



**PHARMA DEVILS**  
PERSONNEL AND ADMINISTRATION DEPARTMENT

**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Contractor Manpower Management	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 PURPOSE**

To define a procedure for engaging manpower through contractors in the plant premises.

**2.0 SCOPE**

2.1 This procedure applies to all contractors engaged inside the premises of .....

**3.0 REFERENCE(S) & ATTACHMENTS**

**3.1 References**

3.1.1 In-house

**3.2 Attachments**

3.2.1 Attachment-I: Contractual Manpower Requisition Form

**4.0 DEFINITION & ABBREVIATION(S)**

**4.1 Definitions**

4.1.1 Not Applicable

**4.2 Abbreviations**

4.2.1 HR: Human resource

4.2.2 ST: Service Tax

4.2.3 EHS: Environment, Health and safety

4.2.4 LIC: Life Insurance Corporation

4.2.5 PF: Provident Fund

4.2.6 ISMW: Inter State Migrant Women

4.2.7 PAN: Permanent Account Number

4.2.8 SOP: Standard Operating Procedure

**5.0 RESPONSIBILITY:**

**5.1 HR Department:**

5.1.1 To conduct the recruitment of manpower engaged through contractors.

5.1.2 To provide the necessary forms to be filled by the employee at the time of joining.

5.1.3 To fulfill the manpower requirement of respective department as per "Manpower Requisition Form" submitted by the concerned department.



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### 5.2 EHS Department:

5.2.1 To provide safety training to contractual manpower for safe functioning and sound health condition.

### 5.3 Plant Head:

5.3.1 To ensure implementation of the defined procedure.

### 6.0 Distribution:

- I. Human Resource (HR)
- II. Environment, Health and Safety (EHS)
- III. Quality Assurance

### 7.0 PROCEDURE:

7.1 All the out-sourcing activities shall be identified. The user department will submit the manpower requisition to HR department (Refer Attachment-I).

7.2 The selection of contractor shall be based on the following factors:

1. To execute the job with acceptable quality, on-time delivery and cost.
2. Preference shall be given to the local contractors (as they can address the labour problems).
3. Contractor shall be technically competent to handle the job.
4. Ability to provide competent manpower demanded on short notice.
5. Shall be able to change the manpower at any interval as desired by the company.
6. Financially sound to manage working capital requirement.
7. Shall not have any criminal or political background.
8. Shall have PF registration.
9. Shall have PAN and ST registration.
10. Shall be registered under Labour Protection Act, if the workers engaged are more than 5. Shall submit Xerox copy of their Labour License under ISMW (Inter State Migrant Workmen) Act of 1979 to HR department, if there are 20 or more workers under them.

7.3 The contractual workers shall not be below 18 years and not above 40 years of age. The manpower shall be in sound health and shall not suffer from any chronic physical/ mental disease.

7.4 The minimum qualification for the workers engaged in production and packing activities shall be class VIII or above.

7.5 Contractor shall provide the identity cards to his workers and all the workers will bear the cards while entering inside the factory premises. The card shall bear the information like name of the agency, address,



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name and photo of worker, sign of worker and contractor.

7.6 The contractors have to submit the application form of each workmen, Certificate of Identification, address proof, age proof, police verification, medical fitness and qualification documents within 7 days to HR department.

7.7 **The contractor has to maintain records in the following register's as per Labor Protection Rules:**

1. Attendance Register of Workers
2. Payment register of workers
3. Advance Register
4. Register of Overtime
5. Deduction register
6. Medical expenses register

The same will be submitted in HR department by the contractor at the end of every month.

7.8 The contractor has to pay the wages as per the state government rules for different categories of workers i.e. unskilled, semiskilled and skilled. However, the contractor shall submit proof of the wage disbursement in HR department every month. The contractor shall pay wages on or before 7<sup>th</sup> of every month.

7.9 The contractor shall submit the contractual workers PF submission proof to HR Department every month.

7.10 The contractor has to ensure that the workers must be under the Insurance policy of the Government undertaking agency e.g. LIC, New India Assurance etc.

7.11 The contractor has to follow the Acts and Rules applicable under various Labour Laws of State and Central Government.

### 8.0 REVISION HISTORY

Version No.	00	Effective Date	
Details of revision: New SOP Prepared			



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### Attachment- I

## CONTRACTUAL MAN POWER REQUISITION FORM

**Date:**

### TO BE FILLED BY REPORTING AUTHORITY

It's a Replacement /New requirement

Department:

Raised By:

Reason:

Location:

Type of Employment:

Date of Requisition:

No. of Workmen Required:

Total Departmental Strength at Present:



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Attachment- I Continued...

**CANDIDATE PROFILE**

Academic Qualification: \_\_\_\_\_  
 Technical Qualification: \_\_\_\_\_  
 Experience: \_\_\_\_\_

**Signature of Reporting Authority:** \_\_\_\_\_ **Signature of HOD:** \_\_\_\_\_

**Signature of Head HR:** \_\_\_\_\_

**FOR HR USE**

Date of Job posting/assignment to Head Hunters..... Mode of sourcing .....

Interview dates of candidate..... Name of Selected candidate.....

Closing Date: \_\_\_\_\_ Name of New Joinee: \_\_\_\_\_

Date of Joining: \_\_\_\_\_ Salary: \_\_\_\_\_

**Signature of Reporting Authority:** \_\_\_\_\_ **Signature of Responsible Authority:** \_\_\_\_\_

**Signature of HOD:** \_\_\_\_\_ **Signature of Head HR:** \_\_\_\_\_

Note: Put 'NA' in the space which is not required.

Format No.: .....