

Government of West Bengal
Finance Department
Audit Branch(Group T)
(File No. 295425)

Date: 30.09.2020

No. 2826 -F(Y)

To :

- 1) The managing Director,
WBEIDC,
Block EP&GP, Sector V,
Salt Lake, Kolkata-700091
- 2) Chief Executive Officer,
Webel Technology Limited,
Plot-5, Block-BP, Sector V, Salt Lake City,
Kolkata-700091

Sub : **Administrative Charges for supply of man power to different Government offices.**

Sir,

I am directed to inform you that Finance Department had prescribed specific guidelines vide Memo No. 4370-F(Y) dated 01.08.2019 restricting the amount of Commission to be charged by WBEIDC/WTL for the entire gamut of services to be provided to the State Government offices. However, considering the prayer of WBEIDC/WTL, this Department had subsequently issued another order vide Memo No. 919-F(Y) dated 26.02.2020 allowing recovery of Administrative Charges by WBEIDC/WTL for providing manpower supply services to State Government offices.

But it has been observed that in many cases the total Commission and Administrative Charges, as claimed by WBEIDC/WTL, is exceeding 5% of the remuneration of the personnel. Under the above backdrop it is clarified that the Commission and Administrative Charges are to be computed as follows:

1. Consolidated wages fixed by Finance Department	:	****
2. Employer's Contribution to PF	:	****
3. Employer's Contribution to ESI	:	****
4. TOTAL (A)	:	****
5. Commission @ 1% on A above	:	****
6. Administrative Charges (upto 4% of A above)	:	****
7. GST (as applicable)	:	****
8. Bill Amount(4+5+6+7)	:	****

Under no circumstances, the summation of Commission and Administrative Charges will be more than 5% of " (A) " above. As already specified in Memo No. 919-F(Y) dated 26.02.2020, annual Bonus paid by WBEIDC/WTL to the workers will be reimbursed annually and separately without any Commission / Administrative charge.


Joint Secretary,
Finance Department

Copy forwarded for kind information to the Principal Secretary, IT&E & E-governance Department, Monibhandar, 6th Floor, Webel Bhawan Complex, Block EP&GP, Sector V, Salt Lake, Kolkata-700091

Joint Secretary,
Finance Department