

Immediated/Date Bound

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

**Dated: Chandigarh, the 06<sup>th</sup> May, 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: Regarding to extend timeline for verification of applications by Drawing and Disbursing Officers (DDOs) on the portal under the Haryana Contractual Employees (Security of Service) Act, 2024 & Rules, 2025.**

Sir/Madam,

I am directed to invite your kind attention to this Department's letter of even number dated 15<sup>th</sup> March, 2026 regarding timelines for submission of applications, verification by DDOs, creation of supernumerary posts by Finance Department and final approval/issuance of offer letters by the Heads of Departments under the Haryana Contractual Employees (Security of Service) Act, 2024 & Rules, 2025.

2. It has been brought to the notice of the State Government that a substantial number of applications are pending verification at the level of current/concerned Drawing and Disbursing Officers (DDOs) on the portal ([www.securedemployee.csharyana.gov.in](http://www.securedemployee.csharyana.gov.in)).

3. The matter has been considered by the State Government, and it has been decided to extend the timeline for verification of such pending applications in order to facilitate completion of the process by all concerned Government Organizations.

4. Accordingly, the revised schedule shall be as under:

• **Verification by Current/Concerned DDOs:**

The current/concerned DDOs shall verify the employee details; scrutinize departmental service records, and verification of pending applications **upto 15<sup>th</sup> May, 2026.**

• **Creation of Supernumerary Posts by Finance Department:**

The Finance Department shall create superanumerary posts for the contractual employees eligible for the benefit of security of service received from Government/Organizations **as per the prescribed timeline i.e. 15<sup>th</sup> May, 2026.**

• **Final approval and offer letter of Security of Service by HoDs on the portal:**

The concerned Head of Department shall accord final approval and issue the offer letter of Security of Service to eligible contractual employees **as per the prescribed timeline i.e. upto 15<sup>th</sup> June, 2026.**

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

Yours faithfully,

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

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

Dated, Chandigarh, the 06<sup>th</sup> May, 2026.

A copy is also forwarded to **the Managing Director, Haryana Knowledge Corporation Limited** for further necessary action.

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