

**Most Immediate**

No. 15/27/2018-1GS-II  
Haryana Government  
General Administration Department  
(General Services-II Br.)

Dated Chandigarh: 6<sup>th</sup> April 2021

To

1. All the Administrative Secretaries to Govt. of Haryana.
2. All the Head of Departments in Haryana State.
3. All the MDs/CAs of Boards & Corporations.

**Subject: Provide the data of Group-C & D employees engaged under Outsourcing Policy Part-II**

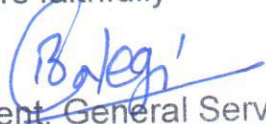
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Sir/Madam,

I am directed to refer to the subject cited above and to say that Government has decided to collect the data of Group C&D employees (post wise data) who have been engaged under Outsourcing Policy Part-II in your department within five days to the Government latest by 10.04.2021 positively in the enclosed proforma specimen of which is at Annexure-A.

2. The complete information in above mentioned format is also to be sent through email at [superintendentgs2@gmail.com](mailto:superintendentgs2@gmail.com) in M.S. Word format.

Yours faithfully

  
Superintendent, General Services-II  
for Chief Secretary to Government Haryana.

Annexure-A  
(specimen)

Name of Department/Organization:- \_\_\_\_\_

Total no. of contractual employees engaged under Outsourcing Policy Part-II (Group C+ Group D)=

Group-C Post				Group-D Post		
No. of employees engaged under outsourcing Policy Part-II=				No. of employees engaged under outsourcing Policy Part-II=		
Sr. No.	Nomenclature of the sanctioned post filled under Outsourcing Policy Part-II	No. of contractual employees engaged against the sanctioned posts	Remarks	Nomenclature of the sanctioned post filled under Outsourcing Policy Part-II	No. of contractual employees engaged against the sanctioned posts	Remarks
1.	Clerk	10		Peon	20	
2.	Driver	05		Sweeper	30	
3.	Steno	15		Mali	15	
4.	Assistant	20		Water Carrier	18	
5.	Assistant Draftsman	20		Sweeper-cum-chowkidar	12	
6.	Pharmacist	8		Beldar	30	
7.	Etc.....			Etc.....		
	<b>TOTAL</b>			<b>TOTAL</b>		

Annexure-A  
(specimen)

Name of Department/Organization:- \_\_\_\_\_

Total no. of contractual employees engaged under Outsourcing Policy Part-II (Group C+ Group D)=

Group-C Post				Group-D Post		
No. of employees engaged under outsourcing Policy Part-II=				No. of employees engaged under outsourcing Policy Part-II=		
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7.	Etc.....			Etc.....		
	<b>TOTAL</b>			<b>TOTAL</b>		