



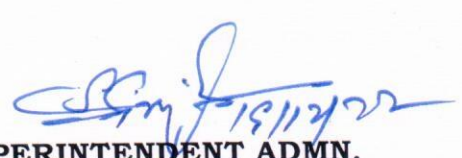
**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA
PANCHKULA**

Order No. 10/2-2021 Admn(4)

Dated, Panchkula the 20/12/2022

A copy of letter No. 28/47/2022-5B&C Dated 12.12.2022 received from Additional Chief Secretary to Government, Haryana, Finance Department regarding Obtaining the Approval of Finance Department (HKRN Cell) for Engagement of Fresh Contractual Manpower is forwarded to the following for information and necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgram.
3. All District Education Officer's in the State.
4. All DIET's in the State.
5. Registrar Education (Secondary).
6. All the Superintendents (HQ).
7. Superintendent HRG-I & II.
8. Superintendent PGT I-IV.
9. Superintendent HRME I & II.
10. Superintendent Admn. (Pry).
11. PA/DSE.
12. PA/ Additional Director Admn.
13. PA/Additional Director Academic.
14. PA/ Joint Director Admn.
15. PA/Joint Director (MSS).
16. All the Assistants Admn. Branch (Sec.).
17. IT Cell (HQ) for website.


**SUPERINTENDENT ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**

HARYANA GOVERNMENT
FINANCE DEPARTMENT
HKRN CELL

8038 Ad (4)
13/12/2022

No. 28/47/2022-5B&C

From

Additional Chief Secretary to Govt. 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 December 12, 2022

Subject: - **Regarding Obtaining the Approval of Finance Department (HKRN Cell) for Engagement of Fresh Contractual Manpower.**

Sir/Madam,

I am directed to invite your attention towards the "Deployment of Contractual Persons' Policy 2022" dated 30.6.2022 issued by Human Resource Department, Chief Secretary Office. As per the provision contained in para 5.2 and 5.3 of the said policy it is clearly mentioned that indenting organizations shall quantify its requirement for contractual manpower and get the prior approval from Finance Department through their Administrative Secretary concerned and indenting organizations shall submit their requisitions with the copy of prior approval of Finance Department.

2. It has been observed that large number of cases are being received on the online portal of Haryana Kaushal Rojgar Nigam in Finance Department from Departments/Boards/Corporations/Universities for approval of fresh contractual manpower without obtaining the necessary approval from their Expenditure Controlling Branches concerned of the FD. Further, in number of cases, it has been noticed that Heads of Departments are not aware of the requisition of fresh contractual manpower uploaded on HKRN portal, rather uploaded at the level of DDO/Junior Level Officer of the Department.

3. Hence, Departments/Boards/Corporations/Universities are advised to obtain prior approval of Finance Department (Expenditure Controlling Branch) for engagement of fresh contractual manpower and approval should invariably be uploaded along with the requisition for engagement for fresh manpower through HKRN by Departments/Boards/Corporations. Also, data uploaded on the portal

Continued.....

Signature
13/12/22
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should be verified/ submitted by HoD himself under his authority not by DDO/Junior Level Officer of the Department. In case, the aforementioned procedure is not adhered to by the Departments/Boards/Corporations/Universities their proposal on the portal will not be entertained by the FD (HKRN Cell).

Yours faithfully,

Charanjeet Kaur
12/12/22
Under Secretary, Haryana Kaushal Rojgar Nigam Cell
for Additional Chief Secretary to Govt. of Haryana
Finance Department *AK*

Endst. No. 28/47/2022-5B&C

Dated: 12.12.2022

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.

Charanjeet Kaur
12/12/22
Under Secretary, Haryana Kaushal Rojgar Nigam Cell
for Additional Chief Secretary to Govt. of Haryana
Finance Department *AK*

A copy is forwarded to In-charge, Computer Cell, Finance Department with a request to upload the same on the website of Finance Department i.e. finhry.gov.in.

Charanjeet Kaur
12/12/22
Under Secretary, Haryana Kaushal Rojgar Nigam Cell
for Additional Chief Secretary to Govt. of Haryana
Finance Department *AK*

To

In-charge, Computer Cell,
Finance Department

U.O. No. 28/47/2022-5B&C

Dated: 12 .12.2022