

No. 16/51/2015-3GS-II
Haryana Government
General Administration Department
(in General Services-II Branch)

Dated the Chandigarh, 6th July, 2021

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Department, Haryana.
3. All the Divisional Commissioners in Haryana
4. The Registrar, Punjab & Haryana High Court, Chandigarh
5. All the Managing Directors / Chief Administrators of Boards / Corporations / Public Undertakings in Haryana.
6. All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana.

Subject: Latest revised check list for cases of extension of contractual period (Under Outsourcing Policy).

Sir/Madam,

I am directed to invite your attention to Govt. instructions No. 16/51/2015-3GSII dated 23.07.2019 on the subject noted above vide which all departments were directed to send the cases regarding permission for extension of engagement beyond two years of the persons appointed under Outsourcing Policy Part-II as per revised checklist.

2. Now Government has decided further to revise the check list to avoid unnecessary correspondence, which is as under:-

Checklist

1.	Emergent cases involving public interests-Please explain what is the emergency which can only be met by engagement of persons on contract basis?	
2.	Which Policy does the case relates to 16-02-2009 Policy or 06-04-2015 Policy?	
3.	Does the regular sanctioned post exists for the job? How many sanctioned posts? How many filled up & how many are vacant? What is percentage of vacant posts?	
4.	Is it Group C or Group D post? Please note that :- I) cases of Group A & B Posts are not to be sent in General Administration Department(GS-II Branch) since the policy covers only Group C & D) II) Cases of Group A & B are to be dealt at their own level.	
5.	Has the requisition been sent to the concerned recruitment agency? What is the status of recruitment (whether advertised, written exam taken, result under finalization etc.)	
6.	Has the Administrative Secretary approved a selection process for such contractual engagement? If yes, supply copy of the procedure to be followed and date of approval of such procedure (For e.g. a selection process may provide for written test, interview, scoring mechanism with weightages to qualifications/tests etc.). It may be noted that interviews have been done away with in respect of regular recruitment for	

	Group C & D posts and therefore departments shall also dispense with the same in contractual engagement.	
7.	Was an advertisement issued for appointment on contract basis? (Whether in the newspaper/website/employment exchange)?	
8.	What was the Mode of Selection? (Provide details of selection method-tests if any, scoring criteria).	
9.	Number of years for which the person has been on contractual engagement?	
10.	Whether the permission of FD was obtained for 2 nd year? (13-24 Months)	
11.	Duration for which extension is now required.....	
12.	Is there any litigation in respect of this contractual engagement?	
13.	Whether the double copy of the relevant Noting portion is attached?	

3. It is made clear that no cases of Group-A or Group-B posts shall be entertained and these instructions shall supersede the instructions of even number dated 23.07.2019.

The proposal should be sent as per above latest revised checklist.

Yours faithfully

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