

V.O. CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT
WORKS SECTION

No.FIN-OFFWF-BIL-SIMPL-VI-15/D.

Dated: 27.10.2016.

CIRCULAR No.16/2016

**Sub: Adherence of conditions relating to Wages, EPF & ESI by contractor-
Certificate to be issued by the Project Officer- reg.**

The Contractors are bound to adhere the Specific conditions laid down in the Contract Agreement relating to labours' Wages, Provident Fund and Insurance in accordance with provisions notified respectively in the Minimum Wages Act, 1949, the EPF&MS Act, 1952 and the ESI Act, 1948. Compliance of the Contractor in this regard could be verified and monitored only by the Project Officer of the concerned work. Whereas, non-adherence on the part of the Contractors are being noticed by the Finance Department only at the time of passing the bills.

2 Hence, in order to refine & simplify the procedure hitherto adopted in preparation of bills for works, the following guidelines are issued:-

- a) The Project Officer shall issue a certificate, in the proforma enclosed, on payment of wages and remittance of EPF/ESI contributions in respect of the specific number of labours engaged for the work and such certificate shall invariably form part of the bills henceforth.
- b) In cases of seeking refund of EPF Contribution (Employer's share) in the Contracts awarded for supply of manpower, separate claim therefore shall not be entertained. Recommendations of the Project Officer for refund of EPF Contribution, based on the monthly remittances made by the Contractor, may be made in the Running Account Bill (Part Bill or Final Bill, as the case may be) itself after making necessary entries therefor in the Measurement Books.

The aforesaid procedure comes into force with immediate effect.

Encl. as above


**FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER**

Distribution:

1. All HODs.
2. All Sections of Finance Department.

Copy to:

1. PA to Chairman.
2. PA to Deputy Chairman.

Certificate

This is to certify the following;

1. The contractor _____ has paid the wages as per Minimum Wages Act for _____ persons for the month _____ 2016.
2. It is also certified that the said contractor has paid the EPF contributions to _____ workers for the month _____ 2016.
3. Further it is certified that the contractor has paid the ESI contribution for _____ workers for the month _____ 2016.

Contract Agreement No./Date :

Signature

Valid upto :

Name :

Designation :

Principal Employer :