

**CHANDIGARH CHILD & WOMEN DEVELOPMENT CORPORATION LIMITED****(A Chandigarh Administration Undertaking)****Regd. Office: - Town Hall Building, 3<sup>rd</sup> Floor, Sector 17-C, Chandigarh**

Ref. No. \_\_\_\_\_

Dated \_\_\_\_\_

To

M/s Jain Associates  
#341, Dadu Majra Colony, Chandigarh**Subject:- Award of contract for providing General Manpower Services to the Corporation as well its units on contract basis.**

Reference your letter No. JA/2020/345 dated 25.05.2020 vide which the terms & conditions of the service contract agreement have been accepted by you.

You are, therefore, requested to arrange to provide the manpower as per list attached, to the units of the Corporation w.e.f. 01.06.2020 for a period as defined in agreement and bill for payment of the outsourced manpower may be sent to this office along with following documents by the 4<sup>th</sup> day of the following month. You will pay the D.C. rates/fixed rates and all other statutory dues to the employees along with all tax liabilities by 7<sup>th</sup> of next month. You are also directed to make the payment of wages to the outsource staff by RTGS and submit the following documents to this office:-

1. Attendance duly verified from the Incharge of the units by 2<sup>nd</sup> of each month.
2. The photocopy of muster roll/ESI Challan/EPF & Service Tax Challan of previous month shall be produced every month within 15 day of release of payment along with details of employee's name & their father name of proceedings month.

Chd. dated  
the 27.05.2020Endst. No. 520-531**NAVJOT KAUR, PCS  
MANAGING DIRECTOR**Dated: 28/5/2020

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

1. Superintendent, Children Home, Snehalaya for Boys, Maloya, Chandigarh.
2. Superintendent, Children Home, Snehalaya for Girls, Sector-15, Chandigarh.
3. Superintendent, Aashiana, Sector-15, Chandigarh.
4. Incharge, Protection Centre, Sector-19, Chandigarh.
5. Helpline Manager, Women & Child Helpline, Sector-19, Chandigarh.
6. Warden, Working Women Hostel, Sector-24B, Chandigarh.
7. Resident Manager, Senior Citizens' Home, Sector-43, Chandigarh.
8. Resident Manager, Observation-cum-Special Home, Sector-25, Chandigarh.
9. Resident Manager, Aasha Kiran, VTC-46, Chandigarh.
10. Centre Administrator, One Stop Centre, Sector-26, Chandigarh.
11. Centre Coordinator, Day Care & Recreation Centre for Older Persons, Sector-46, Chandigarh.
12. Accounts Branch, CCWDC

  
**Assistant Controller (F&A)  
For Managing Director**