

(TO BE SUBSTITUTED BEARING SAME NUMBER AND DATE)

**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**CHIEF SECRETARY'S OFFICE**

No. 34/ 26/2025-5HR-I

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of the Departments and Divisional Commissioners of Haryana.
3. All the Deputy Commissioners of Haryana.

Dated Chandigarh, the 18<sup>th</sup> August, 2025

**Subject: - Guidelines for processing cases of Re-employment - Revised Procedure.**

\*\*\*\*\*

Sir/Madam,

I am directed to refer to Note mentioned under the Rule-143 of Haryana Civil Services (General) Rules, 2016 and to say that Administrative Department can re-employ a Government employee in exceptional circumstances after 58 years subject to a maximum of two years. Further, your kind attention is invited to the State Government instructions No. 34/01/2004-4GSI, dated 20<sup>th</sup> June, 2018; 17<sup>th</sup> July, 2018; 06.08.2018; 15<sup>th</sup> February, 2019; No. 34/01/2004-5HR-I, dated 18<sup>th</sup> January, 2023; 07<sup>th</sup> March, 2023 & 34/10/2023-5HR-I, dated 11<sup>th</sup> May, 2023, wherein the criteria was conveyed regarding grant of re-employment to Haryana Government employees after the age of 58 years.

2. Vide orders dated 18<sup>th</sup> June, 2025 circulated vide U.O. No. 34/26/2025-5HR-I, dated 20<sup>th</sup> June, 2025, the State Government has decided to re-constitute a Committee to examine both type of cases of re-employment i.e. individual cases and cases of class/category sent by Administrative Department whose re-employment is essential to deliver services to the citizens and to meet the objectives of the departments.

3. The Committee will meet once a month on the fixed date as decided by the Committee on the receipt of cases received from Administrative Departments.

4. Therefore, the State Government has further decided to supersede instructions No. 34/01/2004-4GSI, dated 20<sup>th</sup> June, 2018; 17<sup>th</sup> July, 2018; 06.08.2018; 15<sup>th</sup> February, 2019; No. 34/01/2004-5HR-I, dated 18<sup>th</sup> January, 2023; 07<sup>th</sup> March, 2023 & 34/10/2023-5HR-I, dated 11<sup>th</sup> May, 2023 and to issue revised guidelines for processing re-employment cases before the aforesated Committee, as well as to define the procedure to be followed after the Committee's recommendations.



5. Accordingly, all the Administrative Departments/Head of Departments are directed to follow procedure for re-employment cases as under:-

- I. The services of certain categories/classes of official/s will be allowed on re-employment basis beyond age of retirement for a maximum period of 2 years only in exceptional circumstances as per provision mentioned in Rule-143 of Haryana Civil Services (General) Rules, 2016.
- II. Administrative Department shall assess the level and class of official/s whose services need to be required beyond the regular retirement age to deliver services to the citizens and to meet the objective of the departments.
- III. Administrative Department shall keep the following criteria in mind while arriving at the decision of re-employment:
  - a) Indentify individual cases or cases of class/category of officials whose services are essential for efficient delivery of aims and objects of the organization.
  - b) The promotional avenues of junior/other officials should not be adversely affected. Extension shall be proposed only if eligible candidate/s is not available for the promotion post from feeder cadre for at least two years.
  - c) Good Service record shall be non-negotiable. Majority of ACRs of the officials should be good or above and there should be no pending disciplinary action.
  - d) When indentify such cases, the Administrative Department should prescribe upper age limit for re-employment as 63 years so that officials can serve for at least two years i.e. till the age of 65 years.
  - e) No case of re-employment in service beyond two years be considered. However, in such cases, if there is requirement of service of any retired employee beyond two years, only contractual engagement may be considered as per policy/guidelines, with the prior approval of Human Resources Department (in Human Resources-III Branch).
- IV. After obtaining the approval of Minister-in-charge of concerned Organization/Departments, such individual cases or cases of class/category of officials whose services on re-employment basis are essential for efficient delivery of aims and objects of the organization should be referred by the Administrative Department/concerned to Human Resources Department (in Human Resources-I Branch) for placing the same before the Committee re-constituted by State Government vide Order dated 18th June, 2025 circulated to All Administrative Departments/Head of Departments vide U.O. No. 34/26/2025-5HR-I, dated 20th June, 2025.
- V. In such cases 10 copies of agenda/memorandum explaining facts of the case along with concerned files should be forwarded to Human Resources Department (in Human Resources-I Branch) for the above propose. A check list also be sent by concerned Administrative Department in which following points should be clearly mentioned:-

Sr. No.	Check List	
1	Class/Category of post on which re-employment essential.	
2	Total Number of Sanctioned Posts	



3	Criteria to fill up these posts in Service Rules	
4	Total Number of posts which is lying vacant (details with reason)	
5	The promotion avenues of Junior/other officials will be affected or not	
6	Detail of Service Record of official/s	
7	Full justification of case.	

- VI. The said Committee will make its recommendations to the Administrative Department concerned.
- VII. After that, Administrative Department concerned shall obtain approval of the Hon'ble Chief Minister (as authorized by CMM vide instructions dated 17.04.2025, issued in reference of Council of Ministers' decision dated 25.03.2025) after obtaining concurrence of Finance Department and will issue re-employment orders after completing said due process.

**Note:**

1. This shall not apply in case of those employees, whose term of re-employment after the required approval, is still continuing till the expiry of their current re-employment.`
2. In case of doctors of Health/ESI Department the age of retirement and period of re-employment shall be as per the provisions contained in notifications/instructions issued by Health/ESI Department from time to time.

These instructions may be brought to the notice of all concerned.

Yours faithfully,



Superintendent, Human Resources-I  
for Chief Secretary to Government Haryana

Endst. No. 34/26/2025-5HR-I

Dated Chandigarh, the 18<sup>th</sup> August, 2025

1. A copy is forwarded to the Chairman, Haryana Bureau of Public Enterprises for information and necessary action.
2. A copy is forwarded to the Principal Accountant General, Haryana, Chandigarh for information and necessary action.



Superintendent, Human Resources-I  
for Chief Secretary to Government Haryana