OFFICE MEMORANDUM

Sub: Restriction on engagement of contingent (casual)/outsourced and contract manpower by Regional/Sub-Office of IWAI without prior approval of Head Office – reg.

Reference is invited to the Head Office letters of even no. dated 6.09.2012, 10.10.2012 & 23.04.2013 on the subject mention above (copies enclosed) whereby all the Regional/Sub-Offices of IWAI were directed not to engage any manpower on contingent (casual)/outsourced or on contract basis without the prior approval of Head Office.

2. Plan schemes are approved by Chairman, IWAI. It is hereby stated that all plan schemes which has a manpower component provided should be routed through Administration for the views of Administration w.r.t. manpower burden.

3. As per delegation of financial powers existing, the power to approve outsourcing is delegated to Vice-Chairperson. Hence, all are required to take prior approval of Competent Authority before tendering for the same.

4. Directors of Regional offices of IWAI are requested to submit their proposals for outsourcing their manpower requirement to the Head Office containing the number of persons required, period for which required and qualification/skill set required giving sufficient justification including financial implications/wages estimated. The proposal should also indicate whether the approved schemes have the manpower approval.

5. Tender for outsourcing shall be floated and finalized as per the guidelines and delegation available only after obtaining the approval of Vice-Chairperson with reference to the number of persons required and the period for which required. Tendering will be the responsibility of Regional offices.

6. All outsourced manpower hitherto approved will have to be engaged through manpower supply contractors by following tendering procedures.

(D. Salamutha Devi) Secretary

Copy for information to:-
Sr PA/PA to Vice-Chairperson/Member (F)