

No. 28/25/2023-5B&C

From

Additional Chief Secretary to Government of Haryana
Finance Department

To

1. All the Heads of Departments, Haryana
2. Commissioners of Ambala, Karnal, Hisar, Gurugram, Rohtak and Faridabad
3. All the Deputy Commissioners of Haryana
4. Managing Directors, Boards/Corporations, Haryana
5. Vice Chancellors of Universities, Haryana

Dated, Chandigarh, the April 19, 2023

Subject: - Guidelines for sending the proposal to Finance Department to engage contractual manpower through HKRN and to provide the present status of Regular and Contractual employees.

Sir/Madam,

I am directed to invite your attention towards "Deployment of Contractual Persons' Policy 2022" issued by Human Resource Department vide No. 16/91/2021-3GS-II dated 30.06.2022. As per the provisions contained in the para 5.2 (1) and 5.3 of the Policy for engaging outsourcing staff through Haryana Kaushal Rojgar Nigam Limited, prior approval of Finance Department through Administrative Secretary of the Department concerned is mandatory. However, proposals are being received in Finance Department without elaborating the present status of Regular and Contractual employees working through HKRNL under various levels/Outsourcing Policy Part-II/Hartron Policy or any other source in the Department.

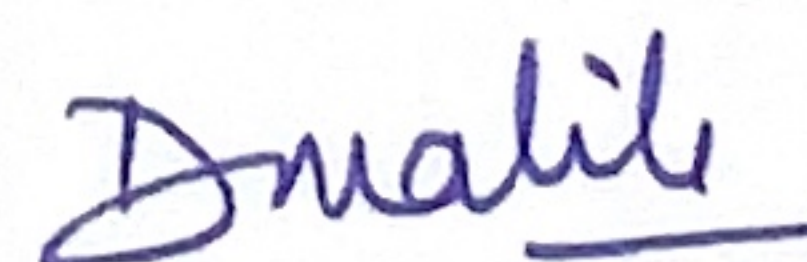
2. It is advised that while sending the proposal to Finance Department (Departments-Expenditure Controlling Branch, Boards & Corporations-HBPE Branch) through Administrative Secretary for engaging manpower through HKRNL, it should contain the following information :-

- (i) Present status of regular and contractual employees of Department/Boards & Corporations
- (ii) Details of Sanctioned posts, Filled up posts, Vacant posts and details of persons already engaged through HKRNL under various Levels/Outsourcing Policy Part-II/Hartron Policy or any other source as per the enclosed pro-forma clearly mentioning nomenclature of posts in Group A, B, C and D with a certificate duly signed by Head of Department and Administrative Secretary.

3. Further, it is also advised that indent on the portal of HKRN for engaging contractual manpower should be uploaded only after obtaining the necessary approval from the Finance Department.

4. It is requested to comply with the instructions scrupulously. In case, Administrative Departments and Boards & Corporations are failed to abide by the instructions, the proposal of the Administrative Department and Boards & Corporations for engaging manpower through HKRN/creation of new posts etc. will not be entertained by the Finance Department.

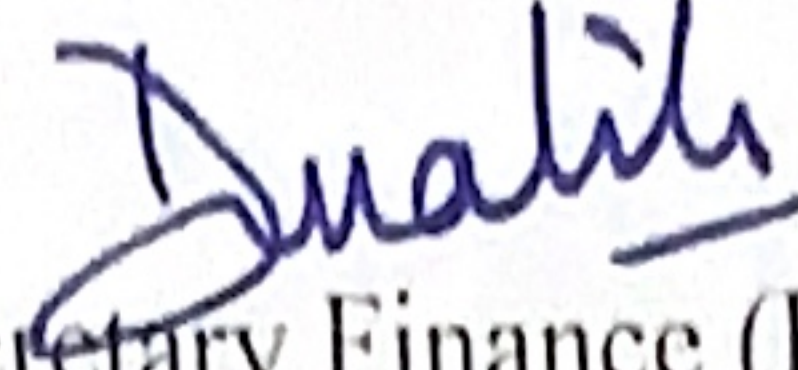
Yours faithfully,




Under Secretary Finance (Budget)
for Additional Chief Secretary to Government of Haryana
Finance Department

Contd -----2-----

A copy is forwarded to all the Administrative Secretaries to Government of Haryana with a request to direct the Departments under their control in this regard.



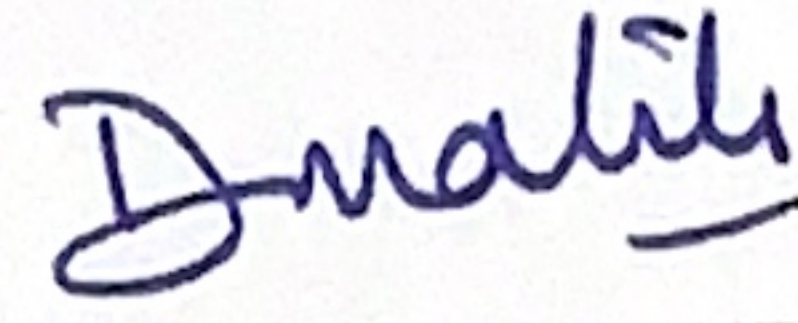
Under Secretary Finance (Budget)
for Additional Chief Secretary to Government of Haryana
Finance Department 


To
All the Administrative Secretaries to Government of Haryana

U.O. No. 28/25/2023-5B&C

Dated: 19 .04.2023

A copy is forwarded to Chief Financial Advisor, Haryana Bureau of Public Enterprises and Superintendents, Expenditure Controlling Branches of Finance Department for information and necessary action.



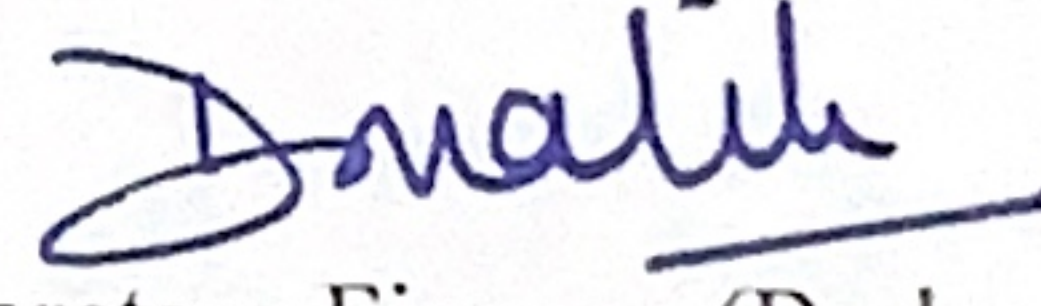
Under Secretary Finance (Budget)
for Additional Chief Secretary to Government of Haryana
Finance Department 

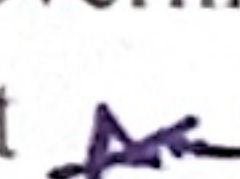
To
Chief Financial Advisor, HBPE, Finance Department
All the Superintendents of Expenditure Controlling Branches of Finance Department

U.O. No. 28/25/2023-5B&C

Dated: 19 .04.2023

A copy is forwarded to Deputy Director, Computer Cell, (FD) with a request to upload the instruction on the website of Finance Department i.e. www.finhry.gov.in



Under Secretary Finance (Budget)
for Additional Chief Secretary to Government of Haryana
Finance Department 

To
Deputy Director, Computer Cell
Finance Department

U.O. No. 28/25/2023-5B&C

Dated: 19.04.2023

5510
7744
4428
4430
6618
7738
550
886
886
886
88
44
44
55
5
5
6
6

Name of Department : _____

Group-A									
r.No.	Total No. of sanctioned posts (as per e-Post)	Total No. of filled up posts	Total No. of vacant posts	Total No. of manpower engaged through HKRN (Level-I,II,III)	Total No. of manpower engaged under outsourcing policy Part-II	Total No. of manpower engaged under IT policy	Total No. of manpower drawing salary (Honarium/Contingency/Centre Schemes/Maintenance/Minor Works/ Part Time)	Total No. of manpower engaged under Deposit work (Engineering Deptts.)	Salary Being paid from other Sources
		(monthly expenditure – in Lakh)		(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)

Group-B									
r.No.	Total No. of sanctioned posts (as per e-Post)	Total No. of filled up posts	Total No. of vacant posts	Total No. of manpower engaged through HKRN (Level-I,II,III)	Total No. of manpower engaged under outsourcing policy Part-II	Total No. of manpower engaged under IT policy	Total No. of manpower drawing salary (Honarium/Contingency/Centre Schemes/Maintenance/Minor Works/ Part Time)	Total No. of manpower engaged under Deposit work (Engineering Deptts.)	Salary Being paid from other Sources
		(monthly expenditure – in Lakh)		(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)

2

Group-C

r.No.	Total No. of sanctioned posts (as per e-Post)	Total No. of filled up posts	Total No. of vacant posts	Total No. of manpower engaged through HKRN (Level-I,II,III)	Total No. of manpower engaged under outsourcing policy Part-II	Total No. of manpower engaged under IT policy	Total No. of manpower drawing salary (Honorarium/Contingency/Centre Schemes/Maintenance/Minor Works/ Part Time))	Total No. of manpower engaged under Deposit work (Engineering Deptts.)	Salary Being paid from other Sources
		(monthly expenditure – in Lakh)		(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)

Group-D

r.No.	Total No. of sanctioned posts (as per e-Post)	Total No. of filled up posts	Total No. of vacant posts	Total No. of manpower engaged through HKRN (Level-I,II,III)	Total No. of manpower engaged under outsourcing policy Part-II	Total No. of manpower engaged under IT policy	Total No. of manpower drawing salary (Honorarium/Contingency/Centre Schemes/Maintenance/Minor Works/ Part Time))	Total No. of manpower engaged under Deposit work (Engineering Deptts.)	Salary Being paid from other Sources
		(monthly expenditure – in Lakh)		(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)	(monthly expenditure – in Lakh)

Signature and stamp
Head Of Department

Signature and stamp
Administrative Secretary