

dated 08 Jan 2013.

CIRCULAR

Sub :- Appointment of Daily waged - Employees

The following revised guidelines will strictly be followed by all NCC Group Headquarters and Units for engaging employees on daily wages.

1. Engaging of employees on Daily Wages shall be resorted to, only when PSC ranked list candidates sponsored by Employment Exchange are not available and in such inevitable circumstances.
2. The appointment shall be done only against sanctioned posts.
3. Prior sanction shall be obtained from Directorate for engaging employees on Daily wages justifying the inevitable circumstances for such appointment, and continued till appointments through PSC/Employment Exchange is materialized.
4. The employment of personnel on Daily Wages shall be done by the Group Commander of the concerned Unit.
5. A panel of applicants may be prepared and appointments shall be made from this list on priority basis only.
6. In any case, such appointments shall not exceed 14 days in one spell.
7. The payment of wages for the corresponding period shall be sanctioned by the Group Commander any other officer authorised by him, after due verification of the attendance particulars and a copy of the proceedings sanctioning such payment of wages for each month shall be forwarded to this Directorate along with relevant documents (Copy of attendance details, submission from the employee etc) for verification.

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8. Wages for the month of duty should be claimed during the same month or in the next month itself, positively.
9. Wages shall be paid as per conditions stipulated in G.O (P) No.204/2011/Finance dated 02/05/2011.

Sd/-
(G Subramanian)
Brigadier
Dy. Director General NCC

Copy to :-

- 1.. All NCC Group Headquarters
2. PLO for Publicity Wing
Departmental Website
3. AA/Accts. Officer
4. CF/File

Approved for Issue



Senior Superintendent