

**HALL MANAGEMENT CENTER
IIT KHARAGPUR**

No.IIT/HMC/2018/CIR/02

Dt. 31.05.2018

Notice: Proportionate Payment to Contractual Outsourced Un-skilled Workers

Hall Management Center (HMC), IIT Kharagpur, strives to follow all applicable labor laws and statutory obligations to the fullest extent. All work contracts awarded by HMC for contractual outsourced unskilled manpower engagement enforces these requirements on the contractors/service providers. HMC also implements any revision in minimum wages, bonus etc. applicable for outsourced workers at the earliest.

Some of the contractual outsourced unskilled workers are found to be missing from the workplace during their duty hours. As a consequence, the students are not getting proper service and HMC is suffering financial losses.

In view of the above, it has been decided by the competent authority that the reimbursement of contractual outsourced unskilled workers salary to the contractors/service providers will be done as per the following rules.

1. As per labor law and our requirement, the daily working hour of contractual outsourced unskilled worker is 8 hours excluding the rest period against full daily wage payment. The work period will be computed based on the entry and exit data for each worker in biometric attendance device.

- a) The rest period should be 30 minutes for outsourced contractual unskilled mess workers and 1 hour for those deployed in cleaning/sweeping/housekeeping work. Rest should be given in such a way that on either side of the rest period, the working hour should be below 5 hours. Rest is mandatory as per labor law.
- b) No adjustment for missed hours can be made by working extra in another day. There is no need for such extra work. Likewise, the rest day is compulsory and no one can be allowed to work on the allocated rest day to compensate for missing work on another day.
- c) The total work hour cannot exceed 48 hours in a week, i.e., 8 hours per day. No overtime (OT) payment will be made to any contractor/service provider. Any financial or legal fallout from contravention of this rule will be responsibility of the contractor/service provider.

2. The daily wage will be computed proportionate to the working hour. Minutes would be rounded off to the nearest half-hour, i.e., 7hr 05 minutes will be 7 hour, 7 hours 25 minutes will be 7.5 hours, 7 hours 40 minutes will be 7.5 hours and 7 hours 50 minutes will be 8 hours. Any duration above 8 hours will be computed as 8 hours only.

Note: 7 hours 30 minutes is 7.5 hours, not 7.30 hours.

The payment to contractual outsourced workers will be made after totaling there work hours in the month. PF and ESI contributions will be computed based on the actual payment.

3. In all attendance sheets, there has to be four entries for In1, Out1, In2 and Out2. In1 is initial reporting for work and Out2 is final departure from work. The period between Out1 and In2 is the rest period.

4. The total work hour in a month will be divided by 8 to compute the number of days of full wage. Salary and benefits will be given accordingly. For example, if a person has worked for 180 hours in 24 days then his/her salary will not be $24 \times \text{daily wage}$, but $(180/8) \times \text{daily wage} = 22.5 \times \text{daily wage}$.

EPF, ESI, bonus, service charge, GST, etc. has to be adjusted accordingly.

P.T.O.



The Uniform work schedule

For contractual outsourced unskilled workers engaged in mess:

Workers will be given staggered rest period between Out1 and In2 in two groups

Morning Shift:

Group 1: In1 at 5:30, Out 1 at 9:30, In2 at 10:00 and Out2 at 14:00

Group 2: In1 at 5:30, Out 1 at 10:00, In2 at 10:30 and Out2 at 14:00

Afternoon Shift:

Group 1: In1 at 13:45, Out 1 at 17:00, In2 at 17:30 and Out2 at 22:15

Group 2: In1 at 13:45, Out 1 at 17:30, In2 at 18:00 and Out2 at 22:15

For contractual outsourced unskilled workers engaged in cleaning/sweeping/housekeeping:

In1 at 8:00, Out1 at 12:00, In2 at 13:00 and Out2 at 17:00

Note

1. Maximum 15 minutes relaxation will be given only for the mess workers due to early entry time in morning shift and late exit time in afternoon shift, i.e., someone working for 7 hours 45 minutes or above (excluding rest period) will be treated to have worked for complete 8 hours. However, they will have 30 minutes rest period.
2. For sweeping/cleaning workers engaged to clean the dining area of messes, the duty hours can be accordingly adjusted. They may be given 30 minutes to 1 hour mandatory rest as deemed fit.
3. As per labor law, rest period is compulsory for every contractual outsourced unskilled worker whether s/he wants it or not. The minimum rest period is 30 minutes and on either side of the rest period, the work duration should not exceed 5 hours.
4. Full wage is paid only when the contractual outsourced unskilled worker gives 8 hours of work. There is no need for more than 8 hours of work in any place under HMC and no one is allowed to work for more than 8 hours.
5. As per labor law, the total work duration in a week (for 6 working days) cannot exceed 48 hours.

The above rules will be effective from 1st June 2018. All biometric attendance systems, bill preparation and relevant activities must be adjusted accordingly. Contractors' bills not conforming to the above rules will not be processed.


Assistant Registrar, HMC

Copy for necessary action to :

All Outsourced unskilled labor contractors (mess and sweeping)

Copy to :

All Wardens (With request to inform the Hall Manager and/or Supervisor)

HMC Office File & Webpage