

No.16/10/2021-3GS-II  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT

Dated: 17.02.2021

To

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

**Subject: - Regarding updation in Parivar Pehchan Patra (PPP) of data of contractual workers engaged in any Department/Board/Corporation/Universities in Haryana.**

Sir / Madam,

I am directed to invite your attention to the subject cited above and to say that Government has decided that data of all the contractual workers/employees, who are drawing salary/wages/honorarium etc. directly or indirectly (through Service Provider) from any Department/Board/Corporation/Universities. Under Government of Haryana.PPP is a flagship project of Government of Haryana (GoH). It aims to issue a unique 8-digit PPP ID to each family of the State and attach core and socio-economic attributes to the family ID which are relevant and useful in providing Government Schemes, Services and benefits. Recently, PPP ID has been made mandatory for all existing Government Schemes, Services and benefits delivered via Saral portal (<https://saralharyana.gov.in/>).

2. A web based portal has been developed for entering data of contractual workers working in Department/Board/Corporation/Universities in Haryana through service provider or otherwise under outsourcing policy or under any other instructions. The primary objective is to create a comprehensive and accurate database of contractual manpower. Detailed instructions on the operation of the portal are provided in the enclosed SOP (Standard Operating Procedure).

3. The Department/Board/Corporation/Universities shall be required to nominate the DDOs/ a representative (in case of Boards & Corporations) who shall be responsible for entering and managing the contractual manpower data on the common PPP portal. The exercise of entering the data for contractual employees and their enrolment in PPP must be completed by **28<sup>th</sup> February, 2021** positively.

4. It is also requested to kindly send the details of all the DDOs/Representatives (Name, Contact number, Department/Board/Corporation/Universities) nominated for this purpose to CRID at [crid-hry@hry.gov.in](mailto:crid-hry@hry.gov.in) by **20<sup>th</sup> February, 2021** positively.

5. It may also be ensured that DDOs/Representatives of Department/Board/Corporation/Universities shall be required to enter data of contractual workers/employees in the portal on monthly basis.

6. These instructions may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

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



**Government of Haryana**

## **SOP (Standard Operating Procedure)**

*(For update of contractual workers engaged by the Government in PPP)*

*February 03, 2021*



**Parivar Pehchan Patra  
Citizen Resource Information Department  
Government of Haryana**

**b. Stakeholders:** Following are the key stakeholders for the process:

SNo	Name of stakeholder	Type
1	Govt. of Haryana	Owner
2	Citizen Resource Information Department (CRID)	Stakeholder
3	All DDOs of the State	Stakeholder
4	All Board/Corporation Representatives of the State	Stakeholder

**c. Prerequisites:** The following are the pre-requisites for this process:

- a. The citizen should be working as a contractual worker with Board/Corporation/ Department of the Government of Haryana.

**d. Procedure:**

Sno	Details	Responsibility
1.	Data of all contractual employees engaged by the various Government Departments/Boards/Corporations through Manpower or Works Contract shall be managed and maintained through the respective DDOs OR Board/Corporation Representative (BCR) across the State. The same shall be shared with PPP on a regular basis. A web portal shall be provided for the same.	CRID
2.	DDO Logins and their respective mapping shall be imported from the HRMS platform. The logins for BCRs who shall be responsible for input and maintenance of information related to contractual employees shall be created separately	CRID
3.	The DDO/BCR shall login into the portal to either add or update the information regarding contractual employees engaged by their respective department. The following information regarding such employees shall be maintained by the portal: <ol style="list-style-type: none"> <li>a. Name (First Name &amp; Last Name)</li> <li>b. Aadhar Number</li> <li>c. Designation</li> <li>d. Monthly remuneration</li> <li>e. Source of Engagement (Part 1 Manpower, Part 1 Works, Part 2)</li> <li>f. Resident of Haryana (Yes/No)</li> <li>g. Current Status of the worker (Currently Engaged/Relieved)</li> </ol>	DDO/BCR
4.	DDO/BCR shall enter the Aadhar number and Name of the contractual employee and validate the details by clicking on the "Verify" button to	DDO/BCR

Sno	Details	Responsibility
	verify the details from Aadhar on a real time basis. The application shall be allowed to move forward only when the name of the employee is verified from Aadhar.	
5.	The DDO/BCR shall be mandatorily required to update the details of the contractual workers engaged both through the Manpower & Works Contract on the portal on a monthly basis.	DDO/BCR
6.	The portal shall sync the information updated by the DDOs/BCR with PPP on a monthly basis for all employees residing in Haryana, a) For all "Currently Engaged" workers, the annual income of the workers shall be updated in PPP. The Engagement of the employee shall be updated as "Govt./PSU Contractual Employee" in PPP. b) For all "Relieved" workers, the occupation shall be updated as "Private Sector Employee" in PPP.	CRID