

**No. 01/61/2025-1CC-I**  
**HARYANA GOVERNMENT**  
**HUMAN RESOURCES DEPARTMENT**  
**COMMON CADRE-I**

**Dated: Chandigarh the 09<sup>th</sup> June, 2025**

To

1. All Heads of the Departments in the State of Haryana.
2. All Divisional Commissioners in the State of Haryana.
3. Deputy Commissioner, Panchkula.

**Subject: Regarding disposal of different issues of Common Cadre Group-D employees.**

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**Sir/Madam,**

I am directed to invite your attention on subject cited above and to say that as per the Government orders, Common Cadre Group-D employees who were recruited against Advt. 01/2023 have been posted in the various Departments/Divisional Commissioners offices/Deputy Commissioner Panchkula office. It has been noticed that the cases related to Leave, Allowances, Medical Re-imbursement, Pay Fixation etc. of these Common Cadre Group-D employees in which the Head of the Department/Divisional Commissioner/Deputy Commissioner Panchkula is self competent to take decision/action are still being forwarded to Directorate, HRD for taking decision/further necessary action which is causing for unnecessary delay.

2. Therefore, it is intimated that all Head of the Departments/ Divisional Commissioners offices/ Deputy Commissioner, Panchkula office shall take action at their own level in all the matters in which they are self competent as per Haryana Civil Service Rules, 2016. In any case, Director, HRD is the competent authority then kindly send the clear proposal alongwith recommendation/comments and detailed facts of the case after obtaining comments of SAS cadre officer (if required).

3. Further, it is intimated that vide Govt. Notification No. 01/40/2023-4CC-I dated 21.12.2023, Director General, Human Resources Department is appointed as "Appointing Authority" for the purpose of the Section 2(a)(i) of the Haryana Group-D Employees (Recruitment and Condition of Service) Act, 2018, amended vide, the Haryana Group-D Employees (Recruitment and Conditions of Service) Amendment Act, 2020; for the "service" defined in the Section 2(n) of the same act and as amended from time to time.

4. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,



Superintendent, Common Cadre-I  
for Commissioner & Secretary to Government Haryana,  
Human Resources Department. 