

MOST-URGENT
DATE-BOUND

No. 16/7/2015-3GSII

From

Chief Secretary to Government Haryana

To

1. All the Administrative Secretaries of the Government, Haryana.
2. All the Head of Departments in the State of Haryana.

Dated Chandigarh, the 28th July, 2016

Subject: Information regarding total number of persons engaged under Outsourcing Policy Part II after issuance of clarification letter no. 16/7/2015-3GS-II dated 9.6.2016 – the detail of vacancies/ Procedure adopted / Advertisement Issued / Selection Procedure / Number of Group 'C' & 'D' posts filled up.

.....

I am directed to invite your attention towards clarification issued by this office letter no. 16/7/2015-3GS-II dated 9.6.2016 on the subject cited above.

To meet urgent requirement of staff, the departments had been advised to hire personnel under Part II of the Outsourcing policy after due process.

It is hoped that much progress would have been achieved by this time. To take stock of the exact position of hiring of staff for emergent needs, the following information may kindly be supplied by in the following format:

Name of Department:

S.No.	Number of vacant posts under Class C or D	Approval of hiring methodology by Administrative Secretary (date)	Number of posts advertised	Advertisement status (date of advertisement and closing date)	Status of Selection process	Number of persons engaged	Remarks if any
-------	---	---	----------------------------	---	-----------------------------	---------------------------	----------------

The Administrative Secretaries are requested to supply the above information for their respective departments and their constituent Boards/Corporations/Autonomous Bodies by 2nd August 2016 positively.

Yours faithfully,


Under Secretary Protocol,
for Chief Secretary to Government Haryana.

INTERNAL DISTRIBUTION :-

1. PS/CS
2. PS/SGA
- ✓ 3. The State Informatics Officer (NIC), Haryana Civil Secretariat, Chandigarh for uploading on the website of the State Government and Chief Secretary's Office as well. He is also requested to send this letter by e-mail to all the concerned.

**HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(IN GENERAL SERVICES-II BRANCH)
No.16/7/2015-3GSII**

Dated Chandigarh the 09th June, 2016

To

- (i) All Administrative Secretaries to Government of Haryana.
- (ii) All Heads of Departments, Haryana.
- (iii) The Divisional Commissioners, Ambala/Hisar/Rohtak and Gurgaon.
- (iv) The Registrar, Punjab & Haryana High Court, Chandigarh.
- (v) All the Managing Directors/Chief Administrators of Boards/Corporations/ Public Undertakings in Haryana.
- (vi) All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Subject: Hiring of personnel against regular sanctioned posts under Part-II of State Outsourcing Policy.

Sir/Madam,

Reference on the subject noted above.

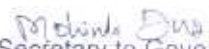
1. Departments have been submitting cases for hiring of personnel against sanctioned vacant posts under Outsourcing policy. As per provisions of Part-II of Outsourcing Policy, whenever it is emergent for the department to hire personnel against sanctioned vacant posts, the department can engage persons by sending requisition to Employment Exchange and by advertisement in the newspapers. The employment shall be offered purely on contractual basis initially for a period not exceeding one year or till the regular selected candidates are appointed, whichever is earlier on 50% of the initial pay (pay in Pay Band + Grade Pay + DA as admissible from time to time) of fresh entrant regular employee after 1.1.2006 subject to minimum of Rs.8100/- per month or as fixed by the State Government (in General Administration Department) from time to time or at DC rate of concerned district, whichever is higher.

2. I am directed to convey that all Departments and Boards/Corporations/ Public Undertakings shall meet their emergent requirements for staff against sanctioned vacant posts through outsourcing under Part-II of the Outsourcing Policy (conveyed vide letter No.16/7/2015-1SGII, dated 6th April, 2015 and as amended from time to time) till regular selected candidates are made available by the recruitment bodies.

3. Care must be taken to evolve a transparent selection methodology, which must be duly approved by the Administrative Secretary of the department.

4. It is hereby clarified that certain Departments have got "regular posts on contractual basis" and these are strictly not covered under Part-II of Outsourcing Policy. However, Departments having such posts shall invariably adhere to a transparent hiring process for filling of such nature of posts too.

Yours faithfully,


Under Secretary to Government, Haryana
Protocol Department

Endst. No. No.16/7/2015-3GSII

Dated: 09.06.2016

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

1. All the Registrars of Universities in the State of Haryana.
2. The MD/HARTRON
3. The State Informatics Officer (NIC), Haryana Civil Secretariat, Chandigarh for uploading on the websites of the State Government and Chief Secretary's office as well. He is also requested to send this letter by e-mail to all concerned.


Under Secretary to Government, Haryana
Protocol Department