the wage bill invoice should be submitted in time by 1<sup>st</sup> or 2<sup>nd</sup> of the subsequent month and the SSA, after due verification, should forward through ERP, duly certified with pass order, as per procedure laid down for processing such payments.
- 2) Every effort should be made that the contract bills are settled on or before 7<sup>th</sup> of every month either by cheque or through on-line payment, as per instructions contained in the contract, and also fulfillment of the obligations on the part of the contractors, like EPF, ESI, etc., may be ensured.
- 3) Issuance of ID cards to the contract Labourers by the contractor under his signature with their Company's seal.
- 4) Timely payment of EPF/ESI by the contractor should be ensured through proper monitoring by the SSA for remittance of EPF/ESI payment for the individual contract Labourers deployed by the contractor.
- 5) Issue of E-passbook by the contractor for the workers engaged by the contractor should be ensured.

You are requested to ensure following up of the above instructions scrupulously and all the activities are completed within 2 months' period with a compliance to this office.

  
[M. RAJI]

DY. GENERAL MANAGER [HR & A]