



F.No. 7(1)Manpower Contract/HQ/BKN/2026-27/Adm.V

Date:- 03rd June, 2026

CIRCULAR

In pursuance of Department of Expenditure, Ministry of Finance Office Memorandum No. F.2/6/2026-PPD dated 08.05.2026, duly endorsed by ICAR vide F.No. FIN/22/4/2025-CDN(A&A) (e-368390)/3 dated 12.05.2026, instructions have been issued regarding timely payment of wages/salary to manpower engaged directly or through contractors in accordance with the provisions of the Code on Wages, 2019 and other Labour Codes.

As per the aforesaid instructions, all Procuring Entities are required to ensure timely payment of wages/salary and statutory dues such as EPF, ESIC, etc. to contractual manpower. The responsibility to ensure compliance with these provisions also rests upon the Principal Employer (ICAR-CAZRI).

Accordingly, all Sections/Divisions/KVKs/RRSs and the manpower service providers are required to strictly adhere to the following timelines:

S. No.	Activity	Timeline
1	Credit of wages/salary to the bank account of contractual manpower by the service provider	Till 7 th of the month.
2	Submission of wage reimbursement bill along with all supporting documents by the service provider	Till 9 th of the month.
3	Verification and submission of the bill by the concerned Section/Division/KVK/RRS to Adm.V.	Till 10 th of the month.
4	Processing and clearance of bill by the concerned DDO/Finance Section	Till 15 th of the month.

In order to ensure compliance with the above instructions, a Checklist for processing of manpower bills has been prepared and enclosed herewith. The concerned Head of Division/Section In-charge shall ensure that the checklist is duly completed and submitted along with each manpower bill.

Any delay in adherence to the prescribed timelines shall be immediately brought to the notice of Adm.V for taking appropriate action as per the extant rules and conditions of the contract.

This may be treated as MOST IMPORTANT and brought to the notice of all concerned officials dealing with outsourced manpower contracts.

(N.S. Gehlot)

Sr. Administrative Officer

Distribution:

1. All Heads of Divisions/Sections/KVKs/RRSs.
2. CF&AO/AFAOs.
3. AKMU for upload on ICAR-CARI Intranet.
4. Director's Cell for kind information to The Director.



(N.S. Gehlot)

Sr. Administrative Officer

CHECKLIST FOR PROCESSING OF OUTSOURCED MANPOWER BILLS

Name of Division/Section/KVK/RRS : _____

Name of Agency : _____

Bill Month : _____

S.No.	Particulars	Yes/No/NA	Remarks
1	Attendance sheet of all outsourced personnel for the claim month enclosed.		
2	Attendance certified by the concerned controlling officer.		
3	Wage sheet/payroll containing name, UAN, EPF No., ESI No., Bank A/c No., working days, gross wages, EPF, ESI and net wages enclosed.		
4	Bank statement/payment advice showing transfer of wages to individual employees enclosed.		
5	Wages have been paid within the prescribed timeline under Code on Wages, 2019 (on or before 7 th of every month.)		
6	Proof of EPF contribution deposited for ICAR-CAZRI manpower enclosed.		
7	EPF payment confirmation/challan receipt enclosed.		
8	Proof of ESIC contribution deposited for ICAR-CAZRI manpower enclosed.		
9	ESIC payment confirmation/challan receipt enclosed.		
10	ESI numbers/cards issued to all eligible employees.		
11	No manpower deployed below the minimum wages notified by Government of India.		
12	Number of manpower claimed matches attendance records.		
13	Wages claimed are as per approved contractual rates/ICAR-CAZRI circular.		
14	Any addition/deletion of manpower during the month has been intimated and supporting details enclosed.		
15	Copy of GeM Contract/Work Order available on record.		
16	All statutory liabilities have been complied with by the contractor.		

Verification by Controlling Officer

Certified that the attendance, deployment and services rendered by the outsourced manpower have been verified and found satisfactory. The documents listed above have been checked and found in order.

Name & Signature of Controlling Officer ..

Designation: _____

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F. No. FIN/22/4/2025-CDN(A&A) (c-368390)/3

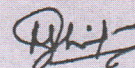
Date: 12th May, 2026

ENDORSEMENT

Subject : Issuing of instructions regarding timely payment of wages/salary to manpower engaged as per Code of Wages, 2019-reg

Procurement Policy Division, Dept. Of Expenditure, Ministry of Finance, Government of India has issued an Office Memorandum No. F 2/6/2026-PPD dated 08.05.2026 on the subject mentioned above.

As approved by the Competent Authority, this OM No. F 2/6/2026-PPD dated 08.05.2026 has been posted on the ICAR Web-Site www.icar.org.in and e-office for information, guidance and compliance.



(Harshit Aggarwal)
Finance & Accounts Officer

Distribution:

1. Directors/Project Directors of all ICAR Institutes/National Research Centres / Project Directorates/Bureaux.
2. US (Finance & Budget), DARE, Krishi Bhavan
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4. PD, DKMA for placing on the ICAR website
5. Sr.PPS to DG, ICAR
6. Sr.PPS to Secretary, ICAR
7. PPS to FA, DARE & ICAR
8. Secretary (Staff Side), CJSC, IIS&WC. Dehradun
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No.F.2/6/2026-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

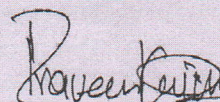
709, Chanderlok Building,
Janpath, New Delhi
08.05.2026

OFFICE MEMORANDUM

Subject: Issuing of instructions regarding timely payment of wages/ salary to manpower engaged as per Code of Wages, 2019.

The undersigned is directed to refer Ministry of Labour & Employment (MoLE) DO No. P-11023/08/2025-WC(E-181329) dated 19.01.2026 regarding the instructions to be issued with respect to the subject matter and to say as under:

- (i) Procuring entities are advised to adhere to Instructions, as placed at Annexure-I, with respect to timely payment of wages/ salary and other statutory payments to manpower/employees engaged directly/ through contractor as per Code on Wages, 2019 and other Labour Codes.
 - (ii) In case of any clarifications with respect to the instructions placed at Annexure-I, the same may be referred to Ministry of Labour and Employment.
 - (iii) It is requested that the instructions may be brought to the notice of all organizations, Constitutional/ Statutory bodies under their administrative control including autonomous bodies as well as Central Public Sector Enterprises (CPSEs) etc.
2. This issues with the approval of Competent Authority.


(Praveen Kujur) 08/5/26

Under Secretary to the Government of India

Tel:011-23733771

email: praveen.kujur@nic.in

To

- (i) Secretaries to All Central Government Ministries/ Departments.
- (ii) Financial Advisers of Central Government Ministries/ Departments

Copy to: Secretary, Department of Public Enterprises (with a request for also reiterating these instructions for compliance of all CPSEs in this regard).

Annexure - I

Instructions on timely payment of wages/ salary to manpower/employee engaged directly/ through contractor as per Code on Wages, 2019

Government of India has consolidated 29 Labour laws into **four comprehensive Labour Codes**, namely (i) the Code on Wages, 2019, (ii) the Industrial Relations Code, 2020, (iii) the Occupational Safety, Health and Working Conditions Code, 2020, and (iv) the Social Security Code, 2020 and these have been **made effective from 21.11.2025**. These reforms aim to improve protections for workers including Contract Workers, by ensuring stronger wage safeguards, expanded social security and better working conditions under a transparent and streamlined compliance system.

The Ministries/Departments & organizations have been engaging manpower either through outsourcing agencies/contractors or by directly hiring contractual manpower for different nature of wages to the workers as mandated by the law as enshrined in the afore-mentioned labour codes.

In particular, the **Code on Wages, 2019** lays down provisions relating to minimum wages to all employees and timely payment of wages. In this context, and in order to ensure full compliance with statutory provisions, it is directed for implementation of the following:

1. All contractors engaged in the Ministries/ Departments/ Field offices/ Autonomous/ Statutory bodies may be instructed to disburse wages/ salary of their employees deployed in the respective offices on time and evidence of the same should be verified by the DDOs concerned every month.
2. As per Section 55(3) of the OSH&WC code, 2020, the principal employer is responsible for ensuring that the contractor pays wages timely in accordance with the Code.
3. Section 17(1) of the Code on Wages, 2019 enjoins that the employer shall pay or cause to be paid wages to all the employees irrespective of wage ceiling, based on the type of the employment as follows:

WAGE PERIOD	TIME LIMIT FOR PAYMENT OF WAGES
Daily Wages	End of shift
Weekly	Before weekly holiday
Fortnightly	Within 2 days of end of fortnight
Monthly	Within 7 days of next month

4. The contractor shall disburse the wages through bank transfer or electronic mode as per timelines in para 3 above and inform the principal employer electronically of the amount so paid.

5. All the manpower hiring RFPs/ Contracts should have penalty provisions in case of non-compliance by the contractor of the statutory requirement of timely payments to be made to the contractual employees.
6. All Principal employers shall ensure that sufficient funds are made available for timely payment to outsourced manpower before entering into such contracts.
7. The principal employers on entering into contracts on GeM or otherwise should immediately block/earmark funds for the payment of outsourced manpower for the complete contract period or till the end of the financial year, whichever is earlier.
8. For manpower contracts where payments are on the basis of reimbursement of wages to contractors, all principal employers must ensure that the contractors after making payment to its employees by 7th of each month submit their bills not later than 10th of the same month. All DDOs to ensure that these bills are cleared, not later than 15th of the same month.
9. In case the payment is delayed inordinately, the principal employer shall pay directly to the contract workers as per terms and conditions, which shall be clearly included in the contract agreement. Further in such cases where the contractors fails to make payment and the Principal employer has to step in to make direct payments action will be taken to blacklist the contractor by the ministry and for repeat offence the contractor will be blacklisted from all the ministries and departments of Government of India in terms of Rule 151 of GFRs,2017 and the guidelines issued by DoE in this regard.
10. All DDOs should generate reports from GeM/PFMS and monitor all contracts under their jurisdiction for timely payment to outsourced employees and reimbursement to the contractors.
11. The Secretaries of all Ministries/ Departments should review timely payment of wages in their SOMs.
