

**OFFICE OF THE HARYANA STATE AGRICULTURAL MARKETING BOARD,
PANCHKULA**

To

1. All the Zonal Administrators,
HSAM Board in the State.
2. ZMEOs & DMEOs,
HSAM Board in the State.
3. All the Superintending Engineers &
Executive Engineers,
HSAM Board in the State.
4. All the Secretaries-cum-E.Os.,
Market Committees in the State.

No.GA-I/2015/39825-998


Dated: 01.05.2015

Subject: Proceedings of the meeting held on 30.04.2015 at 11.30 a.m. in Conference Hall of the Board under the Chairmanship of Shri Anil Malik, IAS, Chief Administrator, Haryana State Agricultural Marketing Board regarding implementation of the various provisions of the Outsourcing Policy.

Please find enclosed herewith a copy of the proceedings of the meeting held on 30.04.2015 under of the Chairmanship of Chief Administrator, HSAM Board, Panchkula, regarding implementation of the various provisions of the Outsourcing Policy.

It is, therefore, requested to take immediate necessary action on the decisions taken in the said meeting.

DA/As above



**Supdt. (Gen.)
for Chief Administrator**

Endst.No.GA-I/2015/39999-40005

Dated:01.05.2015

A copy of the above is forwarded by E-mail to the following for information and strict compliance:-

1. M/s Punj Security & Housekeeping Services Pvt. Ltd., SCO-168, Sector-37C, Chandigarh.
2. M/s Narwal Super Security, SCO No. 52, Tau Devi Lal Complex, Near Railway Road, Panipat.
3. M/s Oscar Security & Fire Service, # 475, Sector-9, Panchkula.
4. M/s Public Security and Placement Service, 222, Raj Guru Complex, Opposite Bishnoi/Mandir Market, Hisar.
5. M/s Jupiter Hospitality Services Pvt. Ltd., 3111, Sector-A, Packet B & C, Basant Kunj, New Delhi.
6. M/s Millennium Outsourcing and Manpower consultant Pvt. Ltd., SCO-42, MDC, Swastik Vihar, Panchkula.


**Supdt. (Gen.)
for Chief Administrator**

Endst.No.GA-I/2015/40006-34

Dated: 01.05.2015

A copy of the above is forwarded to the following for strict compliance:-

- 1 The EIC, HSAM Board, Panchkula.
- 2 Both the Chief Engineers, HSAM Board, Panchkula.
- 3 The CFA, HSAM Board, Panchkula.
- 4 All the Branch Officers at HQ.
- 5 All the A.O. (Pay)/DDO, HSAM Board, Panchkula.
- 6 The Executive Engineer (IT), HSAM Board, Panchkula.
- 7 PS to Chief Administrator & P.A. to Secretary HSAM Board, Panchkula.

Proceedings of the meeting held on 30.4.2015 at 11.30 a.m. in Conference Hall of the Board under the Chairmanship of Shri Anil Malik, IAS, Chief Administrator, Haryana State Agricultural Marketing Board regarding Implementation of various provisions of the Outsourcing Policy.

The following officers and agencies attended the meeting:-

1. Shri Satpal Sharma, HCS, Secretary, HSAMB.
2. Shri Bhal Singh Bishnoi, HCS, Zonal Administrator, HSAMB, Karnal/Hisar.
3. Shri Ashok Kumar Garg, HCS, Zonal Administrator, HSAMBoard, Gurgaon.
4. Shri D.K. Garg, Superintending Engineer, HSAM Board, Hisar.
5. Shri Ishpal Chauhan, Superintending Engineer, HSAM Board, Pipli.
6. Shri Satinder Singh, Superintending Engineer, HSAM Board, Gurgaon.
7. Shri Chetan Parkash, Superintending Engineer, HSAM Board, Panchkula.
8. Shri M.K. Arora, Superintending Engineer, HSAMB, Karnal.
9. Shri Yogender Singh, Superintending Engineer (E), HSAM Board, Panchkula.
10. Shri Joginder Singh, CFA, HSAMB.
11. Shri Joginder Singh, Ad. Officer, HSAMB.
12. Shri Narsi Ram, ZMEO, HSAMBoard, Hisar.
13. Shri Dula Ram, ZMEO, HSAMBoard, Karnal.
14. Shri Sunil Sharma, ZMEO, HSAMBoard, Rohtak.
15. Shri Jai Pal Singh, Superintendent, HSAMB.
16. All agencies/representatives of manpower providing agencies except M/s Public Security & Placement Services and M/s Jupiter Hospitality Services Pvt. Ltd.

At the outset, the Chief Administrator Board welcomed all the participants. He pointed out that some mal-practices have come to notice and complaints have been received regarding non-payment of wages and non-deposit of the statutory deductions in respect of the outsourced staff. He further pointed out that in one such case, an FIR has been got registered at Hisar against the agency. It was further told that an agency, M/s. Friends Security Services which was awarded

contract of outsourcing of Hisar Zone and Kaithal District for the period from 1.10.2013 to 30.9.2014 has reportedly embezzled Rs.1.42 crore (approximately) on account of non-payment of wages and non-deposit of statutory deductions with the concerned authorities. It was also pointed out that the said agency has also filed a complaint against the officers of the Board alleging misappropriation of wages/deductions by getting the same deposited in the personal accounts of staff of Market Committee(s) or their relatives, and has also got a case registered at Panchkula.

It was further pointed out that a fact finding enquiry into this case has been entrusted to Shri R.P. Bhasin, District and Sessions Judge (Retd.) vide memo dated 16.04.2015 with the directions to submit his report within a month positively. It was specifically mentioned by the Chief Administrator, Board that strict action would be initiated against the defaulters, whether agency or any officer(s) of the Board and none of the defaulters would be spared under any circumstances.

All the contractual agencies were specifically directed to ensure deposit of statutory deductions with the concerned authorities. If any amount is found short or not deposited on account of statutory deductions, the same may be got deposited with the concerned authorities within a week positively. Thereafter, if any such amount is detected outstanding against any agency by the special internal audit teams of the Board, criminal proceedings against such agency(ies) would be initiated at once. Similarly, all the DDOs are also directed to report immediately such outstanding dues to the H.Q. and initiate immediate recovery proceedings against the defaulting agency. If no such action is taken and any amount against any agency is found outstanding, strict disciplinary action against the concerned DDO will be initiated. He shall stand suspended immediately.

The Chief Administrator advised all the agencies to work sincerely in accordance with the outsourcing policy and Govt./Board instructions issued from time to time. It was further advised that if they have any complaint against any officer/official of the Board, they should not hesitate in approaching him in person or any other official of

the Board or through e-mail etc. They were further advised to make the payment of wages and deposit all the statutory deductions with the concerned authorities as per the provisions of the Act/Rules/Bye-Laws/Govt. instructions and submit proper proof in support of payment of wages and deposit of statutory deductions with the concerned Nodal Officers/DDOs and ensure transparency in this regard. It was made clear to them that in case of any violation, it shall be taken seriously and criminal proceedings/ deterrent action would be initiated against the defaulters.

The Chief Administrator, Board stated that any suggestions from the contractual agencies for streamlining the outsourcing system are also welcomed and if the same are received, they would be duly considered while finalizing the tender of outsourcing for the next year. On this, some agencies pointed out that the rates at which the present tender has been awarded, was not workable and they further pointed out that in some of the organizations of the Haryana Govt., minimum 5% rates over and above the DC rates has been fixed/prescribed so that nobody indulges in any malpractice. They requested to adopt similar standards/pattern in the HSAMB also. On this, they were advised by the Chief Administrator, Board to provide draft contract agreement and tender forms etc. of said organizations so that these could be examined and if found suitable for the HSAMB, they could be considered by the Board of Directors accordingly.

In addition to above, following decisions were also taken:-

1. It was decided that all the three circulars of the Board issued vide letter dated 04.12.2014, 20.03.2015 and 22.04.2015 vide which certain information with regard to payment mode and details of deposit of statutory deductions have been sought, be sent to all the agencies also through email, with the directions to them to supply the said information to the concerned quarters.
2. It was observed that the outsourcing policy and its amendments, various instructions received from the Govt. and instructions of the Board issued from time to time are not endorsed to the contractual agencies. Therefore, it was decided that in future all

such policies, amendments, instructions etc. being circulated, be endorsed by e-mail to the outsourcing agencies also. It was further decided that the latest outsourcing policy/set of instructions dated 06.04.2015 be also sent to all the contractual agencies through email for information and strict compliance.

3. It was decided that information with regard to successful implementation of outsourcing policy and other remedial measures adopted by them be sought from the Heads of the Departments and other organisations of Haryana State for consideration. Further, information with regard to minimum rate criteria fixed for allotment of tender over and above the D.C. rates be sought from the HAFED, Haryana Dairy Development Corporation Ltd./Vita Milk Plant, Ambala, HVPNL, Haryana Pollution Control Board, HWC and Municipal Corporation, Panchkula as suggested by the manpower agencies.
4. It was further decided that on receipt of the tenders from various agencies, the Committee constituted for this purpose will scrutinize and verify the profile, addresses and performance of the agencies after qualifying the technical bid. In addition, the Committee would enquire about the performance of the said agency from the organisations where they have worked earlier and a performance certificate shall also be obtained from the said organisations.
5. It was also decided that the Committee will get the genuineness of the permanent address, names of the shareholders/proprietors of the firms/agencies and their general reputation verified from the local police authorities to whom the tender of outsourcing is proposed to be allotted.
6. It was further decided that the CFA will put up detailed guidelines for all the DDOs for opening of ESCROW Account and its operation in a time bound manner, but not later than two working days from Friday. Approved format along with Set of Instructions will be endorsed by e-mail to all the DDOs, ZAs, ZMEOs, SEs and manpower provider agencies.

7. All the DDOs will ensure that the ESCROW Account is opened by 10th May, 2015 and all transactions are carried out through this account. It was further decided that in case of failure to do so on the part of any DDO, strict disciplinary action would be taken.
- The meeting ended with a vote of thanks to the Chair.