

STANDARD OPERATING PROCEDURE FOR **ENGAGEMENT OF CASUAL LABOUR**


REGISTRAR
ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be University establishes under section 3 of UGC Act 1956.)



General

1. ICFAI FOUNDATION FOR HIGHER EDUCATION Hyderabad has different categories of personnel working in the campus. Though each department has sufficient number of work force, impromptu requirement of casual unskilled employees for odd jobs cannot be ruled out. Depending on the average requirement of casual laborers for a period of three months, a note is prepared and sanction is obtained from Head Office. Manpower sanctioned by head office is judiciously employed by the Manager Infrastructure on requisition from the users.

Purpose

2. Purpose of this SOP is to regulate requirement, utilization and other issues related with employment of Casual laborers.

Scope

3. Scope of the SOP is to stream line the demand of casual laborers in ICFAI FOUNDATION FOR HIGHER EDUCATION campus and utilize their services judiciously.

Procedure

4. Engagement of Casual Laborers should be discouraged and only in unavoidable circumstances, these may be employed. Helpers provided with each department should be pooled in for temporary jobs such as shifting of furniture/Books/examination papers/digging/helper for maintenance works etc.

5. Labor requisition form is attached as Appendix to this SOP which is invariably filled and submitted to the Manager Infrastructure at least two days prior to the actual requirement. Consolidated requirement of laborers will be judiciously planned by the Manager and accordingly labor are requisitioned. It is mandatory that the laborers so engaged need to be utilized optimally hence, a supervisor should be detailed

6. On completion of work by the labor, concerned supervisor will inform the Manager Infra.

7. All daily wage laborers should be allowed to work only under supervision. Unsupervised work will lead to wastage of man hours.

8. Working hours of the employment would be from 0900h till 1700h with a lunch break of 30 minutes. Part employment is not encouraged.

9. The laborers engaged for a particular purpose will be made full use of, till 1700h, he will not be allowed to loiter around in the campus. Any disciplinary issue with the Casual Laborers, the supervisor will be held responsible

Rules for Filling Up of Labor requisition Form

10. The following guidelines will be strictly adhered to while applying for casual laborers.
- (a) Each and every row/column in the requisition form to be filled in hand.
 - (b) Purpose of employment should be clearly stated.
 - (c) Period of engagement should be mentioned either in hours or in days.
 - (d) During non working hours and holidays, requisition for casual laborers will not be entertained unless it is an emergency..
 - (e) Name of the supervisor should be clearly mentioned for supervising the work of the casual laborer, Without supervision no employee will be employed.
 - (f) Each of these casual laborers are being paid Rs500+GST per day hence it is prudent that requisitioning of casual laborers should be restricted and non essential requirements should be curtailed.

Conclusion

11. Manpower is an essential resource which need to be cautiously utilized to maximize output. Casual approach to utilization of manpower will lead to loss of revenue to the Campus. It should be our endeavor to avoid wastage of human resource.

S. Vijayalakshmi

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