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F.No.1/Misc./AR/2013-FF
Government of India
Ministry of Environment & Forests

Date: 27th March, 2014.

Subject: Outsourcing of services of contractual staff in the Ministry – reg.

In order to streamline the process of outsourcing of contractual staff in the Ministry, Secretary (E&F) has approved the following line of action:

- a) MoEF should dispense with the practice of de-centralised outsourcing whereby PDs can outsource directly. Outsourcing of Services/Consultants should be centralized with the P.II Section. A procedure in this regard has recently been devised by the Administration Division for the engagement of consultants. Similar procedure may also be devised for the engagement of contractual staff for outsourcing of services and should be uniformly applied in the Ministry.
- b) Unless otherwise provided in the approved scheme of the PD to utilize plan funds for outsourcing, the expenditure on salaries of outsourced staff should be borne by P.II from the sub-heads 'other Contractual Services' or 'Professional Services' as the case may be, meant for Secretariat Expenditure. Requisite funds should be projected and obtained under these heads in order to cater to the outsourcing needs of the entire Ministry.
- c) In order to rationalize the outsourcing requirements of the Ministry on the basis of a work study/review, the following steps may be immediately undertaken –
 - i) A Task Force led by a Joint Secretary is immediately set up to undertake a review of IWSU recommendations of April, 2008. The Task Force should submit its recommendations latest by 31.05.2014 for it become effective from 01.06.2014.
 - ii) A full-fledged work study should be launched for the entire Ministry to be completed by 30.09.2014.

2. The above line of action is for strict compliance on the part of the Administration Branch of the Ministry. All the Divisions of the Ministry are required to extend the fullest cooperation to the Administration Branch for completion of the aforementioned activities within the specified time frame.


(Sudhansu Mohanty)
AS&FA

To

1. JS(Admn.) for necessary action
2. All other Divisional Heads in the Ministry including NAEB and NRCD