

Subject: - Empanelment of Manpower Agencies for Providing Outsourced Manpower [P&A - 201718/04]

“Annexure – A – Commercial Rate of Outsourced Manpower”

Sr. No	Manpower with Qualification	Category	Monthly Basic	Monthly DA	Allowance	Total Gross (p.m) (C+D+E)	PF 13.15%	ESIC 4.75 %	Bonus 8.33 %	Total Statutory benefits (G+H+I)	Total CTC p.m.	Service Charge (2% on K)	Final Bill (K+L)	Take Home salary (with bonus)
A	B		C	D	E	F	G	H	I	J	K	L	M	L
1	Stenographer		9,500	-	5,500	15,000	1,249	713	791	2,753	17,753	355	18,108	14,189
2	Clerk/ Accountant		9,000	-	3,500	12,500	1,184	594	750	2,527	15,027	301	15,327	11,751
3	Office Assistant		8,500	-	2,200	10,700	1,118	508	708	2,334	13,034	261	13,295	10,051
4	Data Entry Operator /Computer Operator -(Graduate having Typing Certificate from Recognized Institute/ ITI)	Skilled	7,618	770	-	8,388	1,103	398	699	2,200	10,588	212	10,799	7,853
5	Peons (10+2 pass having knowledge of operating Office Equipment's)	Semi-Skilled	7,384	770	-	8,154	1,072	387	679	2,139	10,292	206	10,498	7,632
6	Driver (minimum 10th pass)	Skilled	7,618	770	-	8,388	1,103	398	699	2,200	10,588	212	10,799	7,853

- Above rates are for 26 days working days in a month.
- Service Tax/ GST at applicable rates would be extra.
- **Take Home Salary for Sr. No. 1,2,3** = Gross Salary - [(Employees PF Contribution i.e.12% of Basic) + Employees ESI Contribution i.e. 1.75% of Gross]] - Professional Tax + Bonus.
- **Take Home Salary for Sr. No. 4,5,6** = Gross Salary - [(Employees PF Contribution i.e.12% of Gross) + Employees ESI Contribution i.e. 1.75% of Gross]] - Professional Tax + Bonus.
- Bonus to be paid monthly or early would be Department/ Company's decision.
- DA rates will be revised according to the notification of Labour and Employment Department.

Gujarat Informatics Ltd



Authorized Signatory

