

No. 7/74/2018-1FP1/ 734

Government of Punjab  
Department of Finance  
(Finance Personnel-1 Branch)

Dated, Chandigarh, the 27-08-2018

To

All Heads of Departments,  
Commissioners of Divisions,  
Registrar, High Court of Punjab and Haryana,  
District and Sessions Judges and  
Deputy Commissioners in the State.

Subject: Guidelines regarding payment of service charges to the service providers/Contractors for hiring of staff on contract through a service provider (Outsourced staff).

Sir/Madam,

The Office of Accountant General, Punjab has brought to the notice of the Finance Department that different departments of Government of Punjab are hiring staff on contract through the service providers/contractors at different rate of service charges. As such, I have been directed to invite reference to the subject cited above and state that at the time of hiring staff on contract of any category through service provider / contractor, maximum services charges paid to the service provider/contractor shall in no case be more than 1% (one percent) of the amount of contract.

Yours faithfully,

*Sangita*  
(Sangita)

Under Secretary Finance

Endst. No. No. 7/74/2018-1FP1/ 735-736

Dated, Chandigarh, 27-08-2018

A copy of the above is forwarded( included one spare copy) to the following for information and necessary action:-

- 1) Accountant General (Audit), Punjab.
- 2) Accountant General (A& E), Punjab, Chandigarh)

*Sangita*

Under Secretary Finance

Endst. No. 7/74/2018-1FP1/ 737-739

Dated, Chandigarh, 27-08-2018

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Chief Secretary to Govt .of Punjab, Chandigarh.
- 2) All the Financial Commissioner and Administrative Secretary, Punjab, Chandigarh.
- 3) The Resident Commissioner, Punjab Bhawan, New Delhi.

*Sangita*  
Superintendent.

Internal Distribution:

- i) Directorate of Financial Resources and Economic Intelligence.
- ii) Director, Treasuries and Accounts, Punjab.
- iii) All Branches of the Department of Finance.