

**No. 16/23/2025-4HR-III**  
**GOVERNMENT OF HARYANA**  
**HUMAN RESOURCES DEPARTMENT**  
**(Human Resources-III Branch)**

**Dated: Chandigarh, the 08<sup>th</sup> December, 2025**

**To**

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana,
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar General, Punjab and Haryana High Court, Chandigarh,
6. The Registrar of all the Universities in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

**Subject: Standard Operating Procedure (SOP) for Departments regarding verification and payment of lump sum amount to HKRNL.**

**Sir/Madam,**

I am directed to invite your attention to the subject noted above and to state that it has been brought to the notice of the Government by the Principal Accountant General (Audit), Haryana, that delays in payment of wages to the Haryana Kaushal Rozgar Nigam Limited (HKRNL) by various DDOs of Departments/Boards/Corporations have resulted in delayed remittance of EPF contributions to the EPFO. This has caused an additional burden on the State Exchequer in the form of EPF penalties amounting to crores of rupees.

2. In order to avoid such penalties and to ensure uniformity, transparency, and timely disbursement of payments to HKRNL for contractual employees deployed across various Departments/Boards/Corporations, the Government has prepared a Standard Operating Procedure which is enclosed at Annexure-A. All DDOs are directed to ensure strict compliance with this SOP with immediate effect (copy enclosed). This will also ensure timely fulfillment of statutory obligations, including Provident Fund (PF), without the direct involvement of Departments in handling PF accounts.

3. This issues with the approval of the competent authority.

Yours faithfully,

  
Superintendent Human Resources-III  
for Chief Secretary to Government of Haryana.

**Encls. 1**

08/12/2025

## STANDARD OPERATING PROCEDURE for timely disbursement of payments to HKRNL

### 1. Applicability:


This SOP shall apply to all Departments, Boards, Corporations, and other Government entities in Haryana where manpower is deployed through HKRNL.

### 2. Responsibilities:

- (i) **Head of Office (HoO):** Grant administrative approval for payment after verification and ensure timely sanction to avoid wage delays
- (ii) **Drawing & Disbursing Officer (DDO):**
  - (a) Verify invoices, attendance, and deployment records, prepare sanction note, process payment to HKRNL.
  - (b) All DDO's shall make sure that payment of indent cost is paid to HKRNL before 7th of every month in terms of Deployment Policy dated 30.06.2022 and instructions dated 17th March 2023 issued by the Chief Secretary to Government, Haryana.
  - (c) All the DDO's shall be fully responsible for submission of accurate data of EPF/ESI of the deployed manpower through HKRNL Portal.
  - (d) All the DDO's shall give the information/ Intimation on HKRNL portal regarding Date of Exit (in case of Death, resignation and termination) and maternity leave of the employee.
  - (e) All DDOs shall provide information regarding accident of employees covered under ESIC to HKRNL through email within 24 hours of the accident.
  - (f) DDO's are always required to deposit the payment in the VAN A/c shown on the Invoice bill of HKRNL.
- (iii) **Accounts Branch:** Verify calculations and process bank transfer to HKRNL's designated account.
- (iv) **Nodal Officer (HKRNL liaison):** Coordinate with HKRNL for manpower records, clarifications, and dispute resolution.

### 3. Procedure:

#### 3.1 Receipt of Invoice:

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- HKRNL shall submit a monthly consolidated invoice to the Department indicating: -
    - Employee names, designations, deployment location.
    - Wages as per approved rates.
    - Employer and employee statutory contributions (PF, ESI, LWF etc.).
    - Applicable administrative/service charges.

**3.2 Verification:**

- DDO shall match deployment details with sanctioned strength and attendance reports from controlling officers.
- Ensure no payment is made for absent/terminated employees.
- Check calculations and rates as per latest Government/HKRNL orders.
- DDOs shall verify and sign the physical/original form of the employees for applying the benefits scheme of Labour Welfare Department and the same be forwarded to HKRNL for further process (through online).

**3.3 Approval:**

- The verified bill, along with the Bill Verification Form (Annexure-I), shall be submitted to the Head of Office for approval.

**3.4 Sanction & Payment:**

- Prepare and issue a sanction order for the lump sum amount payable to HKRNL.
- Transfer the amount to the designated HKRNL bank account only.
- The Department shall not directly deposit any PF amount to EPFO; HKRNL will handle PF compliance.

**3.5 Record Maintenance:**

- Maintain a Monthly Payment Register with month, invoice number, number of employees, amount paid, and payment date.
- Preserve copies of HKRNL invoices, attendance sheets, sanction orders, and payment proofs.

**3.6 Liaison for PF Matters:**

- All PF-related grievances from contractual employees shall be referred to HKRNL.
- Departments will provide attendance and service records to HKRNL for PF claim verification when requested.

**3.7 Audit:**

- Ensure readiness for internal and external audit by maintaining complete files of invoices, verification forms, payment records, and correspondence.

**4. Important Notes:**

- Timely verification and payment release are critical to ensure prompt salary disbursement and PF compliance by HKRNL.
- Any discrepancy in invoice must be communicated to HKRNL within three (3) working days of receipt.
- Departments shall not enter into any direct contract with deployed manpower for PF or wage matters.

## Annexure-I

## Bill Verification Form – HKRNL Monthly Invoice

Sr. No.	Name of Employee	Designation	Location	Days Present	Wage Rate (₹)	Total Wages (₹)	Remarks

Verified by:

Name: \_\_\_\_\_

Signature of Dealing official/Officer: \_\_\_\_\_

Checked by:

Name : \_\_\_\_\_

Signature of DDO: \_\_\_\_\_

Approved by:

Head of Office: \_\_\_\_\_

This issues with the approval of the competent authority.

Yours faithfully,



Superintendent Human Resources-III  
for Chief Secretary to Government of Haryana.

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