

No. 01/30/2022-HRD
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT

To

1. All the Administrative Secretaries to Government of Haryana
2. All the Heads of Departments
3. All Divisional Commissioners in Haryana.
4. All the Deputy Commissioners in Haryana
5. All the Managing Directors/Chief Administrators of Boards/Corporations in the state of Haryana

Dated Chandigarh, the 09.06.2022

Subject: Regarding Re-conciliation of sanctioned Group-D posts existing in departments.

Sir/Madam,

I am directed to invite your kind attention to the instruction no. 01/30/2022-HRD, dated 02.06.2022 (copy annexed) vide which Finance Department was requested to share the data of maximum no. of regular position in every field in the last two years of all Group-D posts with the departments concerned. The Finance Department vide its instructions no. 28/51/2022-1B&C, dated 03.06.2022 has shared the detail of sanctioned posts with all the departments.

2. As the Finance Department has now shared the details of sanctioned posts with departments, therefore, it is requested that the requisition of vacant posts of Group-D be sent to the Haryana Staff Selection Commission within ten days as per the instructions No. 01/30/2022-HRD, dated 02.06.2022 under intimation to the Common Cadre-I Branch of HRD.

This may be taken on priority basis.


Superintendent Common Cadre-I 9/6/22
for Special Secretary to Government Haryana,
Human Resources Department. 

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Dated Chandigarh, the 02.06.2022

Subject: Regarding Re-conciliation of sanctioned Group-D posts existing in departments.

I am directed to invite your kind attention on the subject noted above and to say that a meeting under the Chairmanship of Chief Principal Secretary to Chief Minister was held on 30.05.2022 and the following decisions were taken: -

- i) Finance Department will share the data of the maximum number of regular positions ever filled in the last two years of all Group D posts of all Departments/Boards/Corporations with the departments concerned. This data will act as a reference point for the departments to decide on the number of employees required to run the department efficiently— (Finance Department to do needful in next two days).
- ii) The departments will compare the above data with their filled up regular staff data and the outsourced staff data. Moreover, the department may refer to the rationalization and restructuring of the departments conducted by the group of Administrative Secretaries. for rightsizing the Group D cadre. In addition, the department will conduct an internal exercise and reconcile the above data sets to find out both the vacant posts and the required posts that need to be filled immediately.
- iii) After due diligence, the Additional Chief Secretary and the Head of Department concerned will provide the requisition data to the HSSC in ten days. They will also share the requisition details with the consequent financial implications with the Finance Department.
- iv) Finance Department will examine the requisition proposals and provide their recommendations. If FD finds any big gap in the requisition request, the department will have to justify it.

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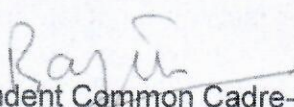
To illustrate, a Group D post in a department has 100 sanctioned posts. At any time in the last two years, the maximum number of regular positions filled is 80. Currently, 75 employees are working in that position. In addition, eight employees are working on the Outsourcing part-II or Work charge basis. The upper limit staff in the post that the department needed in the last two years is $80 + 8 = 88$. The gap between the upper limit staff (88) and the current regular filled posts (75) is 13. Therefore, the department may plan to send requisition for 13 posts.

On the other hand, the department should strive to get the rest posts abolished. In this case, it will be $100 - 88 = 12$. However, the department has the freedom to recalibrate the calculations according to its requirements.

In view of the above decision, all Administrative Secretaries/ Head of the Departments, Managing Directors/Chief Administrators of Boards/Corporation are requested to comply with the above decisions.


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

A copy is forwarded to the Additional Chief Secretary to Government Haryana Finance Department for further necessary action.


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

To.
Additional Chief Secretary to Govt. Haryana
Finance Department, Haryana

U.No. 01/30/2022-CC-I

Dated Chandigarh, the 02.06.2022