

Urgent
Date Bound
Reminder

No. 6/74/2025-3HR-1(A)
Government of Haryana
Human Resources Department

Dated: Chandigarh, the 12-08-2026

To

All the Deputy Commissioner in the State of Haryana, (Except).
Hisar, Karnal, Rohtak, Narnaul, Kaithal, Yamuna Nagar,
Bhiwani, Charkhi Dadri, Panchkula, Jhajjar, Faridabad, Nuh,
Jind, Panipat, Sonapat, Sirsa.

Subject: Issues relating to Temp ID / OTPs and updation of data of contractual Employees on the Security of Services Portal- regarding.

I am directed to invite your kind attention to this Department's letter of even number dated **04-08-2026**, whereby the timeline was prescribed for verification of the records of eligible contractual employees by their DDO & Head of Department under the Haryana Contractual Employees (Security of Service) Act 2024 & Rule 2025.

The competent authority has now decided to obtain information regarding contractual employees of D.I.T.S (**excluding HARTRON**) who are not able to get OTP for registering themselves on the portal.

Accordingly, remaining the Deputy Commissioners in the State of Haryana are requested to furnish the requisite information in the prescribed format (**Annexure "A"**) **-before 5-00 P.M. of 13-08-2026** positively, under their signature. Failing which the information may be treated as Nil.

Yours faithfully,


Superintendent Human Resources-1
for Chief Secretary of Govt. Haryana



Annexure "A"

Information of D.I.T.S employees working in the district office.

Sr No	Name of Contractual Employees	Designation	Date of Joining	Education Qualification	EMP ID	Date of Birth	Service Agreement Status	Mode of Engagement (Outsource Agency /Society, or others, etc.	Specify the Head of remuneration.	Present Remuneration	Appointing Authority	Mobile No	Name of Office	District	Remarks, If any
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1															
2															
3															
4															
5															

Signature of Deputy Commissioner with Office Seal.

Note:- Specify the every details of the above mentioned employees.