

No.1/31/FD/Misc/2011-12/612
Administration of Daman and Diu,
Office of the Finance Secretary,
Secretariat, Daman - 396 220.

Dated : 26/11/2012

C I R C U L A R

In supersession of all earlier instructions in this behalf, the Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to authorize the Secretary of the concerned departments to accord approval for continuation of engagement on daily wages /contract basis employees for Multi Tasking Staff / Peon / Driver as per guidelines issued by the Govt. of India, Ministry of Home Affairs, Ministry of Finance, Ministry of Labour and Employment and UT Administration from time to time subject to the following conditions:

1. The engagement on daily wages basis shall be restricted to 200 days on each occasion and 2 days break shall be given on completion of every 89 days to each person.
2. The engagement on contract basis shall be restricted to 6 months on each occasion and it requires further 2 days break shall be given on completion of 6 months to each person.
3. The department shall attempt to fill up the vacant posts on regular basis at the earliest.
4. The department shall not engage any new person on daily wages or contract basis.
5. The Head of Offices / DDO shall make payment to daily wages /contract basis employees through e-payment only. No cash payment is allowed.

Contd.....2/-

6. All Head of Offices/DDO should submit quarterly statement in enclosed Annexure for persons on daily wages /contract basis employees to the Personnel Department which shall be put up to the Hon'ble Administrator for perusal.

It is re-iterated that all Secretaries / Head of Departments / Head of Offices /DDOs of UT of Daman and Diu should follow the above instructions scrupulously. In case of any deviation, in this regard, the concerned officers will be held responsible.

This issues with the approval of the Hon'ble Administrator vide diary No.9037 dated 15-11-2012.

Encl : Annexure

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(P. J. Bamanía) 26/11/2012
Joint Secretary (Finance)

To,
All Secretaries /Head of Offices, UT of Daman and Diu, Daman.

Copy to:

1. The Collector, Diu for circulation of above circular to all Head of Offices DDO in Diu District.
2. The Staff Officer to the Administrator for kind information of the Administrator.

NAME OF DEPARTMENT / OFFICE _____

ANNEXURE

DAILY WAGES / CONTRACT EMPLOYEES STATEMENT
QUARTELY REPORT FOR QUARTER ENDING _____

Sr. No.	No. of Daily Wages/Contract Employees	Name of Employees	Date of Engagement	Period of Engagement	Wages Paid per Month	Total Expenditure incurred during the Quarter	Reason for Engagement on Daily Wage/Contract	Remarks (if any)
1								
2								
3								
4								
5								