

Government of West Bengal  
Finance Department  
Audit Branch

No. 919-F(Y)

Date: 26<sup>th</sup> February, 2020

MEMORANDUM

**Sub: Procurement of Man Power Supply Services through WBEIDC/ Webel  
Technology Ltd.**

Finance Department had issued Memorandum No. 4370-F(Y) dated 01.08.2019 fixing Agency Fee/Commission of 1% on the cost of man power being provided by WBEIDC / WTL .It is hereby clarified that apart from Agency Fee / Commission @ 1% of the cost of manpower, the WBEIDC/WTL is allowed to recover administrative charges related to hiring, selection, maintenance of records, payment of wages & other statutory dues, etc.


In addition, WBEIDC / WTL as a hiring organization has to shoulder the burden of payment of other statutory obligations like EPF, ESI, GST, etc. over and above wages of the manpower.

It is hereby ordered that the payment to WBEIDC / WTL for supply of manpower shall include:

1. Consolidated wages as allowed by Finance Department in its Memo No. 1032-F (P2) Dated.08.02.2019.
2. Employers contribution to EPF,
3. Contribution to ESI,
4. GST,
5. Agency Fee/ Commission @1%,
6. Administrative charges.

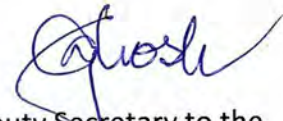
The annual Bonus (one-time) to be paid to such workers will be reimbursed separately.

It may be ensured that in no case, the Net wage to the worker will be less than the amount arrived at after deduction of his own EPF contribution, Professional Tax and TDS on Income Tax (if any) from the consolidated wages as may be fixed by Finance Department from time to time through its Memorandum.

  
Additional Chief Secretary to the  
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
8. Director, \_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_
11. Sub-Divisional Officer, \_\_\_\_\_
12. Block Development Officer, \_\_\_\_\_
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
16. Treasury Officer, \_\_\_\_\_
17. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Deputy Secretary to the  
Government of West Bengal