

No. 02/14/2022-3CC-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
COMMON CADRE-I

Dated: Chandigarh the 01ST October, 2026

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Divisional Commissioners in the State of Haryana.
4. All the Deputy Commissioners in the State of Haryana.

Subject: Regarding re-opening of one-time option portal for Group-D employees recruited against Advertisement No. 04/2018 for exercising/re-exercising option regarding to opt Common Cadre or not.

Sir/Madam,

I am directed to invite your attention to this department's letter No. 02/14/2022-3CC-I dated 17.07.2026, vide which all Group-D employees recruited against Advt. No. 04/2018 were provided a one-time option, through the online portal <https://recruitment.groupd.csharyana.gov.in/>, either to remain in the Common Cadre and be governed by the Haryana Group-D Employees (Recruitment and Conditions of Service) Act, 2018, as amended from time to time, or to opt out of the Common Cadre and be governed by the service rules of the respective department. The portal for exercising the said option was closed on 15.08.2026.

2. It has come to the notice of the Government that the option module on the said portal conveyed a message that an employee would lose his/her seniority irrespective of whether he/she opted for the department originally allocated to him/her by the Haryana Staff Selection Commission (HSSC) or for any other department. This message was inadvertent and incorrect, and was not in consonance with the provisions of the service rules or with the judgment of the Hon'ble High Court referred to below. It is apprehended that a number of employees may have exercised their option under the mistaken belief that their seniority would stand forfeited in all cases.

Decision of the government

3. In view of above, and in order to remove the ambiguity and avoid avoidable grievances and litigation, it has been decided that:-

(A) Re-opening of portal:

The portal <http://recruitment.groupd.csharyana.gov.in> shall be re-opened for a period of 15 days i.e. **from 05.10.2026 to 20.10.2026** to enable all Group D employees recurred against Advertisement No. 4/2018 to re-exercise their option. The correct position regarding seniority, as sent out in sub-para (B) below, shall be as under:-

(B) Principles for determination of seniority:-

The seniority of group D employees, consequent upon the exercise/re-exercise of option shall be determined uniformly on the following principles:-

(i) **Employees who opt to remain in the Common Cadre:** Their services shall be governed by the Haryana Group-D Employees (Recruitment and Conditions of Service) Act, 2018, as amended and their seniority shall be determined as per joint merit list prepared by the HSSC.

(ii) **Employees who continue in their originally allotted Department:**

Where an employee was initially appointed in a Department, pursuant to the recommendations of HSSC under Advertisement No. 04/2018 and, pursuant to the one-time opportunity granted by the Government vide Letter No. 15/18/2019-1GS-II dated 24.06.2019, to change Department, that Department shall be treated as the employee's initial Department for the purpose of determination of seniority. Where such employee has continued to serve in the same Department thereafter without being transferred during the 2024 General Transfer Drive, and has opted to remain out of the Common Cadre, his/her seniority shall be regulated in accordance with the HSSC merit/selection list applicable to that Department and the relevant service rules.

(iii) Employees transferred during the 2024 General Transfer Drive who opt to remain in the present Department:

Where an employee was initially appointed in a Department, later was transferred to another Department during the 2024 General Transfer Drive, and has now opted to remain in the present Department, such employee shall be treated as a fresh entrant for the purpose of determination of seniority in the current Department and shall be placed at the bottom of the seniority list of that Department in accordance with the applicable service rules i.e below all the employees borne on that cadre on the date of their joining in that department.

(iv) Employees transferred during the 2024 General Transfer Drive who opt to return to their original Department:

Where an employee was initially appointed in a Department, was subsequently transferred to another Department during the 2024 General Transfer Drive, and has now opted through the one-time option to return to his/her initial department, such employee shall regain the seniority originally held in the initial Department, as determined on the basis of the HSSC merit/selection list and the applicable service rules, as if the employee had reverted to the parent Department.

(C) Effect of earlier option:

An option re-exercised during the re-opened window shall supersede the option exercise earlier and shall be final. Where an employee does not re-exercise the option, the option already exercised by him/her up to 15.08.2026, shall be treated as final. The present one time option is mandatory of all Group D employees pertaining to Advertisement No. 04/2018, **Only such employee who choose to remain in Common Cadre shall be the part of Common Cadre. In all cases, seniority shall be determined as per sub-para 3 (B) above, notwithstanding the message earlier displayed on the portal.**

4. The portal/module shall remain OTP based and the employee concerned can log in only with the mobile number duly registered on HRMS. No permission of the Head of Department shall be required for re-exercising the option.
5. All the Heads of Departments/Heads of Offices are requested to :-
 - (a) bring these instructions to the notice of each Group D employee recruited against Advt. No. 04/2018 working under their control.
 - (b) ensure that such employee are able to re-exercise their option within the stipulated period.
6. The instructions contained in the department's letter No. 02/14/2022-3CC-I dated 01.07.2026 shall stand modified to the above extant and superseded all instructions issued earlier in this regard.
7. This issues with the approval of the Competent Authority. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,



Superintendent, Common Cadre-I
for Chief Secretary to Government, Haryana

Endst No.02/14/2022-3CC-I

Dated: 01.10.2026

1. A copy of the above is forwarded to the Managing Director, HKCL, with the following requests:
 - (i) To re-open the option module for the period mentioned in para 3(A) above and ensure that the option last submitted by each employee is treated as final.
 - (ii) To display these instructions prominently on the portal at an appropriate place for the information of all concerned applicants.
 - (iii) To disseminate the above information to all concerned Group-D employees through e-mail/SMS/text message or any other appropriate mode.
2. A copy of the above may also be displayed on the Notice Board of the office of the Chief Secretary, Haryana, for information of all concerned.



Superintendent, Common Cadre-I,
for Chief Secretary to Government Haryana