

No. 6/ 74 /2025-5HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Human Resources-I Branch)

Dated: Chandigarh, the 23rd December, 2025.

To

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

Subject: Regarding to launch portal www.securedemployee.csharyana.gov.in for submission and consideration of cases of Contractual Employees under the Haryana Contractual Employees (Security of Service) Rules, 2025.

Sir/Madam,

I am directed to address you on the subject cited above and to state that the rules, namely Haryana Contractual Employees (Security of Service) Rules, 2025 framed under the Haryana Contractual Employees (Security of Service) Act, 2024 were notified in the e-gazette, Haryana on 05.08.2025.

2. The State Government had decided to develop a dedicated online portal module for submission and consideration of such cases to ensure transparency, accuracy, and uniformity in processing applications related to security of service under the said Rules. Accordingly, an online portal, namely www.securedemployee.csharyana.gov.in, has been developed and is being launched on **25.12.2025**.

3. The timeline for processing cases on the portal, including submission of applications by employees, verification by Drawing and Disbursing Officers (DDOs), creation of supernumerary posts by the Finance Department, and final approval/issuance of orders of Security of Service by the concerned Heads of Government Organizations (HoDs), shall be as under:

• **Registration by Employees:**

Contractual employees shall register themselves on the portal and upload the required documentation up to **31st January, 2026**.

• **Verification by Current/Concerned DDOs:**

The current/concerned DDOs shall verify the employee details, scrutinize departmental service records, and verification of contractual service upto **28th February, 2026**.

• **Creation of Supernumerary Posts by Finance Department:**

The Finance Department shall create supernumerary posts for the contractual employees eligible for the benefit of security of service received from Government/Organizations up to **31st March, 2026**.

• **Final Approval and Offer Letter of Security of Service by HoDs:**

The concerned Head of Department shall accord final approval and issue the offer letter of Security of Service to eligible contractual employees up to **30th April, 2026**.

4. No physical applications or orders shall be entertained for grant of benefit of security of service under the Haryana Contractual Employees (Security of Service) Act, 2024 and the Rules framed thereunder. Any physical order, if already issued by any HoD in favour of an employee, shall be treated as ineffective. All such cases must be processed strictly through online mode via the above-mentioned portal.

5. These instructions may please be brought to the notice of all concerned for strict compliance in a time-bound manner.

Yours faithfully,



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