

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
**( Personnel Division )**

No:DSIIDC/A-1R008/1/Estt.

Dated : 21.04.2016

**CIRCULAR**

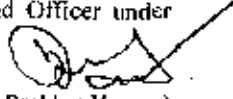
**Sub : Procedure for timely payment of salary to the staff deployed through M/s ICSIL**

In the meeting held on 19.04.2016 at 11.30 AM under the Chairmanship of MD, DSIIDC in which MD, ICSIL was also present, it has been decided that henceforth the following procedure may be adopted for timely payment of salary to the staff deployed through M/s ICSIL .

1. Bio-metric Attendance details for the preceding month should be uploaded on the DSIIDC website by IT Department in the first half of the 1<sup>st</sup> working day of every month. On the same day, CAO(HQ) will transfer an amount approximately equal to one month's salary of staff deployed through M/s. ICSIL Staff in their A/c. as an advance which will be adjusted against the actual bills received from them later on.
2. Concerned Division Heads will send the attendance certificate (in case of deviation from the Bio-metric attendance details) in respect of staff working under their administrative control to the concerned Nodal Officer latest by 5:00 pm of the 2<sup>nd</sup> working day. Concerned Nodal Officer will then consolidate the attendance certificates and forward the attendance sheet to M/s. ICSIL on the same day by 6:00 p.m.
3. In case the attendance certificate is not forwarded by the Concerned Division Head to the concerned Nodal Officer by the scheduled day and time, it will be presumed that the individual has attended office on all working days and concerned Division Head will be held responsible for any excess payment made to the individual.
4. Based on the attendance sheets received by M/s. ICSIL, they will transfer the salary in the respective A/c of the individual latest by the 4<sup>th</sup> working day of every month. M/s. ICSIL will then send the original paid bills on the 4<sup>th</sup> working day of every month to the concerned Nodal Officer for adjustment/re-conciliation alongwith a certificate that the salary for the staff has been disbursed and all statutory deductions made towards EPF & ESI have been deposited with the respective departments. It has been informed by M/s. ICSIL that they are providing facility for opening of Savings Bank A/c at zero balance with AXIS Bank and accordingly all Divisional Heads are requested to ensure that the staff working under their administrative control have SB account with AXIS Bank for timely transfer of their salary.
5. Following Officers will act as Nodal Officers for the staff deployed through M/s. ICSIL at different locations.

1. DM(IMFL-HQ) for Liquor Division
2. Manager(Works) for Works Division
3. DM(P) for Divisions other than Liquor & Works

Non-following of above procedure shall attract disciplinary action against the concerned Officer under Staff Service Rules read in conjunction with CCS(CCA) Rules 1965.

  
( Prabhat Kumar )  
Div. Manager (P)

To,

1. PS to MD
2. PA to ED
3. Sr. PA to Director Finance
4. All Division Heads
5. All CAOs
6. All Nodal Officers
7. DM(IT) for uploading on the Web-site
8. MD(ICSIL), Administrative Building, 1st Floor,  
Above post office, Okhla Industrial Estate, Phase-III, New Delhi-110020.