



OS/Estates department
Divisional Office -1, P.B. No. 6694, II floor,
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BANGALORE 560 002
Phone No. 080 22966509

STAFF REQUIREMENT: THEIR DUTIES: THEIR BEHAVIOUR ETC:

- 1) The Agency shall comply with all the rules and regulations applicable in the matter of such workers engaged by it between **age group 18 to 50 years only**.
- 2) The agency's workers shall be polite, courteous, well behaved and honest. They should not smoke or consume alcohol while on duty and inside the campus premises.
- 3) The Agency shall be fully responsible for any theft, burglary and any malicious damage or any other mischievous deed done by their workers.
- 4) LIC will have the right to impose cash penalty @ 5% of the contracted value per month on the agency or deduct such amount from its Security Deposit in case LIC is put to any financial loss directly or indirectly by any act of commission or omission on the part of the Agency's workers.
- 5) All security personnel shall give an undertaking that the agency shall be their **PRINCIPAL EMPLOYER**.
- 6) All the security personnel of the Agency shall be free from contagious diseases and should wear standard uniform.
- 7) The Agency shall in no case transfer the services it is required to perform under this agreement to any other agency without prior permission / approval in writing to LIC.
- 8) The Agency shall employ sufficient number of workers to ensure that the work is done to the satisfaction of LIC and their working (duty) hours must be **8 hours** a day. No workman shall be engaged for more than one shift per day & weekly OFF is to be given.

- 9) LIC reserves the right to order any security men of the Agency to leave the premises of the LIC Office if his/her presence at any time is felt undesirable.
- 10) The security personnel should wear immaculate dress with Company's logo and photo identity card counter signed / verified by LIC OS Dept.
- 11) If the LIC notices that the Personnel of the Agency has/ have been negligent / careless in rendering the said services, the same shall be communicated immediately to the Agency which will devise corrective steps immediately to avoid recurrence of such incidents and report to the LIC its action plan.
- 12) On the production of satisfactory proof in payment of ESI / PF contribution along with list of attendants the same will be reimbursed.