

HIGH COURT FOR THE STATE OF TELANGANA

REVISED CIRCULAR

ROC.NO.491/2018/D-II(B)

DATED: 03.01.2025

SUB:- BUILDINGS – Entrustment of housekeeping work in the Court Buildings to the agencies - Instructions issued.


REF:- High Court's Circular in Roc.No.491/2018/DII(B), dated: 30.04.2018

Having re-considered the matter regarding entrustment of housekeeping work in all the Court Buildings in the State of Telangana the following revised instructions are issued:

1. All the unit heads shall invite quotations from the Housekeeping Agencies as per the requirement in the Month of January itself for all the Courts within their Jurisdiction of the District for entrusting the House keeping works to the agencies as resolved by the Committee, keeping in view the lowest quoted amount duly maintaining minimum wages and checking their credentials, for administrative approval to the High Court in the month of February itself.
2. While inviting quotations, the Unit Heads shall invariably indicate in the Tender notification that the agencies have to pay minimum wages with Variable Dearness Allowance (VDA) to the workers as fixed by the Government from time to time in terms of G.O.Ms.No.85, Labour, Employment, Training & Factories (Labour-II) Department, dated: 22.09.2007, under construction or maintenance of Roads & Buildings operations, including ESI and EPF.
3. The Unit Heads shall avoid seeking ratification after entrustment of the work to the same agency.

4. The Unit Heads shall ensure payment of minimum wages to the workers and to release payment to the agency on monthly/quarterly basis on furnishing sufficient proof.
5. The Unit Heads shall ensure that access to the housekeeping workers is denied to the Record Room and other important rooms, except under the supervision of some permanent staff.
6. The expenditure for entrustment of housekeeping work may be met from the budget allotted to the Unit under S.H-132 – Other Office Expenses.

The above instructions shall be followed scrupulously by all the Unit Heads.


3/1/2015

REGISTRAR (RECRUITMENT)
FAC. REGISTRAR (INFRASTRUCTURE)

To
All the unit Heads.