



**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA
PANCHKULA**

Order No. 10/1-2024 Admn (4)

Dated, Panchkula the 27/08/2025

A copy of letter No. 16/91-2021-4HR-III dated 04.07.2025 received from Chief Secretary to Government Haryana regarding to grant one Additional Casual Leave per month to the Female contractual employees is forwarded to the following for information & necessary action:-

1. Director SCERT Haryana, Gurgram.
2. All District Education Officer's in the State.
3. All Principal DIET's/BITE/GETTI's in the State.
4. Registrar Education (Secondary).
5. All Superintendents (HQ).
6. Superintendent Admn. (Ele.)
7. PA/DSE.
8. PA/Additional Director Admn.
9. PA/ Joint Director Admn.
10. PA/Joint Director Admn (MSS),
11. IT Cell (HQ) for website.

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

4318 HAU
27/8/25

No.16/91/2021-4HR-III

**HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Human Resources-III Branch)**

Dated: Chandigarh, the 04th July, 2025.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors/Chief Administrators/CEOs of Boards/Corporations/Public Undertakings in Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar, Punjab and Haryana High Court, Chandigarh.
6. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
7. The Registrars of all the Universities in Haryana State.

Subject: To grant one Additional Casual Leave per month to the Female contractual employees.

Sir/Madam,

I am directed to invite your attention to Government instructions bearing No. 16/7/2015-3GS-II, dated 01.09.2016 and para No. 7.3 of the Deployment of Contractual Persons Policy, 2022 amended vide Notification bearing No. 16/91/2021-4HR-III, dated 26.10.2023, vide which ten days casual leave and 10 days medical leave during a calendar year were allowed to all the contractual employees deployed/engaged under Outsourcing Policy Part-II and deployed through Haryana Kaushal Rozgar Nigam Limited, respectively.

2. Now, Government has decided that all the female contractual employees including those deployed through Haryana Kaushal Rozgar Nigam Limited shall be entitled to two days casual leave during each month subject to maximum of 22 days in a calendar year instead of 10 days during a calendar year. This leave shall be admissible in addition to 10 days medical leave during a calendar year.

3. These instructions shall be applicable with immediate effect. These may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

Poonam Rathore
Superintendent Human Resources-III
for Chief Secretary to Government, Haryana.

Endst. No. 16/91/2021-4HR- III

Dated: Chandigarh, the 4th July, 2025

A copy is forwarded to the Chief Executive Officer, Haryana Kaushal Rozgar Nigam Ltd. Panchkula for information and necessary action.

Superintendent Human Resources-III
for Chief Secretary to Government, Haryana.