

**OFFICE OF THE SECRETARY-CUM-COMMISSIONER (LABOUR)
LABOUR DEPARTMENT, GNCT OF DELHI
5, SHAM NATH MARG, CIVIL LINES, DELHI-110054**

No. F.14/Addl.LC/Wages/2022/ 2892-2902

Dated: 08/09/2025

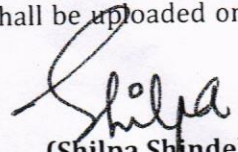
CIRCULAR

Kind attention of all concerned is drawn to the Labour Department communication no. (i) F.No. PA/JLC(HQ)/CLA/Lab/15/213 dated 02.05.2016 in pursuance of Cabinet Decision No. 2323 dated 22.03.2016 regarding payment of wages to Contractual/Outsourced Workers and (ii) F.14/Addl.LC/Wages/2022/3529-3539 dated 28.06.2022 regarding uploading of certificate regarding payment to Contractual /Outsourced employees on the e-Portal by the Nodal Officer of each department in time (copy enclosed).

As per the Cabinet Decision/Standing Instructions, every HOD/Secretary is required to send certificate by 20th of the month to Worthy Chief Secretary, that all employees have been paid due wages pertaining to previous month.

As per statutory provisions, the wages for previous month are required to be paid latest by (i) 7th day of next month if the establishment has engaged less than 1000 persons/workers and (ii) By 10th day of next month if the establishment has engaged more than 1000 workers.

Therefore, all the Department's HOD/Secretary are again requested to ensure that the Certificate regarding payment to Contractual /Outsourced employees shall be uploaded on the said e-Portal by the Nodal Officer of each department in time.


(Shilpa Shinde)

Secretary-cum-Commissioner (Labour)

To

**All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HOD's of all
Departments/Heads of all Local Bodies/Autonomous bodies and
Public Sector Undertakings of the Govt. of NCT of Delhi**

No. F.14/Addl.LC/Wages/2022/ 2892-2902

Dated: 08/09/2025

Copy along with enclosure, forwarded for information to:

1. Secretary to Hon'ble LG, GNCT of Delhi
2. Secretary to Hon'ble Chief Minister, GNCT of Delhi
3. Secretary to Hon'ble Minister of Labour & Employment, Law & Justice, GNCT of Delhi
4. Secretary to Hon'ble Minister of PWD, Legislative Affairs, GNCT of Delhi
5. Secretary to Hon'ble Minister of Home, Power, Education, GNCT of Delhi
6. Secretary to Hon'ble Minister of Industries, Food & Supplies, GNCT of Delhi
7. Secretary to Hon'ble Minister of Social Welfare, Cooperative, Election, GNCT of Delhi
8. Secretary to Hon'ble Minister of Health & Family Welfare, Transport, GNCT of Delhi
9. Staff Officer to Worthy Chief Secretary, GNCT of Delhi
10. System Analyst, Labour Department, GNCT of Delhi, to upload the circular on the website of Labour Department, GNCT of Delhi

CONFIDENTIAL
CABINET MATTER

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(CO-ORDINATION BRANCH)
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No.F.3/3/2016/GAD/CN/dsgadiil/15/6-1526

Dated: 30-3-16

TABLED ITEM

CABINET DECISION NO.2323 DATED 22.03.2016

Subject: Payment to Contractual/Outsourced Workers in different Departments/
Organizations under GNCTD.

Decision: The Cabinet noted with concern the delay occurring every month in releasing wages to the workers engaged by the Govt. Departments/Organizations directly or outsourced from private firms/agencies. It was noticed that in several cases either the contractor/outsourced agency has not raised any bill or in some cases where the bill has been raised, payment has not been released by the departments or where payments have been released, the workers have not been paid by the contractor. After deliberations, the following decisions were taken by the Cabinet:-

- pl circulate among all CES/DWS with copies to members for compliance.
- (1) It shall be the personal responsibility of each HOD/Secretary to ensure that all contract employees, whether employed directly by GNCTD or working with a contractor whose services have been hired by GNCTD, are paid their wages for previous month latest by 15th of every month.
 - (2) Each HOD/Secretary shall certify that all employees have been paid wages. The certificate should reach Chief Secretary by 5 PM on 20th day of each month.
 - (3) The Chief Secretary shall submit a report by 11 AM on 22nd day of each month to the Chief Minister.
 - (4) Those HODs/Secretaries, who fail to ensure that payment has been made to all employees for the previous month, shall make themselves liable for imposition of penalty equal to deduction of pay upto 10% of their basic salary for that month. An officer shall be heard before such penalty is imposed.
 - (5) In order to ensure that all employees get their salaries in time, HODs/Secretaries should use all powers at their disposal to ensure the same. If contractor fails to comply despite repeated attempts, HOD/Secretary shall be at liberty to cancel the contract.

Asstt. Com. (GAD) (101)
Date: 17.05.16
Date: 06.04.2016

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- (6) (a) If the contract is cancelled, immediate steps as warranted should be taken in that case to invite fresh tenders/bids and a new contractor/firm finalized.
- (b) For work already rendered by a worker(s), the Department may make payment of the due amount of wages to the worker(s) directly and adjust it against bills that would otherwise be due to the contractor.
- (c) In the interim and till a new contractor is selected, the Department shall take all the concerned willing workers into its fold as daily wage workers. This be done for a maximum period of 89 days in one go and only by way of interim measure.
- (7) If the contract is cancelled, the said firm/company and all those firms/companies in which the partners/Directors of the said firm/company are partners/Directors, shall be blacklisted from getting any work in GNCTD for a period of 3 years. Any amount due to them, including security, shall be forfeited.
- (8) To ensure that there is no delay in processing bills, the departments do not need to send the periodic bills to Finance Department for approval. The bills should be settled at their end only.
- (9) (a) The Labour Department shall issue a comprehensive circular on the above mentioned subject.
- (b) In addition, the Finance Department will take steps to empanel agencies which can supply workers to meet the requirements of different Departments. Department(s) shall be at liberty to engage requisite work force from such empanelled agencies.

-Sd/-

(K.K. Sharma)

Secretary to the Cabinet

Dated: 30-3-16

No.F.3/3/2016/GAD/CN/dsgadli/ 1516 - 1526

1. Secretary to Lt. Governor, Govt. of NCT of Delhi.
2. Pr. Secretary to the Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Minister, Transport, Govt. of NCT of Delhi.
5. Secretary to Minister, Health, Govt. of NCT of Delhi.
6. Secretary to Minister, Women and Child, Govt. of NCT of Delhi.
7. Secretary to Minister, Tourism, Govt. of NCT of Delhi.
8. Secretary to Minister, Food and Supply, Govt. of NCT of Delhi.
9. Pr. Secretary (Finance), Govt. of NCT of Delhi.
10. Secretary-cum-Commissioner (Labour), Govt. of NCT of Delhi, with request to upload ATR on CDMS.
11. OSD to Chief Secretary, Govt. of NCT of Delhi.
12. Hindi Officer, Language Department, Govt. of NCT of Delhi for translation.
13. Guard file.



(P.C. JAIN)

Spl. Secretary (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT
5, SHAM NATH MARG, DELHI-110054

F.No.PA/JLC (HQ)/CLA/Lab/15/213

Dated: 02/05/2016

To

All Pr. Secretaries/ Secretaries/HoDs of all Departments, Public Sector Undertakings and Autonomous Bodies.

Sub: Cabinet Decision No. 2323 dated 22.03.2016 on Payment to Contractual/Outsourced Workers in different Departments/Organizations under GNCTD.

Sir.

In compliance with Para 9 (a) of Cabinet Decision no. 2323 dated 22.03.2016 following directions are hereby communicated for strict compliance by all concerned:-

- 1) It shall be the personal responsibility of each HOD/Secretary to ensure that all contract employees, whether employed directly by GNCTD or working with a contractor whose services have been hired by GNCTD are paid their wages for previous month latest by seventh day of next month if the establishment has engaged less than 1000 persons/workers and by tenth day of next month if the establishment engaged more than 1000 workers. The HOD/Secretary shall thereafter obtain details of payments of wages from all the branches/divisions/subordinates offices under the concerned HOD and satisfy himself that due wages have been paid to each and every worker and this exercise shall be completed by the HOD/Secretary by 15th of every month.
- 2) Each HOD/Secretary shall certify that all employees have been paid wages. The certificate should reach Chief Secretary by 5.PM on 20th day of each month.
- 3) The Chief Secretary shall submit a report by 11 AM on 22nd day of each month to the Chief Minister.
- 4) Those HODs/Secretaries, who fail to ensure that payment has been made to all employees for the previous month, shall make themselves liable for imposition of penalty equal to deduction of pay up to 10% of their basic salary for that month. An officer shall be heard before such penalty is imposed.
- 5) In order to ensure that all employees get their salaries in time, HODs/Secretaries should use all powers at their disposal to ensure the same. If contractor fails to comply repeated attempts, HOD/Secretary shall be at liberty to cancel the contract.
- 6) (a) If the contract is cancelled, immediate steps as warranted should be taken in that case to invite fresh tenders/bids and a new contractor/ firm finalized.

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(b) For work already rendered by a worker(s), the Department may make payment of the due amount of wages to the worker(s) directly and adjust it against bills that would otherwise be due to the contractor.

(c) In the interim and till a new contractor is selected, the Department shall take all the concerned willing workers into its fold as daily wage workers. This be done for a maximum period of 89 days in one go and only by way of interim measure.

- 7) If the contract is cancelled, the said firm/company and all those firms/companies in which the partners/Directors of the said firm/company are partners/Directors, shall be blacklisted from getting any work in GNCTD for a period of 3 years. Any amount due to them including security shall be forfeited.
- 8) To ensure that there is no delay in processing bills the departments do not need to send the periodic bills to Finance Department for approval. The bills should be settled at their end only.

It is, therefore, requested to sensitize the concerned Officers to adhere to the timeline prescribed by the Cabinet and ensure timely payment of wages and other legal entitlements to the workers employed, on contractual basis/ through outsourced agencies.

Yours faithfully

10/02/2016
(K.R. Meena)

Secretary-cum- Commissioner (Labour)

Copy along with enclosure forwarded for information to:-

1. Chief Secretary, Govt. of NCT of Delhi.
2. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
3. Pr. Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Hon'ble Dy. Chief Minister, Govt. of NCT of Delhi.
5. Secretary to Hon'ble Minister, Transport, Govt. of NCT of Delhi.
6. Secretary to Hon'ble Minister, Health, Govt. of NCT of Delhi.
7. Secretary to Hon'ble Minister, Women and Child, Govt. of NCT of Delhi.
8. Secretary to Hon'ble Minister, Tourism, Govt. of NCT of Delhi.
9. System Analyst, Labour Department, Govt. of NCT of Delhi to upload this circular on the website of the Labour Department.

OFFICE OF THE COMMISSIONER (LABOUR)
DEPARTMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT, 5 SHAM NATH MARG, DELHI-110054

No.F.14/Addl.LC/Wages/2022/ 3529-3539

Dated: 28/06/2022

Circular

Kind attention of all concerned is drawn to the Labour Department communication No. F. No. PA/JLC(HQ)/CLA/Lab/15/213 dated 02/05/2016 in pursuance of Cabinet decision No. 2323 dated 22/03/2016 regarding payment of wages to Contractual/Outsourced workers (copy enclosed).

As per the Cabinet decision/ Standing instructions, every HOD/Secretary is required to send certificate by 20th of the month to Worthy Chief Secretary, that all employees have been paid due wages pertaining to previous month.

As per statutory provisions, the wages for previous month are required to be paid latest by (i) 7th day of next month if the establishment has engaged less than 1000 persons/workers and (ii) By 10th day of next month if the establishment has engaged more than 1000 workers.

On the instruction of Worthy Chief Secretary, GNCT of Delhi, IT Department has prepared e-Portal for submitting certificate by all the concerned departments of GNCT of Delhi and is likely to be launched very soon. Henceforth, no manual report is required and all the Department's HOD/Secretary are requested to ensure that the certificate regarding payment to Contractual/Outsourced employees shall be uploaded on the said e-Portal by the Nodal officer of each Department in time.

This issues with the approval of the Competent Authority.

Rush C
28/06/2022
(Ram Niwas Sharma)
Commissioner (Labour)

To

All Addl.Chief Secretaries/ Pr. Secretaries/Secretaries/HOD's of all Departments/Heads of all Local Bodies/Autonomous bodies and public sector Undertakings of the Govt. of NCT of Delhi.

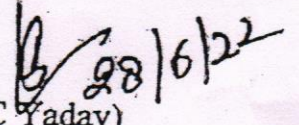
No.F.14/Addl.LC/Wages/2022/ 3529-3539

Dated: 28/06/2022

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2. Addl.Chief Secretary to Hon'ble Chief Minister GNCT of Delhi.

3. Secretary to Hon'ble Deputy Chief Minister/ Hon'ble Minister of Labour, GNCT of Delhi.
4. Secretary to Hon'ble Minister Health, GNCT of Delhi
5. Secretary to Hon'ble Minister Transport, GNCT of Delhi.
6. Secretary to Hon'ble Minister Social Welfare and SC/ST, GNCT of Delhi.
7. Secretary to Hon'ble Minister Food and Supply, GNCT of Delhi.
8. Secretary to Hon'ble Minister Dev. and GAD, GNCT of Delhi.
9. Staff officer to Worthy Chief Secretary, Govt. of NCT of Delhi.
10. System Analyst, Labour Department, GNCT of Delhi, to upload the circular on the Labour Department's website.


(S.C. Yadav)

Additional Labour Commissioner