

No.4/34-FD/2015-16/1646
 Administration of Daman and Diu,
 Finance Department,
 Secretariat, Daman – 396 220.
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 Dated : 09/12/ 2015

Sub:- Fresh Engagement of personnel already engaged on Daily Wages basis, Short Term Contract, Visiting Basis etc. Delegation of Powers – regarding.

C I R C U L A R

Attention of all Heads of Office in the UT Administration of Daman & Diu is invited to Circular No.4/34/FD/2015-16/931 dated 14.07.2015 whereby information in prescribed format in respect of personnel engaged on Short Term Contract basis/on Daily Wages/on Visiting Basis was requested for, in the context of streamlining the procedure for renewal of engagement period of these personnel. The information as on 30th June, 2015 received from the Departments has been consolidated in **Annexure A-F** as follows:

Annexure-A	Short Term Contract employees engaged in Daman
Annexure-B	Daily Wages employees engaged in Daman.
Annexure-C	Visiting Basis employees engaged in Daman
Annexure-D	Short Term Contract employees engaged in Diu
Annexure-E	Daily Wages employees engaged in Diu.
Annexure-F	Visiting Basis employees engaged in Diu

2. Instructions issued by the Finance Department vide Circular No.1/31/FD/Misc/2011-12/612 dated 26.11.2012 inter-alia provides that 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. The engagement on Contract basis should similarly be restricted to 6 months on each occasion and it requires further 2 days break on completion of 6 months to each person. No new person on Daily Wages or Contract shall be engaged. The **Secretary of the concerned department** vide this Circular was also authorised to accord approval for continuation of the personnel engaged on Daily Wages/ Contract basis as Multi Tasking Staff / Peon / Driver.


 a/t/c


3. To facilitate expeditious processing of **fresh engagement** of personnel already working on Daily Wages / Short Term Contract basis / Visiting basis, the Administrator, UT of Daman & Diu is pleased to order that the fresh engagement of such existing personnel, shall henceforth be decided **by the Head of Office concerned**, subject to the fulfilment of the following Terms and Conditions:-

- i. There shall be **no new engagement** on Daily Wages basis, Contract Basis, Visiting basis etc. without prior approval of Hon'ble Administrator, including against a sanctioned post.
- ii. Engagement of any personnel whose name is not included in the Statement at **Annexure A-F** shall be considered as new engagement and shall require prior approval of Hon'ble Administrator.
- iii. The engagement against the vacancy arisen due to leaving of job / death / retirement / resignation etc. of the existing personnel in **Annexure A-F** shall also be considered as new engagement and replacement shall require prior approval of Secretary concerned.
- iv. The engagement on Daily Wages basis shall be restricted to 89 days only. Fresh engagement of existing personnel be made after giving a break of 2 days.
- v. The engagement on Short Term Contract basis/Visiting basis shall be restricted to six months only. Fresh engagement of existing personnel be made after giving a break of 2 days.
- vi. For fresh engagement of existing personnel on Daily Wages basis/Short Term Contract basis/Visiting Basis etc., the concerned personnel has to submit an application atleast 15 days before expiry of his period of engagement to the concerned Head of Office in the **Form** attached herewith. The Head of Office shall assess the performance of the personnel, and in case of need for fresh engagement, may take a decision at his level. Personnel engaged on Daily Wage/Short Term Contract/Visiting Basis against sanctioned posts, should not be allowed to continue under any circumstances after regular recruit against the post joins.



9/11/20

- vii. The formula to compute the rate of daily wages to existing personnel freshly engaged on Daily Wages basis, monthly consolidated remuneration to Short Term Contract basis and per visit charge on visiting basis shall remain the same as already approved for the existing engagement.
- viii. The rate of wages shall not be less than the minimum wage notified by the Labour & Employment Department of UT of Daman & Diu.
- ix. The Heads of Office shall observe the Guidelines/instructions 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 for above engagements.
4. All the Heads of Office of UT of Daman and Diu are requested to follow the above instructions scrupulously.
5. This issues with the approval of the Hon'ble Administrator vide diary No.9430 dated 07/12/2015.


(Kishore Baman)
Joint Secretary (Fin.)

Encl:- as above.

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

From:

Dated: / /2015

To,
The Concerned Head of Office.

Sub:- **Fresh engagement on daily wages basis /short term contract basis/visiting basis.**

Sir/Madam,

The undersigned has been engaged as _____ on daily wages basis/short term contract basis/visiting basis vide Order dated _____.
The engagement is going to expire on _____.

2. It is therefore, requested to please engage the undersigned again as _____ on daily wages basis /short term contract basis/visiting basis.

3. I am aware that engagement on daily wages basis /short term contract basis/visiting basis neither leads to nor does it confer any right to me for regular appointment in the UT Administration and my service can be terminated at any time without assigning any notice/reason. In case I make any representation for regularisation, the same may be treated as my resignation letter.

Yours faithfully,
