



GOVERNMENT OF ANDHRA PRADESH
FINANCE (SMPC) DEPARTMENT

Circular Memo. No. 8999-A/319/A2/SMPC/2007

Dated: 21.04.2007.

Sub: Public Services – Outsourcing of supporting services in the Government Departments – Guidelines – Certain Clarification – Regarding.

Ref: G.O.R.No. 4459, Finance (SMPC) Dept., dt. 27.12.2006.

In the reference cited Government have issued guidelines for outsourcing the supporting services in the Government Departments. After reviewing the issue Government hereby issued further clarifications especially for the point Nos. 11, 12 and 13 of the Guidelines issued in the reference cited above, for being followed while fixing and paying the remuneration for the outsourcing agency:

1. The remuneration as indicated in G.O.R.No. 2501, Finance (SMPC) Department, dt. 13.7.2006 has to be paid in full to the employees outsourced by the agency. The only amount that can be deducted out of this amount is Employee's contribution to the Provident Fund and nothing else.
 2. It is the responsibility of the outsourcing agency to bear out of its commission, the Employer's contribution towards Provident Fund, E.S.I., Service Tax etc. The outsourcing agency will have to quote its commission keeping all these payments in view and no additional amount other than the commission will be given towards any of these items. However, while reimbursing the commission to the outsourcing agency, a certificate from the agency regarding proper remittance of E.P.F./E.S.I. would be insisted upon as pointed out as at Point No. 12 of the Guidelines in the reference cited.
2. All the Departments are requested to follow the above guidelines scrupulously.

L.Y.R. KRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT (R&E)

All the Departments of the Secretariat.
All the Heads of Departments.
The Director of Treasuries and Accounts, A.P., Hyd.
The Pay and Accounts Officer, A.P., Hyderabad.
All the District Collectors
All Dy. Directors O/o D.T.O. in the State.
All District Employment Officers
All the District Labour Officers.
SF/SCs.

//Forwarded :: By Order//


SECTION OFFICER

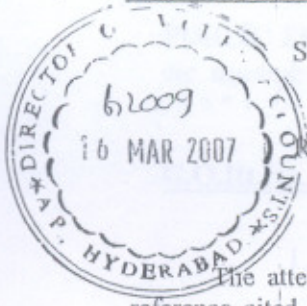
GOVERNMENT OF ANDHRA PRADESH
FINANCE (WORKS & PROJECTS) DEPARTMENT.

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Memo.No. SP.1344/F9(A2)/2007-1

Dated: 14-03-2007

157



Sub:- Engaging personnel as DEOs in the PAO/APAO Offices -
Reg.

Ref:- From Director of Works Accounts, Hyderabad Letter
No.DWA/Hyd/Sn.I/A2/2006-07/915, dated 12-02-2007.

The attention of the Director of Works Accounts, Hyderabad is invited to the reference cited and he is informed that he is permitted (to continue with the existing arrangement in the matter till an alternative is fixed by the District Committee as per G.O.Rt.No.4459, Finance (SMPC) Department, dated 27-12-2006.)

2) This memo. issues with the concurrence of Finance (SMPC) Department vide their U.O.No.5113.-A/157/A2/SMPC/07, dated 9-03-2007.

N. RAMESH KUMAR
PRL. SECRETARY TO GOVERNMENT

To
The Director of Works Accounts,
Hyderabad.
Copy to SF.

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V. S. Venkatesh
SECTION OFFICER

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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES-Outsourcing of certain functions like Sweeping & Scavenging etc. through Service Provider Agencies in Government Departments-- Orders -- Issued.

FINANCE (SMPC) DEPARTMENT

G.O.Rt.No. 2246

Dated: 07.06.2007.

Read the following:-

1. G.O.Rt.No. 4459, Finance (SMPC) Department, dt. 27.12.2006

eOo

ORDER:

Government has taken a decision to outsource the support services to the Government Departments to receive good quality of services.

2. Outsourcing of support services are two types: the first one is outsourcing of functionaries, and the second one is outsourcing of functions. Outsourcing of functionaries is comprehensively covered in the G.O. read above. The issue of outsourcing of activities is not covered in the above G.O. Hence, it is decided to issue guidelines in this regard.

3. It is felt there are certain activities, like Sweeping, Scavenging etc which are part time in nature can be outsourced to the service providers instead of taking personnel on outsourcing basis. This can also be done for higher level activities like computer maintenance, typing etc. Accordingly, all Departments are requested to outsource activities like keeping premises clean, Scavenging, Sweeping etc. on outsourcing basis and enter into a contract with the service provider in terms of certain specific parameters of the activity to be outsourced instead of personnel. No personnel should be taken on outsourcing for the activities mentioned above. Similarly, Departments are free to explore further activities which can be outsourced as an activity instead of taking personnel on outsourcing like maintenance of computers, typing etc. Once such activities have been identified, they can outsource it as an activity to service providers. A decision to this extent can be taken at the level of the Department and there may not be any need to reference for concurrence of Finance Department as long as activity is entrusted to the Service Providers with reference to certain already mutually agreed standards of performance of work and the service provider is engaged as per the procedure suggested in G.O. read above.

4. All the Departments of the Secretariat are requested to follow the guidelines scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I.Y.R. KRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT (R.S.F)

To
All the Departments of the Secretariat.
SF/SCs.

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SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
FINANCE (SMPC) DEPARTMENT

Circular Memo. No.14863-F/547/A2/SMPC/2007

Dated: 14.06.2007.

Sub:- Public Services – Outsourcing of supporting services in the Government Departments through outsourcing agencies –
Extension of contract agreement with outsourcing agencies –
– Delegation of powers – Reg.

Ref:- G.O.R.No. 4459, Finance (SMPC) Dept., dt. 27-12-2006.

In the G.O. cited orders were issued specifying guidelines for outsourcing the services in the Government Departments for better implementation of the function under outsourcing.

2. The Heads of Departments and Administrative Departments have to obtain the concurrence of Finance (SMPC) Department for outsourcing the functions to a private Agency.

3. The Administrative Departments and Heads of Departments are submitting the proposals for continuation of the outsourcing services every year to Finance (SMPC) Department for concurrence, which leads time consuming for the said continuation. Hence, Government hereby decided to delegate the powers to the Head of the Department to extend the contract with the outsourcing agency from year to year as long as the posts outsourced are within the sanctioned strength of the Department as per the continuation orders issued by the Finance (SMPC) Department.

4. All the Administrative Departments are requested to obtain the concurrence of Finance (SMPC) Department at the initial time of outsourcing the services to the private Agency. Finance Department will however conduct the implementation committee meetings once in every year to assess the staff requirement vis-à-vis the functions of the Department.

5. This orders are come into force with immediate effect.

I.Y.R. KRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT (R&E)

To
All the Departments of the Secretariat.

//Forwarded :: By Order//


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