

No. 01/123/2025-3CC-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Common Cadre-I Branch)

Dated: Chandigarh, the 13th November, 2025

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of the Departments in the State of Haryana.

Subject: Guidelines for handling Compassionate Appointment, Resignation, Disciplinary, and Transfer Cases of Common Cadre Group-D Employees.

Sir/Madam,

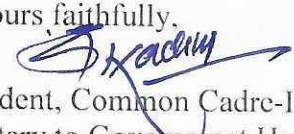
I am directed to invite your kind attention to the subject cited above and to say that upon enactment of the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018, the services of all persons appointed to any Group D post on or after 28th March, 2018 shall be governed by the said Act. Further, as per the Haryana Government Gazette notification dated 21st December, 2023, the Director General, Human Resources Department, Haryana, has been designated as the "Appointing Authority" for the purposes of Section 2(a)(1) of the aforesaid Act.

2. It has been decided that henceforth, all matters pertaining to *compassionate appointment, resignation, disciplinary proceedings, transfer/posting, etc.* of Common Cadre Group-D employees, where the appointing authority is the Director General, Human Resource Department, Haryana, shall be referred to the Directorate of Human Resource, Haryana for further necessary action and orders. Further, while forwarding such cases, the following guidelines shall be strictly adhered to:

- a) The cases of compassionate appointment shall be examined in accordance with the provisions of the Haryana Compassionate Financial Assistance or Appointment Rules, 2019, duly verified by the HSAS Cadre Officer along with the recommendations of the respective Head of Department.
- b) The resignation cases for Common Cadre Group-D employees (appointment on or after 28th March, 2018) shall be forwarded through their respective controlling authority/ department at the earliest.
- c) The disciplinary proceedings cases shall be accompanied by the complete record pertaining to the case containing full facts, along with the departmental recommendations.

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

Yours faithfully,


Superintendent, Common Cadre-I,
for Chief Secretary to Government Haryana,
Human Resources Department, Haryana

