

No.15/29/2021-4HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT

Dated Chandigarh, the 1st July, 2025

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments of Haryana.
3. All the Managing Directors/Chief Administrators of Boards and Corporations of Haryana Government.
4. All the Divisional Commissioners of the State of Haryana.
5. All the Deputy Commissioners of the state of Haryana.
6. The Registrar of all the Universities in the State of Haryana.

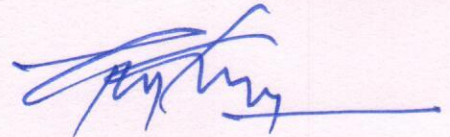
Subject: Identification of 'sensitive posts' and posting of regular staff on such posts.

Sir/Madam,

I am directed to invite your kind attention to Government instruction issued vide No. 16/46/2021-3GS-II dated 13.08.2021 vide which it was conveyed that the charge of sensitive and financial dealing posts should be assigned to the regular employees only and not to the contractual employees. Para(iii) of the said instruction is reproduced below:

"The charge of sensitive of financial dealing posts should be assigned to the officers/officials working on regular basis only and not to the contractual employees or persons engaged under outsourcing Policy"

2. The work of Human Resources and Accounts are core vital functions of all the Departments/Organizations. It has been observed that in some Departments/Organizations these functions are still being performed by persons deployed on contract basis, which is contrary to Govt. instructions already issued vide dated 13.08.2021.
3. All the Departments/Boards/Corporations etc. including Universities are hereby advised that files related to Human Resources and Accounts are sensitive functions and have major administrative and financial dimensions and therefore the branches/divisions/cells pertaining to Human Resources and Accounts shall not be operated through contractual employees. These functions must be assigned to the Group A, B, C and equivalent employees working on regular basis only.
4. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.



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

