

# CSIR-NATIONAL METALLURGICAL LABORATORY

## JAMSHEDPUR-831007

No.NML-1(MC)/21-E-III

Dated :24/12/2021

### NOTICE

In order to ensure timely processing of monthly bills and payment of wages of contract labours engaged in different project work and under P-06, Director, CSIR-NML has decided that the following mechanism would be followed with immediate effect:-

- (a) For engagement of Contract Labour COFA/FAO/S.O.(F&A) will certify the fund availability in the prescribed proforma (copy enclosed).
- (b) All PL/HOC/HOD will ensure fund availability for engagement of contract labour in the different project and under P-06 with exact tenure before engagement of Contract Labour.
- (c) It will be the responsibility of the concerned PL/HOC/HOD to ensure availability of fund and intimate to Administration and Finance regarding financial status in advance regarding man-days payment.
- (d) Attendance of every month in the form of attendance card/attendance register duly signed by the PL/HOC/HOD should be submitted to E-III, Section between 1<sup>st</sup> to 3<sup>rd</sup> day of the following month.
- (e) Respective contractor will collect the attendance card/attendance register from E-III, Section between 4<sup>th</sup> to 5<sup>th</sup> of the following month and payment will be released by the Contactor between 6<sup>th</sup> to 10<sup>th</sup> of the following month.
- (f) After releasing of payment, contractor will submit the bill in Admin/E-III, Section between 11<sup>th</sup> to 15<sup>th</sup> of the following month with all statutory documents (likes EPF/ESIC/GST challan etc.).



(S. Banerjee)

ADMINISTRATIVE OFFICER

Copy to :

1. All PL/HOC/HOD
2. PS to Director
3. PA to AM
4. COA's Secretariat
5. e-notice board