

**Indian Institute of Technology, Kanpur**  
**Office of the Dean of Infrastructure and Planning**

DOIP/IITK/2021/AM-01  
Date: 19/08/2021

**Amendment to the office order:** DOIP/IITK/2021/OO-01, Dated: 15/06/2021,  
Guidelines for all labour contracts under Institute Works Department.

- For all labour contracts, the following documents should be submitted to the DOIP office for reference.
  - "Register of work men" as per office order.
  - "Weekly schedule of manpower deployment "along with the bill submission for the respective months.
- As per OO, "The contractor invoice for labour payments should clearly indicate the category of workers, man-days and rates for the calculated total bill amount. If the invoice is presented in lumpsum (LS) amount, the Engineer in Charge should return the invoice to the contractor without processing". All bills raised by the contractor should be in adherence to the OO. The details is also shown in the table below for the reference of EIC.

• **Sample of Invoice Format for the Labour contracts to be accepted by the Institute**

Description/ Particulars	Quantity/Numbers	Rate per Day /Consolidated	No of Days	Amount
Technical Supervisor				
Highly Skilled				
Skilled				
Semi-skilled				
Unskilled				
Total amount				
Grand Total including GST				

This Office Order is issued with the approval of Competent Authority and is applicable with immediate effect.

This is for the necessary information to all concerned.



Dean of Infrastructure and Planning

Copy to:

1. Director
2. Dy. Director
3. Registrar
4. OIC F & A
5. SE, IWD
6. Web master - for circulation among all concerned