

IMMEDIATE

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

Dated, Chandigarh, the 01st September, 2026

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in the State of Haryana.
3. The Managing Directors/Chief Administrators of all 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 creation of supernumerary posts for extending the benefits of Security of Service to eligible contractual employees.

Sir/Madam,

I am directed to invite your kind attention towards Rule 5 and Rule 6 of the Haryana Contractual Employees (Security of Service) Rules, 2025, notified on 05th August, 2025, regarding implementation of the provisions relating to Security of Service for eligible contractual employees.

 2. The matter regarding creation of requisite number of posts for adjustment of employees whose services are getting covered under the Haryana Contractual Employees (Security of Service) Act, 2024 has been considered and decided by the State Government that the cases of all eligible secured employees shall be processed in accordance with the provisions of the Haryana Contractual Employees (Security of Service) Act, 2024 & Rules, 2025 and the following instructions shall be followed by all concerned Departments, Boards, Corporations and Authorities.

3. Further, in respect of every eligible secured employee, a supernumerary post shall be created as a diminishing cadre post personal to the concerned secured employee. The supernumerary post shall be created for the purpose of accommodating the particular secured employee to whom it relates. Such post shall remain personal to that employee and shall not be treated as a general vacancy for appointment of any other person. The concerned department shall ensure that the supernumerary post is created in the appropriate cadre/post against which the secured employee is to be adjusted, in accordance with the applicable provisions.

Example: If Mr. X, working as a Clerk in the Health Department, is declared a secured employee, a supernumerary post of the corresponding designation may be created for adjustment of Mr. X. The said post shall remain personal to Mr. X.

4. Further, against the creation of the supernumerary post, an equal number of regular posts in the respective cadre of the department to which the secured employee is adjusted shall be kept in abeyance. The regular post so kept in abeyance shall not be filled during the period for which the

corresponding supernumerary post remains in existence. The concerned department shall maintain proper record of the regular post kept in abeyance against each supernumerary post.

Example: If one supernumerary post of Clerk is created for Mr. X, one regular post of the corresponding cadre shall be kept in abeyance. Such regular post shall remain frozen and shall not be filled during the period in which Mr. X's supernumerary post continues.

5. The supernumerary post shall cease to exist when the concerned secured employee leaves service, including on account of superannuation or for any other reason. On abolition of the supernumerary post, the regular post which was kept in abeyance against such supernumerary post shall become available for being filled by the concerned department. Such regular post shall thereafter be filled by the department through the due process prescribed under the relevant service rules.

Example: If Mr. X retires from service, his personal supernumerary post shall be abolished. Thereafter, the regular Clerk post which had been kept in abeyance against his supernumerary post shall become available and may be filled by the department through the normal prescribed procedure.

6. Further, in case the number of secured employees in any department is more than the posts/work available for their adjustment in that department, the department concerned shall create supernumerary post(s) for all such secured employees, including surplus secured employees, so as to enable their adjustment against such supernumerary post(s) in the said department. The department concerned shall thereafter prepare and forward the requisite details/list of such surplus secured employees (adjusted against supernumerary posts) to the Human Resources Department (HRD) for their adjustment in other departments. HRD shall take necessary action for their adjustment in other departments, as per requirement and in accordance with the applicable provisions. On adjustment of any such surplus secured employee in another department, the supernumerary post created for him/her shall stand abolished. In the same manner, the departments where secured employees are short in number and their corresponding regular posts are lying vacant shall also intimate HRD regarding the list and details of such available/vacant posts, against which surplus secured employees from other departments may be adjusted by HRD.

Example: If a department has five secured employees but only three regular posts are available for their adjustment, the department shall create supernumerary posts for all five secured employees, so as to adjust them against existing and supernumerary posts. Details of the two employees so adjusted against supernumerary posts shall then be forwarded to HRD for their adjustment in another department. Once HRD adjusts a given employee in another department, the supernumerary post created for him/her shall be abolished.

Similarly, any department having vacant regular posts against a shortage of secured employees shall intimate the details of such vacancies to HRD for adjustment of such surplus secured employees.

Example: Mr. X is a secured employee in Department A, where he has been declared surplus and adjusted against a supernumerary post, since no regular vacant post was available for him in Department A and he could also not be adjusted in any other department by HRD. Mr. X continues to work against this supernumerary post.

Subsequently, a regular corresponding post falls vacant in Department A in the same cadre as Mr. X's supernumerary post. Instead of filling up this regular vacant post afresh, it shall be kept in abeyance and not filled up, as it corresponds to the supernumerary post against which Mr. X is already adjusted.

This regular post shall continue to be kept in abeyance until Mr. X's supernumerary post itself falls vacant due to his retirement, resignation, or his adjustment in another department by HRD at a later stage etc. Once that happens, the regular post so kept in abeyance shall stand released for regular filling up, and the supernumerary post created for Mr. X shall stand abolished.

7. Further for ascertaining surplus secured employees, the seniority among them in that department shall be the basis. The junior-most secured employees, to the extent regular posts corresponding to their supernumerary posts are not available, shall be treated as surplus.

8. The State Government has decided that the cases of eligible secured employees, including creation of supernumerary posts, shall be processed through the Security of Service Portal i.e., www.securedemployee.csharyana.gov.in. Accordingly, all Departments, Boards and Corporations shall process such cases through the said portal. The concerned authorities shall ensure that the relevant service and employee details are entered correctly and that the cases are processed at the appropriate level through the online system.

9. All concerned Departments, Boards, Corporations and Authorities shall identify the eligible secured employees falling under their administrative control and take necessary action for their adjustment in accordance with the applicable provisions. The concerned department shall ensure that:

- (i) eligible secured employees are identified;
- (ii) necessary cases are processed through the Security of Service Portal;
- (iii) supernumerary posts are created as required;
- (iv) corresponding regular posts are kept in abeyance;
- (v) cases of surplus secured employees are forwarded to HRD wherever required; and
- (vi) proper record of the action taken is maintained.

10. All concerned authorities shall ensure strict compliance with these instructions. The necessary exercise shall be completed in a time-bound manner without avoidable delay. The concerned administrative authorities shall monitor the progress of such cases and ensure that eligible secured employees are not unnecessarily kept pending for want of action at the departmental level.

11. It may be ensured that the creation of supernumerary posts and keeping of corresponding regular posts in abeyance is carried out in accordance with the Haryana Contractual Employees (Security of Service) Act, 2024 & Rules, 2025 and these instructions.

All concerned officers shall ensure proper compliance with these instructions and take necessary action within the prescribed/required time.

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

Yours faithfully,



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

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

Dated, Chandigarh, the 01st September, 2026

A copy is forwarded to the following for information and necessary action:-

- i. The Additional Chief Secretary to Government, Haryana, Finance Department, Haryana.
- ii. The Managing Director, Haryana Knowledge Corporation Limited.
- iii. The Secretary, Haryana Public Service Commission, Haryana.
- iv. The Secretary, Haryana Staff Selection Commission, Haryana.



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

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