

LABOUR PRACTICE FOLLOWED

AT IIT MANDI

The Institute has engaged several service providers/contractors for various outsourced services such as security, cleaning, electrical maintenance, plumbing maintenance, water treatment, horticulture services, creche etc.

IIT Mandi ensures that all its outsourced manpower service providers/contractors comply with relevant labour welfare legislation- The Minimum Wage Act 1948, The Payment of Bonus Act 1965, The Employee's State Insurance Act 1948 and The Employee's Provident Fund Act 1952, The Contract Labour (Regulation and Abolition) Act 1970 etc.

As part of GOI norms, labour practices followed by the Institute are as follows:

Disbursement of wages: The Institute ensures that wages to the outsourced manpower are disbursed by their respective service provider/contractors through the transfer of wages directly into the respective bank accounts of Outsourced Manpower. On receiving the bills from the service provider/contractors pertaining to payment of wages to the outsourced manpower, Institute releases the amount to the service provider/contractors. INSTITUTE reserves the right to withhold amount from the running account payments, if PF/ESI contributions are not paid/made by the Service provider / contractors and proof to that effect have not been produced regularly on due dates.

EPF & ESIC contribution: IIT Mandi ensures that all the outsourced manpower are covered under the Employees Provident Funds and Miscellaneous Provision Act- 1952 (EPF) and the Employees State Insurance Corporation Act - 1948 (ESIC) as per Central Government rules. The Service provider / contractors by 10th of every month shall provide a monthly statement along with Challan showing proof of deduction towards contribution and proof of remittance of provident fund contribution to RPF and ESI contributions to ESI Corporation in respect of Workers engaged in contract work

Welfare and Health of Labour: IIT Mandi ensures that the Service provider / contractors shall take care necessary insurance cover in respect of staff and other personnel to be deployed or engaged by him in connection with the aforementioned services to be rendered to INSTITUTE and against all claims, damages or compensation payable under workmen's Compensation Act, 1923 or any modification thereof.

Maintenance of Records: IIT Mandi ensure that the service provider / contractors shall maintain all the relevant records required to be maintained

under the minimum wages act 1948, the Payment of Bonus Act - 1965, the Contract Labour (Regulation and Abolition) Act, 1970 etc.

OFF / Rest entitlement: IIT Mandi ensures that weekly off / rest is allowed to every outsourced manpower as per rule. Outsourced manpower working on Institute/ National Holidays is compensated by an additional off or by payment of overtime wages.

Child Labour: IIT Mandi ensures that none of its service providers/contractors engages any child labour and strictly adhere to the Child Labour (Prohibition & Regulation), Act 1986.

Safety measures: IIT Mandi ensures that safety measures should be ensured by the contractors without any deviation. The contractor shall procure sufficient number of safety/ gum shoes, safety gloves, hard cap etc. for the use of the workers wherever required invariably.

Medical Facility: IIT Mandi ensures that a medical facility should be made available for the benefit of the workers for consultation ailments as per the statutory provisions. The contractor shall ensure that a first aid kit is readily available at the work site at all times. At the work-spot the information about the Health Centre for emergency treatment shall be displayed prominently.

Conduct and discipline: The service provider/contractor is responsible for the conduct and discipline of the outsourced manpower engaged through them. The duty hours should be strictly observed as per the statutory provisions by the contractors.

The Service provider / Contractor at all the time shall comply with all labour laws (Central / State in vogue) at his / her expense and shall keep the principal employer indemnified in respect thereof.