

No. 50/35/88-5GSI.

From

The Chief Secretary to Govt., Haryana.

(i) All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions and all the Deputy Commissioners in the State.

(ii) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 5th February, 1990.

Subject;— Policy and procedure for making adhoc appointments against the posts which are purview of H.P.S.C./S.S.S.B.

Sir

I am directed to address you on the subject noted above and to say that with a view to curb the problems created by adhoc appointments in the administration, the State Government has been considering for some time the question of framing a policy and adopting a uniform procedure for making adhoc appointments against posts which are within the purview of the Haryana Public Service Commission/Subordinate Services Selection Board, Haryana, after careful consideration, it has been decided that departments should avoid making adhoc appointments, and if at all it is necessary to make adhoc appointments, following policy and procedure should be adopted :—

- (i) No adhoc appointments be made in future on any posts by the departments unless a proper requisition has been sent to HPSC/SSSB, as the case may be, according to the qualifications /experience prescribed for such posts.
- (ii) All such adhoc appointments should be made only through the Employment exchange (or by advertising such posts in a Daily Newspaper after obtaining a N.A.C. from the employment exchange) only for 9 months or till such time the recommendees or the HPSC/SSSB join, whichever is earlier.
- (iii) No adhoc appointments should be continued beyond 9 months in any case.
- (iv) Where-ever it is possible for the departments to make annual recruitment a regular programme schedule of recruitments should be drawn up in consultation with HPSC/SSSB and adhoc appointments should not be made at all.
- (v) The appointing authority must it clear in the appointment letter that the adhoc appointment is being made only as stop-gap arrangement for a period upto 9 months and the adhoc appointee will stand relieved at the expiry of this tenure or will be relieved as soon as the recommendee of HPSC/SSSB takes his place, whichever is earlier.
- (vi) The appointing authority must issue a certificate every month that adhoc appointments have been made only through the Employment Exchange (or after obtaining a NAC from the Employment exchange) and that no adhoc appointment is being continued beyond 9 months.
- (vii) The Drawing and Disbursing officer will attach a copy of the certificate mentioned in (vi) above with the monthly pay bill of such adhoc employees and the concerned Treasury Officer must ensure that salary bill of such adhoc employees is not passed until and unless this certificate is appended to the salary bill.

2. The recruiting agencies i. e. HPSC/SSSB must ensure that suitable candidates are recommended at the earliest possible time so that regular appointments are made within above stipulated time as mentioned in para. 1 (iii) above.

3. The above policy/procedure may please be brought to the notice of all concerned for strict compliance. The receipt of this letter may also be acknowledged.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government,
Haryana.