

HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(IN GENERAL SERVICES-II BRANCH)  
No-16/SI/2015-345-II

To

1. All the Administrative Secretaries to Government, Haryana
2. All Heads of the Departments of Haryana.
3. Divisional Commissioners, Ambala/Hisar/Rohtak/Gurgram/Karnal and Faridabad.
4. The Registrar, Punjab & Haryana High Court, Chandigarh.
5. All the Managing Directors/Chief Administrators of Boards/Corporations/Public Undertakings in Haryana.
6. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh the 23-07-2019

**Subject: Revised check list for cases of extension of contractual period (under outsourcing policy).**


Sir/Madam,

I am directed to refer to the subject noted above and to say that Government has decided to issue a revised check list to enable departments not to send incomplete cases regarding permission for extension of engagement period of the persons so engage under clause (1) of part-II of the outsourcing policy beyond two years.

However, the permission can be granted by giving relaxation in policy in emergent cases only for which the following revised check list is being circulated for sending the cases to grant relaxation:-

1. Emergent cases involving public interest – please explain what is the emergency which can only be met by engagement of persons on contract basis?
2. Which Policy does the case relate to 16-02-2009 Policy or 06-04-2015 Policy?
3. Does regular sanctioned post exist for the job? How many sanctioned posts? How many filled & how many vacant? What is percentage of vacant posts?
4. Has the requisition been sent to concerned recruitment body? What is the status of recruitment (whether advertised, written exam taken, result under finalisation etc.)
5. Has the Administrative Secretary approved a selection process for such contractual engagement? If yes, supply copy of the procedure to be followed and date of approval of such procedure (For e.g. a selection process may provide for written test, interview, scoring mechanism with weightages to qualifications/tests etc). It may be noted that interviews have been done away with in respect of regular recruitment for Group C & D posts and therefore departments shall also dispense with the same in contractual engagement.
6. Was an advertisement issued for the post (Whether in the newspaper/website/employment exchange)?
7. What was the Mode of Selection? (provide details of selection method – tests if any, scoring criteria).
8. Number of years for which the person has been in contractual engagement?
9. Whether the permission of FD was taken for 2<sup>nd</sup> Year? (13-24 Months)
10. Duration for which extension is required.....
11. Is there any litigation in respect of this contractual engagement?
12. Whether the double copy of the relevant Noting portion is attached?

The proposal should be sent as per above checklist.

  
Under Secretary, General Services-II  
for Chief Secretary to Government Haryana