GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA, HYDERABAD


Sub:- Technical Education – Establishment – Engaging Non Teaching staff on outsourcing basis - comprehensive Guidelines- issued – Reg

Ref:-1. Minutes of video conference held by DTE on 19/11/2015, 18/12/2015, 21/01/2016, 19/02/2016, 11/03/2016, 28/04/2016, 21/05/2016, 9/06/2016, 01/07/2016, 02/08/2016 and 08/09/2016

2. Minutes of the Committee of Senior officers Dated: 01-10-2016

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With reference to the subject cited, it is to inform that many principals during the review meetings through video conference cited in the ref. 1st cited have brought to the notice of Director of Technical Education that there is acute shortage of Non teaching staff in the Polytechnics and they are facing the lot of difficulty in making alternate arrangements for day to day activities viz., Housekeeping, catering and watch and ward duties. The Administrative work is also suffering and the Principals have to put lot of efforts on these arrangements and unable to concentrate for institutional and academic development.

2. It is also a fact that the total Cadre strength of the Non-teaching Posts in Government polytechnics is around 2000 out of which 50% posts are vacant. Moreover, posts are not sanctioned in 14 New Government Polytechnics and 11 second shift Polytechnics. Government has been addressed to sanction 366 non teaching posts in 14 new Government Polytechnics for which orders of the Government are awaited. Further (190 Women Hostels are constructed/under construction in (19) Government Polytechnics with MHRD, GOI funds for which no Posts are sanctioned.

3. In view the difficulties being faced by the Principals in day to day activities like maintenance of premises of Polytechnics and proper running of mess and lab work due to large no. of vacancies of sanctioned Non teaching posts and Non sanctioned posts, a committee is constituted with senior officers of department to examine and suggest the common minimum man power requirements to overcome the difficulty. Accordingly the Committee, debated at length and submitted the detailed report.

4. Keeping in view the above circumstances the following comprehensive guide lines are issued in the matter.

A). Activities of Watch and ward, Housekeeping, catering:

a) The Activities of Watch & ward, Catering and House Keeping (Sweeping and Scavenging), shall be outsourced, if the strength of the Students is beyond 500. In case of those institutions, where sufficient numbers of such category employee are available, outsourcing the activities are not permitted. If there is a need of persons for the above activity, the Principals shall outsource the activity duly deducting the no. already working, however total No. of persons for engaging on outsourcing basis shall not exceed (2) for all the above activities. An MOU shall be entered with the
outsourcing agency empanelled by the District collector concerned.
If such empanelled agency is not available in the district, the
Principals shall go for open tendering as per the Government orders
issued from time to time.

b) If the Student Strength is less than (500), persons for such activity
shall be engaged on contingent basis; however, the Number shall
not exceed (2). The Remuneration per person P.M. shall not
exceed Rs. 6000/-.

B). Engaging Ministerial staff / Attenders in (11) New Government
Polytechnics

In case of (11) New Government Polytechnics (where
Government has not accorded Permission for Out sourcing), the
OSDs are Permitted to engage (2) Junior assistants and (3)
Attenders (both Housekeeping, watch & ward and General Duties).
The Remuneration P.M. for Junior Assistant is Rs. 9000/-, for
Attender Rs. 6000/- on contingent basis. The Retired ministerial
staff of GPTs having relevant knowledge shall be given preference
while engaging. The qualifications shall be as per the prescribed
norms of State Government.

C). Engaging Lab Attenders and one Computer Operator:

All the Principals/OSDs are permitted to engage one Computer
Operator per each Polytechnic and one Lab Attender per Course in
each Polytechnic to assist in laboratory class work and proper
maintenance of Lab equipment by duly deducting the number already
working. The Remuneration for Computer shall not exceed Rs. 9000/-
PM and for Lab Attenders Rs. 7700/-PM as per the Government
guidelines. The qualifications shall be as per the prescribed norms of
State Government.

5. The Principals/ OSDs are permitted to pay the remunerations to
the above staff from the available Non-Government/IRG funds. If
sufficient funds are not available they have to represent to the DTE
with proper justification and declaration stating that they do not have
funds and no scope from other sources.

6. The above guidelines shall be followed scrupulously.
7. The receipt of the Memo shall be acknowledged.

Sd/- Dr. M.V. REDDY
DIRECTOR

To
The Principals of all Government Polytechnics
Copy to:
The Secretary, SBTET, Telangana, Hyderabad
The Regional Joint Director (TE)
Hyderabad.

//F.B.O//

R.G. 20X
SUPERINTENDENT

13/6/16