

Immediated/Date Bound

No. 6/ 74 /2025-5HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Human Resources-I Branch)

Dated: Chandigarh, the 6th March, 2026.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of the Departments in the State of Haryana.
3. The Managing Directors/Chief Administrators of all the Boards/Corporations/ Authorities in the State of Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.

Subject: Issues relating to OTPs and updation of data of Contractual Employees on the Security of Service Portal – regarding.

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Sir/Madam,

I am directed to invite your kind attention to the Government instructions issued vide No. 6/74/2025-5HR-I dated 13th February, 2026, wherein detailed instructions were issued regarding issues relating to OTP generation, remuneration paid under a Head other than the Contractual Head of Account, incorrect mobile numbers/change of mobile numbers, and incorrect Family ID.

2. It has been brought to the notice of the State Government that several queries in respect of Part-I & Part-II contractual employees are still pending and the following issues are being faced at the level of contractual employees/DDOs/HoDs:

- Incorrect mobile number/change of mobile number of contractual employees.
- Post/Designation not reflecting on the portal.
- Incorrect mobile number/change of mobile number of DDOs/HoDs.
- Active all the DDO's of Government Organization who covered in the Section 2(f) of Haryana Contractual Employees (Security of Service) Act, 2024 which are currently not active.
- Change/Correction of DDO Code.

3. The State Government has taken a serious view of the discrepancies, non-updation, and non-reporting of data of eligible contractual employees for the purpose of extending benefits under the Haryana Contractual Employees (Security of Service) Act, 2024 and the Rules, 2025. Accordingly, the following instructions are hereby issued for strict compliance on a priority basis:

- I. If any eligible contractual employee under Part-I & Part-II of the Departments/ Boards/Corporations/Authorities (as specified in the Act, 2024) is facing any issue regarding OTPs, the concerned Heads of Departments (HoDs) shall examine such cases and take necessary action as per the prescribed procedure, along with certification of records.
- II. The HoDs shall send the correct and updated list of eligible contractual employees, along with their updated Employee ID/UPC (Employee ID/Unique Payee Code/Unique Code) and complete service details, to :
 - a) The HKRNL in the tabulated format attached at Annexure-A with certification of Record in case of Part-I eligible contractual employees. A soft copy of the same (in Excel Sheet) shall also be sent through e-mail hkrn.gov@gmail.com to the HKRNL in case of Part-I eligible contractual employees.
 - b) The Treasuries & Accounts Department in the tabulated format attached at Annexure-B with certification of Record in case of Part-II eligible contractual employees. A soft

copy of the same (in Excel Sheet) shall also be sent through e-mail treasuries@hry.nic.in to the Treasuries & Accounts Department in case of Part-II eligible contractual employees.

4. These instructions may kindly be brought to the notice of all concerned for strict compliance in a time-bound manner.

Yours faithfully,



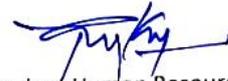
Superintendent Human Resources-I,
for Commissioner & Secretary to Government Haryana,
Human Resources Department

Dated, Chandigarh, the 6th March, 2026.

Endst. No. 6/ 74 /2025-5HR-I

A copy is forwarded to the following with the request to comply with the above directions and to process the records of eligible contractual employees accordingly for the smooth functioning of the Security of Service Portal:

1. The Director, Treasury & Accounts Department.
2. The Chief Executive Officer, Haryana Kaushal Rozgar Nigam Limited.
3. The Senior Director, Information Technology (NIC).
4. The Managing Director, Haryana Knowledge Corporation Limited.



Superintendent Human Resources-I,
for Commissioner & Secretary to Government Haryana,
Human Resources Department

Annexure (A)

For Part-I (Contractual employees) (Must share in Excel Sheet)

SR No	Name of the Eligible Contractual Employees	Designation/ Salary/ Remuneration/ Wages	Date of Joining in Department	Family ID /Temp Family ID	Mobile No	DDO Code	Emp ID (In case HKRNL)	Mode of appointment Part-I (In case HKRNL)	Remarks, if any.
1	2	3	4	5	6	7	8	9	10

Certification of record by the Head of Department (HOD)

- I. It is certified that the above-mentioned contractual employees have been working under my jurisdiction in the concerned Department/Board/Corporation/Authority.
- II. It is certified that the list of contractual employees is genuine and that they fulfill all the eligibility criteria as prescribed under the *Haryana Contractual Employees (Security of Service) Act, 2024* and the Rules, 2025.
- III. I shall be fully responsible for any misleading information, discrepancies, litigation, or errors arising in the future. Therefore, the record of employees may be forward to the Haryana Kaushal Rojgar Nigam Ltd for further necessary action & agree for uploading data on the portal.

For Part-II (Contractual employees) (Must share in Excel Sheet)

Annexure (B)

SR No	Name of the Eligible Contractual Employees	Designation/ Salary/ Remuneration/ Wages	Date of Joining in Department	Family ID	Mobile No	DDO Code	UPC (Unique Payee Code)	Salary/Remuneration Drawn under Head of Account other than Contractual Head (Mentioned Head)	Correct Remuneration/Wage Head	Mode of appointment under Part-II (Hartron/ Outsourced Agency/Direct by Deptt.)
1	2	3	4	5	6	7	8	9	10	11

Certification of record by the Head of Department (HoD)

- I. It is certified that the above-mentioned contractual employees have been working under my jurisdiction in the concerned Department/Board/Corporation/Authority.
- II. It is certified that the list of contractual employees is genuine and that they fulfill all the eligibility criteria as prescribed under the *Haryana Contractual Employees (Security of Service) Act, 2024* and the Rules, 2025.
- III. It is also certified that the UCP (Unique Payee Code/Unique Code) has been created under the Contractual Head and not under the "Third Party" head.
- IV. It is certified that earlier the remuneration/salary was not being paid from the Contractual Head of Account. Henceforth, the remuneration/salary shall be paid to the contractual employees from the appropriate Contractual Head of Account.
- V. I shall be fully responsible for any misleading information, discrepancies, litigation, or errors arising in the future. Therefore, I allow to Treasuries & Accounts Department to forward the record for further necessary action, and also share record for uploading on the portal.