

No.A-42012/09/2014-Ad-II  
Government of India / भारत सरकार  
Ministry of Home Affairs / गृह मंत्रालय

North Block, New Delhi  
Dated 15<sup>th</sup> May, 2014

To  
Shri Ashok Kumar Sharma  
B-70, G-3, DLF, Dilshad Ext. II  
Sahibabad, Gaziabad  
U.P.-201005

Subject : Information sought under RTI Act,2005 – Reg

Sir,

Please refer to your online RTI application No. MHOME/R/2014/60313/1 dated 31.01.2014 received in this section on 25.04.2014 seeking information relating to contract made by this Ministry.

2. Point wise replies are as under :

(1) During last two years this section has awarded the contract to the firm (M/s xecute HR Solutions Pvt Ltd., Gurgaon) for providing the services of DEOs and Semi-skilled Casual Workers on 2<sup>nd</sup> August, 2011 and 14<sup>th</sup> September, 2011 respectively. Copies of the two contracts are enclosed.

(2) The DEOs/Semi-skilled Casual Workers is on functional basis. It varies from time to time. However, at present, this Ministry has deployed 115 DEOs and 91 Semi-skilled Casual workers.

(3) Presently, 851 employees (Assistant/UDC/LDC/MTS/JHT/SHT) are posted in MHA(P), under control of Ad-II Section.

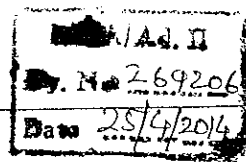
(4) & (5) No such incident occurred. The matters' relating to engagement and dis-engagement of contractual employees pertains to the Contractor itself.

(6) MHA is not employer in the case of contractual employees. It is the matter between the contractor and its employees i.e. DEO/Semi-skilled Casual Worker.

(7) TDS is deducted as per rules.

P-2/.....

Details

25/RTI/Ad. II  
25/4/2014

## RTI REQUEST DETAILS

<b>Registration No. :</b>	MHOME/R/2014/60313/1	<b>Date of Receipt :</b>	31/01/2014
<b>Type of Receipt :</b>	Online Receipt	<b>Language of Request :</b>	English
<b>Name :</b>	Ashok Kumar Sharma	<b>Gender :</b>	Male
<b>Address :</b>	B-70, G-3, DLF, Dilshad Ext. -II, Sahibabad, Ghaziabad, UP, Pin:201005		
<b>State :</b>	Uttar Pradesh	<b>Country :</b>	India
<b>Phone No. :</b>	+91-8923316526	<b>Mobile No. :</b>	+91-9711718386
<b>Email :</b>	facindia47@gmail.com		
<b>Status(Rural/Urban) :</b>	Urban	<b>Education Status :</b>	Above Graduate
<b>Is Requester Below Poverty Line ? :</b>	No	<b>Citizenship Status :</b>	Indian
<b>Amount Paid :</b>	0	<b>Mode of Payment :</b>	Payment Gateway
<b>Mode(s) of information Supply :</b>	Hard Copy		
<b>Does it concern the life or Liberty of a Person ? :</b>	Details not provided.	<b>Request Pertains to :</b>	V.K. RAJAN, DS (ESTT)
<b>Information Sought :</b>	<p>Dear PIO,</p> <p>Please provide the following sought information under RTI Act 2005.</p> <p>(1) As per Article 299 (1), All contracts made in the exercise of the executive power of the Union or of a State shall be expressed to be made by the President, or by the Governor of the State, as the case may be, and all such contracts and all assurances of property made in the exercise of that power shall be executed on behalf of the President or the Governor by such persons and in such manner as he may direct or authorize. If, you and your Department / Ministry has made any contract regarding <u>Service and Job Work and Privatization of any project as per Article 299 (1)</u>. Please provide the sample copy of contract in last 2 years.</p> <p>(2) No. of employees who have worked / are working in your Department / Ministry under contract during last 5 years.</p> <p>(3) No. of regular employees working in your Department / Ministry at present.</p> <p>(4) If the services of any contractual employees have been discontinued, based on misconduct, in your Department / Ministry while he/she was working under contract, during last 5 years, give details.</p>		

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(5) If the services of employees have been discontinued on technical ground or other reasons in your Department / Ministry while he/she was working under contract during last 5 years, give details.

(6) A RTI application of contractual employees of Education Department on Maternity matter was forwarded to Labour Ministry from DoPT and applicant was advised to take the benefits under section 5(1) & 5(3) as per the Maternity Act 1961. It means, all related act i.e. provident funds, Bonus Act, Gratuity Act, ESI etc should be implemented accordingly. If, it is not applicable in your Department / Ministry, Please provide the copy of relaxation / exemption on this matter.

(7) Although, there is loss of revenue to Government of India on non-deduction of contribution for following provision in respect of provident funds, Bonus Act, Gratuity Act, ESI etc. However, TDS is deducting against payments given to contractual staff. If, there is any exemption / Relaxation is taken, Please provide the copy of relaxation / exemption on this matter:-

(8) No. of employees working under contract in States / UTs except J & K State against Central Share as per Achievement cum performance reported from States / UTs during last 5 years.

(9) If States/ UTs except J & K State have not fulfilled the conditions of above mentioned Acts in respect of Contract. If, Central Government has given the instruction / Government Order / circular not to follow the any labour law from States / UTs Government as per mutual Memorandum of Undertaking / agreement. Please provide the copy on this matter.

Please provide the accurate, relevant & authentic information with supporting documents.

Thanking you,

Ashok Kumar Sharma

(Rtd. Principal)

B-70, G-3

DLF, Dilshad Ext. - II

Sahibabad, Ghaziabad

UP -201005

Print

Close

North Block, New Delhi,  
2nd August, 2011

To,

M/s Xecute HR Solutions (P) Ltd  
B-65, Sushant Lok, Phase-1  
Gurgaon, HARYANA- 122 002Subject: Award of Annual Contract for providing Data Entry Operators (DEOs) in  
Ministry of Home Affairs- Regarding

Sir,

I am directed to refer to your quotation dated 16th May, 2011 on the above mentioned subject and to award the contract for engaging the services of 40 (forty) Data Entry Operators (DEOs) for a period of one year, from the date of commencement of their deployment, after requisite verification of character & antecedents, for deployment in this Ministry at its headquarter at North Block and other offices in nearby buildings at an approved rate of Rs. 9999/- (Rupees nine thousand nine hundred ninety nine only) per person per month, inclusive of PF/ESI subscription, Government levies and service charges etc.

2. The brief description of duties and other terms of service for which these staff are proposed to be engaged is as under:

## DATA ENTRY OPERATORS (DEOs)

- i. The DEOs should possess the minimum qualification of Graduation or equivalent with good knowledge of English language.
- ii. The DEOs should be proficient in computer operations with knowledge of MS Word, MS Excel and MS Power Point etc. They should have the requisite certificate regarding training in use of computers.
- iii. The age of the DEOs should be in the range of 20 to 35 years.
- iv. They will be required to attend to various typing and other data entry and processing related jobs specific to the division in which they are deployed.
- v. The duty time will be from 9.00 AM to 5.30 PM.

3. The contract will be subject to following terms and conditions :

- (a) The award of the contract will be for one year initially. However in the event your services are found satisfactory, the contract can be extended further with mutual agreement.
- (b) You will not engage any sub-contractor or transfer the contract to any other person.

*Certified*  
*CPA*  
15/8  
(सी.पी.एस. वर्मा)  
(C.P.S. VERMA)  
अनुभाग अधिकारी  
Section Officer  
गृह सचिवालय, दिल्ली



- (c) Payment to the DEOs for attending office on Saturdays/Sundays/Gazetted Holidays will be paid in addition to the monthly wage on pro-rata basis.
- (d) You will depute a dedicated supervisor for maintaining the services relating to deployment of the DEOs in the Ministry.
- (e) It will be ensured by you that the full and timely payments are made by you to the engaged DEOs on monthly basis.
- (f) The payment will be made to you on monthly basis after the work for the month has been completed. For release of payment, pre-receipted bill will require to be submitted by you after end of every month.
- (g) You will comply with all the other applicable rules and regulations.
- (h) If the services rendered by you are found to be unsatisfactory at any stage, the contract can be terminated unilaterally without giving any notice.
- (i) It will be ensured by you that the required number of DEOs are at the disposal of the Ministry at all times. In the event of any of the DEOs absenting themselves, substitutes will be provided for the period of absence.
- (j) You will deposit a performance security of Rs. 50,000/- pledged in favour of Under Secretary (Ad-II) Ministry of Home Affairs in the form of Post Office Deposit or Fixed Deposit in a Nationalized Bank.
- (k) You will submit the proof of verification of character & antecedents of the DEOs by the local police before their deployment in the Ministry. Besides, before their deployment in the Ministry, the verification of character & antecedents of these DEOs will also be undertaken by this Ministry independently. The deployment of DEOs in the Ministry, and hence the operationalization of the contract, will commence only after verification of character & antecedents of the prospective candidates by Police and by this Ministry independently.
- (l) The actual number of deployment of DEOs in the Ministry will be as per requirement to be intimated to you from time to time.
- (m) In the event of any dispute regarding the contract, the decision of the Ministry will be final and binding.

4. You are requested to communicate your acceptance to the terms and conditions, as mentioned in Para 3 above, for the award of contract to provide the services of 40 Data Entry Operators to this Ministry and arrange to submit the necessary security deposit of Rs. 50,000/- within a week from the date of issue of this letter or it will be presumed that you are no longer interested in the contract.

5. You are also requested to get the enclosed "Questionnaire" filled, in triplicate, by at least 50 prospective candidates and return the same to this Ministry so that the verification of their character & antecedents can be undertaken by this Ministry.

*certified copy*

(सी.पी.एस. वर्मा)  
(C.P.S. VERMA)  
अनुभाग अधिकारी  
Section Officer  
गृह मंत्रालय/MHA

Yours-faithfully,

(Amarendra Singh)

Under Secretary to the Government of India

(अमरेंद्र सिंह)  
AMARENDR SINGH,  
अवर सचिव  
Under Secretary  
गृह मंत्रालय

North Block, New Delhi,  
14<sup>th</sup> September, 2011

To,

M/s Xecute HR Solutions  
B-65, Sushant Lok, Phase-1  
Gurgaon, HARYANA

Subject: Award of Annual Contract for providing Semi Skilled Casual Workers in  
Ministry of Home Affairs- Regarding

Sir,

I am directed to refer to your quotation dated 16<sup>th</sup> May, 2011 on the above mentioned subject and to award the contract for engaging the services of 45 (Forty five) **Semi Skilled Casual Workers** for a period of one year from the date of commencement of their deployment after requisite verification of character & antecedents, in this Ministry for deployment at its headquarter at North Block and other offices in nearby buildings at an approved rate of Rs. 8354/- (Rupees eight thousand three hundred fifty four only) per month per person inclusive of PF/ESI subscription, Government levies and service charges etc.

2. The brief description of duties and other terms of service for which these staff are proposed to be engaged is as under:

**SEMI-SKILLED CASUAL WORKERS :**

1. The Casual workers should possess a minimum educational qualification of Matric (10<sup>th</sup> Pass).
2. They will be required to look after maintenance of general cleanliness of Section's/Officer's rooms, where posted.
3. Photocopying, set making and maintenance of records of the Sections/Units.
4. Distribution of files and other dak.
5. Any other work of such nature assigned from time to time.
6. The duty time will be from 9.00 AM to 5.30 PM.
7. The age of the casual workers should be between 20 to 30 years.

3. The contract will be subject to following terms and conditions :

- (a) The award of the contract will be for one year initially. However in the event your services are found satisfactory, the contract can be extended further with mutual agreement.
- (b) You will not engage any sub-contractor or transfer the contract to any other person.
- (c) Payment to the Semi Skilled Casual Workers for attending office on Saturdays/Sundays/Gazetted Holidays will be paid in addition to the monthly wage on pro-rata basis.
- (d) You will depute a dedicated supervisor for maintaining the services relating to deployment of the Semi Skilled Casual Workers in the Ministry.

15/9/11  
(C.P.S. VERMA)  
अनुभाग अधिकारी  
Section Officer  
मह. मंत्रालय, न.द.द.

certified copy  
GPR

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- (e) It will be ensured by you that the full and timely payments are made by you to the engaged Semi Skilled Casual Workers on monthly basis.
- (f) The payment will be made to you on monthly basis after the work for the month has been completed. For release of payment, pre-receipted bill will require to be submitted by you after end of every month.
- (g) You will comply with all the other applicable rules and regulations.
- (h) If the services rendered by you are found to be unsatisfactory at any stage, the contract can be terminated unilaterally without giving any notice.
- (i) It will be ensured by you that the required number of Semi Skilled Casual Workers are at the disposal of the Ministry at all times. In the event of any of the Semi Skilled Casual Workers absenting themselves, substitutes will be provided for the period of absence.
- (j) You will deposit a performance security of Rs. 50,000/- pledged in favour of Under Secretary (Ad-II) Ministry of Home Affairs in the form of Post Office Deposit or Fixed Deposit in a Nationalized Bank.
- (k) You will submit the proof of verification of character & antecedents of the Semi Skilled Casual Workers by the local police before their deployment in the Ministry. Besides, before their deployment in the Ministry, the verification of character & antecedents of these persons will also be undertaken by this Ministry independently. The deployment of Semi Skilled Casual Workers in the Ministry, and hence the operationalization of the contract, will commence only after verification of character & antecedents of the prospective candidates by Police and by this Ministry independently.
- (l) The actual number of deployment of Semi Skilled Casual Workers in the Ministry will be as per requirement to be intimated to you from time to time.

In the event of any dispute regarding the contract, the decision of the Ministry will be final and binding.

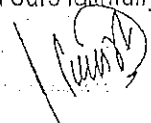
4. You are requested to communicate your acceptance to the terms and conditions, as mentioned in Para 3 above, for the award of contract to provide the services of 45 Semi Skilled Casual Workers to this Ministry and arrange to submit the necessary security deposit of Rs. 50,000/- within a week from the date of issue of this letter or it will be presumed that you are no longer interested in the contract.

5. You are also requested to get the enclosed "SSQ Form" filled, in quadruplicate, by at least 60 prospective candidates and return the same to this Ministry so that the verification of their character & antecedents can be undertaken by this Ministry.

*Accepted copy  
A/R*

RECEIVED  
OFFICE OF THE  
UNDER SECRETARY  
MINISTRY OF HOME AFFAIRS  
NEW DELHI

Yours faithfully,



(Amarendra Singh)

Under Secretary to the Government of India

