

Difference between Outsourcing and Contract

Key Difference: Contract is a binding agreement which is enforceable by law. It exists between two or more parties. Outsourcing involves transferring some of the tasks to the outside company and generally makes use of a contract which is agreed by the involved companies.



Contract is a type of commitment which is made regarding a course of action. The most important ingredient of a contract is terms and conditions which are understood by the parties involved in a contract. The amendments may also be made in order to get to the agreeable contract accepted by all the parties involved in the contract. It establishes agreements in business, and therefore plays a vital role in the economic sector.

Contracts are widely used in supply chain management. Contracts are legal agreements and therefore are enforced by law. A company can make use of a contract in order to take the services of other company for technical support, etc. Some of the essential elements of a valid contract are – mutual agreement, free and genuine consent, lawful consideration, necessary legal formalities, etc.



Outsourcing is the arrangement in which a company enters into a contract with the other company in order to extract some kind of services from the other company. It is generally done in order to reduce the cost.

A company may decide to carry the core activities on its own and outsource rest of the activities to the companies who are more skilled in those activities. It provides a good option for the company for cost cutting, as it is often calculated that if those outsourced activities were to be carried out by the company itself then it may have to spend more.

Outsourcing involves transferring some of the tasks to the outside company and therefore it generally consists of a contract which is agreed by both the companies. Both the parties are legally bound to all the terms and conditions mentioned and agreed in the contract. Outsourcing is an arrangement, whereas contract is a legal agreement, which is generally used to denote the document on which the contract is expressed in words. Contracts are used in various types of scenarios. For example – a company may hire an employee on contract. Contracts also make a part of outsourcing process. Therefore, contracts and outsourcing are two different types of entities. However, contracts exist between the companies engaged in an outsourcing activity (company which is outsourcing, company which is accepting the outsourced task).

Comparison between Outsourcing and Contract:

	Outsourcing	Contract
Type of entity	An arrangement	A legal agreement
Definition	Outsourcing generally involves transferring some of the tasks to the outside company, consists of a contract which is agreed by both the companies.	Contract is a legal binding existing between two or more parties. It is a type of commitment which is made regarding a course of action.
Types	<ul style="list-style-type: none"> • Business Process Outsourcing • Knowledge Process Outsourcing 	<p>Some contract types are –</p> <ul style="list-style-type: none"> • Fixed Price Contracts • Requirements Contracts • Multi term contract <ul style="list-style-type: none"> • Lease • Lease/Purchase Contract • Installment purchase contract
Reasons	<ul style="list-style-type: none"> • Focus on core activities • Improve quality • Reduce costs • Conserve capital • Faster renovation • Increase speed to market 	<ul style="list-style-type: none"> • Validation for agreement • Legitimated under the law <ul style="list-style-type: none"> • Used as evidence • Prevent disputes • Professional approach
Example	A car manufacturing company outsources its work of advertising to an advertising firm.	A supplier and buyer sign a contract document specifying the terms and conditions of the purchase activity like number of items to be purchased, date of delivery.



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Human Resources – Contract and Outsourcing Services – Welfare of Contract and Outsourcing persons – Sanction of expenditure on Funeral Charges (Obsequies charges) of deceased Contract and Outsourcing persons – Orders – Issued.

FINANCE (HR.I-Plg. & Policy) DEPARTMENT

G.O.MS.No. 119

**Dated: 01-08-2018.
Read the following:-**

1. G.O.Rt.No.4271, Finance (SMPC) Department, dated:01.11.2008.
2. G.O.Ms.No.151, Finance (HR.I-Plg. & Policy) Dept., dt: 08.08.2016.
3. G.O.Ms.No.53, Finance (HR.I-Plg. & Policy) Dept., dt: 01.05.2018.
4. Representation of the Chairman, A.P. J.A.C., Amaravathi vide CMP No.546/Sp1.C.S./2018, dated: 15.05.2018.

** ** *

ORDER:

Government have introduced a scheme under welfare measure to Government Employees by sanctioning an amount of Rs.15,000/- towards funeral charges (Obsequies charges) to the nearest relative of Government Employees or the person lawfully in possession of the body of the deceased Government employee to meet the expenses on obsequies ceremony.

2. In the reference 4th read above, the Chairman, A.P. J.A.C. of Employees, Teachers, Workers and Retired employees association, Amaravathi (received through CMP, dt. 15-05-2018) has requested to sanction funeral charges (obsequies charges) to the family of the deceased contract and outsourcing employees on par with the regular employees.

3. Government after careful consideration of the matter, hereby decided to extend the scheme by sanctioning an amount of Rs.15,000/- (Rupees Fifteen Thousand Only) towards funeral charges (Obsequies charges) to the Contract and Outsourcing Employees who die in harness while working. The amount shall be payable to the nearest relative of Contract and Outsourcing Employees or the person lawfully in possession of the body of the deceased. These orders are only applicable to the employees whose remuneration drawn under 300-Other Contractual Services.

(P.T.O.)

4. The expenditure on obsequies charges shall be debited under 300-Other contractual services of the relevant head of account of the respective department. For this purpose the expenditure under 300-OCS., shall be exempted from the Treasury Control and Quarterly Regulations. All the departments of Secretariat and Heads of Departments are requested to obtain supplementary grant for such expenditure incurred at the appropriate time during the same financial year.

5. Copy of this order is available online and can be accessed at address <http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**PEEYUSH KUMAR
SECRETARY TO GOVERNMENT (FP)**

To

All the Departments of Secretariat.

The Principal Secretary / Secretary to Chief Minister and
Private Secretaries to all Ministers.

All Special Chief Secretaries / Principal Secretaries / Secretaries to
Government, with a request to communicate to all concerned.

The Registrar, High Court of Judicature at Hyderabad for the State of
Andhra Pradesh and Telangana.

All the Heads of Department including Collectors, Superintendents of
Police and District Judges.

The Registrar, A.P. Administrative Tribunal at Hyderabad.

The Principal Secretary to Governor of Andhra Pradesh at Hyderabad.

The Director of Treasuries and Accounts, A.P., Ibrahimpatnam.

The Pay and Accounts Officer, A.P., Ibrahimpatnam.

The Director of Works and Accounts, A.P., Ibrahimpatnam.

The Director, State Audit Department, A.P., Ibrahimpatnam.

All the Dy. Directors, O/o. District Treasury.

The Dy. Pay and Accounts Officer, A.P. Secretariat, Velagapudi, Amaravathi.

The Secretary, A.P. Public Service Commission, A.P., Vijayawada.

All the District Educational Officers.

The Principal Accountant General (A&E) / Prl. A.G. (G&SSA) / Prl. A.g.
(E&RSA), Andhra Pradesh and Telangana at Hyderabad.

Copy to :

The Secretary to Government of India, Ministry of Home Affairs, New
Delhi.

The Finance (HR.VI & HR.III and B.G.) Departments.

The G.A. (Cabinet) Department.

S.F./S.Cs.



GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Outsourcing and Contract Services – Married Women Employees – Sanction of one hundred and eighty (180) days paid Maternity Leave – Orders – Issued.

FINANCE (HR.I-Plg. & Policy) DEPARTMENT

G.O.MS.No. 17

Dated: 31-01-2019.

Read the following:-

1. G.O.Ms.No.53, Finance (HR.I-Plg. & Policy) Dept., dt. 01.05.2018.
2. G.O.Rt.No.3080, General Admn (Cabinet) Dept., dt. 09.09.2014.

** ** * ** **

ORDER:

In the Government order 1st read above, orders were issued for sanction of sixty (60) days of paid maternity leave equivalent to the existing remuneration drawn by the women employees working on Contract or on Outsourcing basis for the first two deliveries to the married women employees, duly relaxing the cases of employees having less-than two surviving children.

2. In the Government order 2nd read above, the Government have constituted a committee of Group of Ministers under the Chairmanship of Hon'ble Minister for Finance to review the existing system of contractual employment and make necessary recommendations.

3. The Group of Ministers (GoM) in principle have agreed for sanction of 180 days of paid maternity leave to the female married employees.

4. After careful examination of the matter Government hereby order that the married women contract & outsourcing employees are eligible for 180 days of paid maternity leave for the first two deliveries. This condition is relaxed in cases of employees having less than two surviving children.

5. The paid maternity leave shall be equivalent to the existing remuneration drawn by the above women employees. The statutory benefits such as EPF and ESI and other recoveries wherever admissible shall also be admissible by treating them as "on duty".

(P.T.O.)

6. These orders come into force with effect from 01.04.2019.
7. The benefit of 180 days of paid maternity leave is admissible to the women employees working on contract and outsourcing basis.
8. Copy of this order is available on line and can be accessed at address:
<http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**MUDDADA RAVI CHANDRA
PRINCIPAL SECRETARY TO GOVERNMENT (FAC)**

To
All Departments of Secretariat, Velagapudi, Amaravathi.
All Heads of Departments.
All District Collectors in the State.
The Director, Treasuries and Accounts, A.P., Ibrahimpatnam.
The Pay and Accounts Officer, A.P., Ibrahimpatnam.
The Director, Works and Accounts, A.P., Ibrahimpatnam.
The Director, State Audit Department, A.P., Ibrahimpatnam.
The Principal, A.G. (A&E)/Principal A.G.(G&SSA)/
Principal A.G. (E&RSA), A.P., and Telangana at Hyderabad.
The Registrar, A.P. High Court, Vijayawada.
The General Administration (Cabinet) Department.
SF/SC.
(696392).



GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Contract and Outsourcing services - Sanction of Ex-gratia to the contract and outsourcing employees - Orders – Issued.

FINANCE (HR.I – Plg. & Policy) DEPARTMENT

G.O.MS.No. 25

Dated: 18-02-2019.
Read the following:-

1. G.O.Rt.No.3080, General Administration (Cabinet) Department, dt. 9.9.2014.
2. G.O.Ms.No.17, Finance (HR.I-Plg. & Policy) Department, dt. 31.01.2019
3. Council of Ministers Resolution C.R. No. 201-18/2019, dt. 08.02.2019.
4. Council of Ministers Resolution C.R. No. 201-19/2019, dt. 08.02.2019.
5. Representation of Chairman, A.P. J.A.C., Amaravathi.

** ** *

ORDER:

In the Government Order 1st read above, the Government constituted a committee of Group of Ministers under the Chairmanship of Hon'ble Minister for Finance to review the existing system of contractual employment and make necessary recommendations.

2. With the recommendations of the Group of Ministers, orders have been issued vide reference 2nd cited for sanction of One hundred and eighty days (180) days of paid maternity leave to the married Women Contract and Outsourcing employees equivalent to the existing remuneration drawn by them.

3. In the references 3rd and 4th cited, the Council of Ministers has resolved for sanction of Ex-gratia of Rs.5.00 lakhs for accidental deaths and Rs.2.00 lakhs for natural death to the Contractual and Outsourcing employees.

4. After careful examination, the Government is hereby order for sanction of Ex-gratia of Rs.5.00 lakhs (Rupees five lakhs only) for accidental death and Rs.2.00 lakhs (Rupees two lakhs only) for natural death to the legal heir of the deceased Contract and Outsourcing employees, who die in harness, while in service.

5. In order to operationalize the Ex-gratia scheme, the following guidelines are to be adhered scrupulously:

- (1) The application seeking Ex-gratia shall be submitted by the Legal heir of the concerned deceased Contract and Outsourcing employees with in a period of three (3) month from the date of demise to the unit/head of the office concerned.

- (2) After receipt of the application for sanction of Ex-gratia from the Legal heir, the Administrative Officer/Drawing and Disbursing Officer concerned has to conduct personal enquiry in the matter within fifteen (15) days and confirm the death.
 - (3) The A.O./D.D.O., after thorough enquiry shall submit report to the unit/head of the office, confirming the death and recommends for sanction of Ex-gratia.
 - (4) After receipt of the enquiry report, the Unit/Head of the Officer may sanction the Ex-gratia of Rs.5.00 lakhs in cases of accidental death and Rs.2.00 lakhs in case of natural death, as the case may be.
6. All the departments are requested to take further necessary action in the matter accordingly.
7. Copy of this order is available online and can be accessed at address <http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**MUDDADA RAVICHANDRA
PRINCIPAL SECRETARY TO GOVERNMENT (FAC)**

To
All the Departments of Secretariat.
All District Collectors/District Judges/Heads of Departments in the state.
The A.G. (A&E)/PrI.A.G. (G&SSA)/A.G.(E&RSA), A.P. & Telangana,
Hyderabad.
The Principal Secretary to Governor, Andhra Pradesh at Hyderabad.
The Director, Treasuries and Accounts, A.P., Ibrahimpatnam.
The Pay and Accounts Officer, A.P., Ibrahimpatnam.
The Director, Works and Accounts, A.P., Ibrahimpatnam.
The Director, State Audit Department, A.P., Ibrahimpatnam.
All the Deputy Directors, O/o. District Treasury in the state.
The Dy. Pay and Accounts Officer, Secretariat Branch, Velagapudi,
Amaravathi.
The Registrar, A.P. High Court, Vijayawada.
The Registrar, A.P. Administrative Tribunal at Hyderabad.
The Secretary, A.P.P.S.C., Vijayawada.
All the District Educational Officers in the state.
The G.A. (Cabinet) Department.
The Chairman, A.P. J.A.C., Amaravathi.
SF/SCs (809332).



GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Implementation of certain benefits to the NMRs/Daily Wage/
Full time/Part time/Contingent employees joined before the cut-off date i.e.,
25.11.1993 - Orders – Issued.

FINANCE (HR.I – Plg. & Policy) DEPARTMENT

G.O.MS.No. 26

Dated: 19-02-2019

Read the following:-

1. Act 2 of 1994 teachersneed.info
2. G.O.Ms.No.212, Finance (PC.III) Department, dt. 22.04.1992.
3. G.O.(P).No.112, Finance (PC.III) Department, dt. 23.07.1997.
4. Council of Ministers Resolution C.R. No. 201-20/2019, dt. 08.02.2019
5. G.O.Ms.No.142, Finance (HR.I-Plg. & Policy) Department, dt. 27.08.2018.
6. Representation of Chairman, A.P. J.A.C., Amaravathi.

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ORDER:

In the reference 1st read above, an Act called the Andhra Pradesh (Regulation of appointments to Public Services and Rationalization of staff patten and pay structure), 1994 has been introduced to regulate irregular appointments in Public Service w.e.f. 25-11-1993.

2. In the references 2nd and 3rd read above, a specific scheme for regularization and absorption of Daily wage/NMRs/Consolidated Pay and part-time employees had been formulated, subject to satisfying certain conditions stipulated therein.

3. In the reference 4th read above, the Council of Ministers has resolved for implementation of the following benefits to the NMRs/Daily Wage/Full time/ Part time/Contingent employees joined before the cut-off date i.e., 25.11.1993:

- a. Funeral Charges: Rs.15,000/-;
- b. Casual Leaves : (15) days per annum;
- c. Sanction of Ex-gratia: Rs.5,00,000/- for accidental death and Rs.2,00,000/- for natural death.
- d. Paid Maternity Leave: 180 days of paid maternity leave.
- e. Enhancement of age of superannuation: 58 to 60 years.

4. After careful examination, the Government is hereby order for extending the following benefits to the NMRs/Daily Wage/Full time/Part time/Contingent employees joined before the cut-off date i.e., 25-11-1993.

1. Funeral Charges:

An amount of Rs.15,000/- (Rupees fifteen thousand only) towards Funeral charges (Obsequie charges) to the deceased NMRs/Daily Wage/Full time/Part time/Contingent employees joined before the cut-off date i.e, 25-11-1993.

2. Casual Leave::

Fifteen (15) days of Casual Leave per year.

3. Ex-gratia:

An ex-gratia of Rs.5.00 lakhs (Rupees five lakhs only) for accidental death and Rs.2.00 lakhs (Rupees two lakhs only) for natural death.

4. Maternity Leave:

Paid maternity leave for (180) days equivalent to the existing remuneration drawn by the married women NMRs/Daily Wage/Full time/Part time/Contingent employees joined before the cut-off date i.e, 25-11-1993.

5. AGE OF SUPERANNUATION:

Enhancement of the age of superannuation from 58 years to 60 years to the NMRs/Daily Wage/Full time/Part time/Contingent employees joined before the cut-off date i.e, 25-11-1993,

5. The expenditure on funeral charges (obsequie charges) and ex-gratia shall be debited to the relevant head of account of the respective departments and for this purpose the expenditure incurred shall be exempted from the treasury control and quarterly regulation.

6. All the departments of Secretariat and Heads of Departments are requested to obtain supplementary grant for such expenditure incurred at the appropriate time during the same financial year.

7. All the departments are requested to take further necessary action in the matter accordingly.

8. Copy of this order is available online and can be accessed at address <http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**MUDDADA RAVICHANDRA
PRINCIPAL SECRETARY TO GOVERNMENT (FAC)**

To

All the Departments of Secretariat.

All District Collectors/District Judges/Superintendent of Police/
Heads of Departments in the state.

The Registrar, A.P. High Court, Vijayawada.

The Registrar, A.P. Administrative Tribunal at Hyderabad.

The Principal Secretary to Governor, Andhra Pradesh at Hyderabad.

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The A.G. (A&E)/PrI.A.G. (G&SSA)/A.G.(E&RSA), A.P. & Telangana, Hyderabad.

The Director, Treasuries and Accounts, A.P., Ibrahimpatnam.

All the Deputy Directors, O/o. District Treasury in the state.

The Secretary, A.P.P.S.C., Vijayawada.

All the District Educational Officers in the state.

The Pay and Accounts Officer, A.P., Ibrahimpatnam.

The Director, Works and Accounts, A.P., Ibrahimpatnam.

The Dy. Pay and Accounts Officer, Secretariat Branch, Velagapudi, Amaravathi.

The G.A. (Cabinet) Department.

The Chairman, A.P. J.A.C., Amaravathi.

SF/SCs.



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Finance Department – Contract Employment - Remuneration & Other Benefits-
Comprehensive orders – Issued.

FINANCE (HR-I Plg. & Policy) DEPARTMENT

G.O.MS.No. 40

Dated: 18-06-2021

Read the following:

1. G.O.Ms.No.94, General Administration (Ser.A) Department, Dt.28.03.2003.
2. G.O.Ms.No.12, Finance (HR.I-Plg. & Policy) Department, Dt.28-01-2019.
3. G.O.Ms.No.24, Finance (HR.I-Plg. & Policy) Department, Dt.18-02-2019.
4. G.O.Ms.No.17, Finance (HR.I-Plg & Policy) Department, Dt.31.01.2019.
5. G.O.Ms.No.25, Finance (HR.I-Plg & Policy) Department, Dt.18.02.2019.

ORDER :

Human resources are critical for the grounding & execution of the manifold schemes of the Government & for translating ideas & plans into tangible results. An efficient system & planned calendar for recruitment is sine qua non for the onboarding & deployment of qualified workforce & ensuring their availability to the various Departments. The Government is currently taking significant steps in this direction and for the streamlining of the existing system.

2. However, in the past, due to the lack of adequate focus & planning in the recruitment and deployment of qualified personnel, to meet demand for augmenting the professional workforce, the Government has issued the orders in G.O. 1st read above, introducing the system of contract employment. Several successive recruitments have been made by various Departments to meet the requirement of the workload using the newly introduced contractual system & it is observed that the recruitments have been made both in conformity & in deviation with the procedure governing contract employment.

3. The Government have examined the terms and conditions of the persons who have been engaged by method of contractual employment in the past & it is observed that the remuneration and the other benefits provided are governed by the following orders.

- I. G.O.Ms.No.12, Finance (HR.I-Plg. & Policy) Department, dated 28-01-2019: In this G.O. orders were issued providing the Minimum of Time Scale to contract employees working in Government Departments in the Revised Pay Scales, 2015. This order is with effect from 01.04.2019.

- II. G.O.Ms.No.24, Finance (HR.I-Plg. & Policy) Department, dated 18-02-2019: In this G.O. orders were issued providing the Minimum of Time Scale to the contract employees working in Universities, Societies, KGBV and Model Schools in the Revised Pay Scales, 2015. This order is with effect from 01.04.2019.
- III. G.O.Ms.No.17, Finance (HR.I-Plg & Policy) Department, dated 31.01.2019: In this G.O. orders were issued sanctioning 180 days of paid maternity leave to the married women contract or outsourcing employees for their first two deliveries. This order is with effect from 01.04.2019.
- IV. G.O.Ms.No.25, Finance (HR.I-Plg & Policy) Department, dated 18.02.2019: In this G.O. orders were issued sanctioning an ex-gratia of Rs.5,00,000/- (Rupees Five Lakhs only) for accidental death & Rs.2,00,000/- (Rupees Two Lakhs only) in case of natural death, to the legal heir of the deceased contract or outsourcing employee. This order is with effect from 01.04.2019.

4. The orders mentioned above, extending the various benefits to the contract employees, were issued on various dates in the months of January & February of 2019. However, the effective date for the implementation is w.e.f. 1-4-2019 in all the orders.

5. The estimated additional outgo resulting from the implementation of the above orders, amounting to approximately Rs 30.4 crore (Rupees Thirty crores and forty lakhs) per month and Rs 365 crore (Rupees Three Hundred & Sixty-Five crore) on an annual basis, has occurred only subsequent to 01-04-2019.

6. It is also observed that the mentioning of the eligible remuneration & the other benefits to the contract employees in different G.O.s is giving rise to ambiguity and lack of clarity among the employees, the drawing & disbursing officers and the audit authorities & is causing unnecessary delay & in some cases deprivation of the intended benefits.

7. Government after careful consideration of the entire matter & keeping the welfare of the contract employees in perspective, have decided to issue the following comprehensive orders, in supersession of all the orders issued earlier, regarding the remuneration & other benefits to be paid to the persons who have been appointed on contract appointment in terms of the instructions issued in the G.O. 1st cited, and as mentioned hereunder:

A. Payment of Minimum of Time Scale(MTS) in Revised Pay Scales 2015 to the Contractual employees engaged in the Government Departments, Universities, Societies, KGVB and Model Schools: The Minimum of Time Scale (MTS) shall be paid to the contractual employees working in various Government Departments, Universities, Societies, KGVB and Model Schools in the Revised Pay Scales, 2015 of the relevant posts, in which the employees are working. The remuneration (minimum of time scale in RPS 2015) to the contractual employees shall be governed by the following conditions:

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- a) The remuneration extended shall form an all-inclusive consolidated monthly payment for all purposes.
- b) No other allowances shall be paid.
- c) No other increase in any form like annual grade increments, etc., shall be admissible on the above consolidated monthly remuneration equivalent to the Minimum of Time Scale in RPS, 2015.
- d) The extension of minimum of time scale is applicable to those contractual employees who have been appointed against vacant sanctioned posts and for those who have been appointed by the specific Government orders have been issued with the concurrence of Government in Finance department.
- e) No further recruitment shall be made on contractual basis without prior approval of the Government in Finance Department. For any appointment in deviation, disciplinary proceedings shall be initiated against the appointing authorities and severe penalties under A.P. C.C.A. Rules, 1991, will be initiated and the appointments made irregularly shall be cancelled. The salary bills of such irregular appointees shall not be admitted in the audit.
- f) The departments shall pay utmost attention to the conditions as referred to above, while extending the remuneration (minimum of time scale in RPS 2015) to the personnel working on contractual basis under their administrative control.
- g) These orders shall not apply to the Consultants/Advisors/ OSDs and those appointed on specific consolidated pay, working on contractual basis in Government Departments.
- h) These orders shall not apply to the employees working on outsourcing basis.

B. Maternity Leave for women employees engaged on contractual basis: Married women employees engaged on contractual basis in Government Departments, Universities, Societies, KGVB and Model Schools shall be eligible for 180 days of paid maternity leave for the first two child births. This condition is relaxed in cases of employees having less than two surviving children. The paid maternity leave benefit shall be equivalent to the existing remuneration drawn by the above women employees. The statutory benefits such as EPF & ESI and other recoveries wherever applicable, shall also be admissible by treating them as being “on duty”.

C. Sanction of Ex-gratia to the contract employees: Ex-gratia of Rs.5.00 lakhs (Rupees five lakhs only) shall be provided for accidental death and Rs.2.00 lakhs (Rupees two lakhs only) for natural death to the legal heir of the deceased Contract employees, who die in harness, while in service, duly following the following procedure.

- a) The application seeking ex-gratia shall be submitted by the Legal heir of the concerned deceased Contract employees with in a period of three (3) months from the date of demise to the unit/head of the office concerned.

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- b) After receipt of the application for sanction of Ex-gratia from the Legal heir, the Administrative Officer/Drawing and Disbursing Officer concerned has to conduct personal enquiry in the matter within fifteen (15) days and confirm the death.
- c) The A.O./D.D.O., after thorough enquiry shall submit report to the unit/head of the office, confirming the death and recommends for sanction of Ex-gratia.
- d) After receipt of the enquiry report, the Unit/Head of the Office may sanction the Ex-gratia of Rs.5.00 lakhs in cases of accidental death and Rs.2.00 lakhs in case of natural death, as the case may be.

8. All the Secretariat Departments & the Heads of Departments shall take further necessary action in the matter accordingly.

9. The order is available online and can be accessed at <http://www.goir.ap.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SHAMSHER SINGH RAWAT
PRINCIPAL FINANCE SECRETARY**

To

All Departments of Secretariat, Velagapudi, Amaravathi.

All Heads of Departments.

All District Collectors in the State.

The Director, Treasuries and Accounts, A.P., Ibrahimpatnam.

The Pay and Accounts Officer, A.P., Ibrahimpatnam.

The Director, Works and Accounts, A.P., Ibrahimpatnam.

The Director, State Audit Department, A.P., Ibrahimpatnam.

The Principal A.G. (A&E)/Principal A.G. (G&SSA)/Principal A.G. (E&RSA),
A.P., at Hyderabad.

The Registrar, A.P. High Court, Vijayawada.

The General Administration (Cabinet) Department.

SF/SCs (Computer No.1432293)

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**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public Services- Extension of five (5) days additional casual leave facility to all the Women employees working on Outsourcing/ Contract basis in the State Government – Orders - Issued.

FINANCE (HR.I- PLG. & POLICY) DEPARTMENT

G.O.Ms.No.39

**Dated: 11-04-2023
Read the following:**

1. G.O.Ms.No.18, Finance (HR.IV-FR&LR) Department, dated:10.03.2021.
2. G.O.Rt.No.4459, Finance (SMPC) Department, dated:27.12.2006.
3. Rep. of Andhra Pradesh Secretariat Outsourcing Employees Association, dated:04.11.2022.

ORDER:

In the reference 1st read above, orders were issued for extension of (5) days additional casual leave facility to all the Women Regular Employees working in the State Government in addition to the (15) days casual leave and (5) days optional holidays per calendar year.

2. In the reference 2nd read above, Government issued orders for sanction of (15) days casual leave per year or proportionately to the actual outsourcing period and there shall not be any reduction from the remuneration due to availing of such Casual Leave in case of individuals working on outsourcing basis.

3. In the reference 3rd read above, the Andhra Pradesh Secretariat Outsourcing Employees Association has represented the Government to provide the same facility as provided to the Women Regular Employees in the reference 1st read above to the Women Outsourcing Employees.

4. Government after careful examination of the issue hereby, order to extend the benefit of availing (5) days additional casual leave facility to all the Women Outsourcing/ Contract Employees working in the State Government in addition to the (15) days casual leave per year or proportionately to the actual outsourcing/ contract period.

(P.T.O)

5. All the Secretariat Departments & the Heads of Departments shall take further necessary action in the matter accordingly.

6. A copy of this order is available at <http://apegazette.cgg.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**CHIRANJIV CHOUDHARY
PRINCIPAL SECRETARY TO GOVERNMENT (HR)**

To

All Departments of Secretariat, Velagapudi, Amaravathi.

All Heads of Departments.

All District Collectors in the State.

The Director, Treasuries and Accounts, A.P., Mangalagiri.

The Pay and Accounts Officer, A.P., Mangalagiri.

The Director, Works and Accounts, A.P., Mangalagiri.

The Director, State Audit Department, A.P., Mangalagiri.

The Principal A.G. (A&E)/Principal A.G. (G&SSA)/Principal A.G. (E&RSA),
A.P.,

The Registrar, A.P. High Court, Amaravathi.

SF/SCs (Computer No.1897207)

// FORWARDED::BY ORDER//

C. R. Choudhary
SECTION OFFICER