

# INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

## STANDARD OPERATING PROCEDURE (SOP) FOR ENGAGEMENT OF DAILY WAGES STAFF IN THE UNIVERSITY

### 1. PURPOSE

To regulate the engagement, approval, monitoring and replacement of daily wages staff in the university in a transparent and systematic manner.

### 2. SCOPE

This SOP shall be applicable to all departments and branch offices of the university requiring/engaging daily wages staff.

### 3. ENGAGEMENT OF DAILY WAGES STAFF - APPROVAL SLABS

The approval for engagement of daily wages staff shall be accorded for the following fixed 4 slabs in a year:

1. Slab 1: 1st January to 29th March (88 days) (89 days in the leap year)
2. Slab 2: 1st April to 28th June (89 days)
3. Slab 3: 1st July to 27th September (89 days)
4. Slab 4: 1st October to 28th December (89 days)

This will ensure clarity, transparency, and uniformity in the engagement process.

### 4. ENGAGEMENT OF DAILY WAGES STAFF - VACANCY FILLING

If a daily wages staff member leaves the university mid-slab, approval for fresh engagement may be accorded for the remaining period of the respective slab.


### 5. ELIGIBILITY CRITERIA

- Indian citizens
- Minimum age: 18 years
- Educational qualifications: As per university norms
- Experience: As required for the position

### 6. PROCEDURE

- **Nodal Office:** General Branch will act as nodal office for this purpose.
- **Requisition Process:** University departments and branch offices will assess their daily wages staff requirements and submit a requisition to the General Branch via noting file, including Job description with specific work requirements & recommendation and required qualifications.
- **Approval Process:**
  - i. **Requirement Approval:** The staff requirement based on the work description provided by the University departments/ branch offices is required to be approved by the Vice-Chancellor.

  
12/01/26

  
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- ii. **Engagement Approval:** No engagement of a specific person by name for the approved requirement as per work description will be made without the prior notice to the Vice-Chancellor.
- The Daily wages staff engagement won't be extended beyond the approved period without fresh approval for both the requirement and the specific person. No further approval will be allowed in continuity.
  - Work requirement will be assessed every time at the time of renewal.
  - To engage a person who has already worked for some period, his/her satisfactory work and conduct report is required along with the following details:
    - Initial engagement details along with approval of the authority
    - Latest engagement details along with approval of the authorityThen General branch will follow the approval process as given above.
  - **Record Keeping:** The General Branch will maintain a comprehensive record of daily wages staff engagement, including department/ branch, and individual details.

7. **TERMS OF ENGAGEMENT**

- **Daily wages:** The rate of daily wages shall be applicable as per HKRNL Nigam wages rates prescribed from time to time
- **Duration:** As per slab or university need, whichever is less.
- **Working hours:** As per university norms

8. **RESPONSIBILITIES**

- Daily wages staff will:
  - Perform assigned duties
  - Maintain confidentiality and follow university rules

9. **PAYMENT PROCESS**

Monthly payment vouchers will be prepared at the department/branch office level and forwarded to the accounts branch for payment, crediting the staff's bank account directly.

10. **DOCUMENTS REQUIRED**

- Family ID
- ID proof
- Educational certificates
- Experience certificate (if applicable)

11. **SERVICE EXPERIENCE**

Daily wages staff will not be considered for service experience.

12. **IMPLEMENTATION**

All departments and offices must comply with this SOP, effective immediately, until further notice.

13. **REVIEW AND REVISION**

This SOP is subject to review and revision as required.

*R. Bagwal*  
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