



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR NEW DELHI-110029
BUDGET SECTION

FD/Budget/Misc/1-11/2025-26
Dated:-24.10.2025

Circular

Subject: Ensuring compliance of EPF and ESI deposit of outsourced personnel by claim-processing authorities — regarding.

It has been observed that in certain cases, bills submitted by outsourcing agencies/contractors are being processed without adequate verification of compliance of Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) contributions in respect of all personnel deployed at AIIMS.

2. In this connection, attention is invited to the provisions of the EPF & MP Act, 1952 and the ESI Act, 1948 which mandate that the Principal Employer (AIIMS) shall ensure that all statutory dues such as EPF and ESI contributions are deposited by the contractor for each individual worker before releasing payment for the services rendered.

3. As per the above instructions, claim-processing authorities shall, before passing any contractor's bill, ensure the following compliances:

(i) The contractor has submitted proof of deposit of EPF and ESI contributions (Challan / ECR / monthly return) for the month pertaining to the bill.

(ii) The proof clearly indicates the names, UAN/ESI numbers, and wages of the personnel deployed at AIIMS.

(iii) The list of deployed personnel tallies with the attendance or deployment sheet maintained by the concerned department/unit.

(iv) Deductions shown in the wage sheet correspond with actual deposits made under EPF and ESI accounts.

(v) A certificate to this effect is recorded on the bill file by the dealing assistant/claim processing officer before it is placed for financial concurrence or payment.

4. The Head of Department / Section Incharge shall certify that the contractor has complied with all statutory obligations under labour laws including EPF, ESI, minimum wages, and other applicable laws before forwarding the bill for payment.

5. The Finance & Accounts Division will not process or release any payment to contractors unless such compliance certificates and supporting documents are attached to the bill.

6. Any lapse in ensuring the above compliance shall be viewed seriously, and the concerned processing authority and supervisory officer shall be held personally responsible for violation of statutory obligations and financial propriety as per Rule 21 of GFR 2017.



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7. All concerned are requested to strictly adhere to these instructions while processing contractor bills henceforth.

Authority:-

1. EPF & MP Act, 1952 and ESI Act, 1948
2. General Financial Rules, 2017 – Rule 21 & Rule 29
3. Ministry of Labour & Employment Guidelines on Outsourced Manpower

This issues with the approval of the Director, AIIMS, New Delhi.


(PADAM SINGH)
FINANCIAL ADVISOR

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