

No. 16/91/2019-3GS-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:- Revised Check List for cases of fresh/new engagement under Outsourcing Policy Part-II.

Sir/Madam,

I am directed to invite your attention to Govt. instructions No. 16/91/2019-3GSII dated 07.09.2019 on the subject noted above vide which all departments were directed to send the case for seeking the approval of GAD before any fresh contractual engagement of Group C & D posts under Outsourcing Policy Part II.

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

Check List

1.	Emergent cases involving public interest- please explain what is the emergency which can only be met out by engagement of persons on contract basis?	
2.	Does regular sanctioned post exists for the job? Number of sanctioned posts? How many filled & how many vacant? What is percentage of vacant posts?	
3.	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	
4.	Has the requisition been sent to concerned recruitment agency? What is the status of recruitment (Whether advertised, written exam taken, result under finalization etc.)	
5.	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.	
6.	Duration for which contractual engagement is required.	

3. It is made clear that no cases of Group-A or Group-B posts shall be entertained these instructions shall supersede the instructions of even number dated 07.09.2019.

Your faithfully

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