

## Labour practice followed

IIT Guwahati being a centrally funded autonomous body follows all the Govt. of India norms in its administrative practices. The Institute has engaged several contractors for various outsourced services, such as security, cleaning, electrical maintenance, plumbing maintenance, water treatment services, horticulture services, road cleaning services, hostel mess etc. to various agencies with varied number of outsourced employees. As part of GOI norms, labour practices followed by the Institute are as follows:

**Principal Employer:** As Principal Employer, IIT Guwahati ensures that all its outsourced service providers follow provisions of relevant labour welfare legislations in force like- Minimum Wage Act, Payment of Bonus Act, Employee's State Insurance and Employee's Provident Fund Act etc.

**Disbursement of wages:** As per Minimum Wage rule of Govt. of India, payment for 26/27 days of wage (including ESIS etc), for a particular employee under outsourced services in a calendar month is released. The Institute ensures that all its outsourced service provider disburses their wages to the employees through bank transfer to their respective bank accounts. Where such provision is not in force, an official of the Institute is present during disbursement of the wages. Wages paid as per the Minimum wage rule of the Central Government and paid within the 7th day of the next month.

**Welfare and health of labours:** IIT Guwahati ensures that contractors provide to their workers facilities like ~~Provision of~~ canteen, rest room, wash room, drinking water and availability of required tools & accessories to perform duty. IIT Guwahati also ensures that crèche facilities are created and made functional in the Institute premises for the kids of the female labours.

**Maintenance of books and registers:** IIT Guwahati ensures that Proper books of records, registers and standard forms are maintained by the contractor as per the Contract Labour Act, 1970, rule 72 to 77 as amended up to date.

**Suggestion boxes:** IIT Guwahati ensures that Suggestion boxes are placed at all important places including hostel and academic campus for taking prompt action on any valuable suggestion received from employees.

**Maintenance of Notice Boards:** IIT Guwahati ensures that Notice Boards are installed at conspicuous places for view of the labours which are maintained and regularly updated.

**EPF contribution:** IIT Guwahati ensures that all the labours are covered under EPF as per Central Government rules and rate of contribution.

**Leave entitlement:** IIT Guwahati ensures that weekly Leave are allowed to the every labour as per Labour rule.

**The Contractor shall at his expense comply with all labour laws and keep the Owner indemnified in respect thereof.**

**Formulation of Standard Operating procedure (SOP):** IIT Guwahati ensures that SOPs on classification of labour, their working hour, weekly leave, shift working, attendance and late arrival, extension & termination of jobs, suspension & dismissal for misconduct etc. are covered in SOPs.