

From

The Chief Secretary to Government Haryana

To

1. All the Administrative Secretaries in Haryana State.
2. All the Head of Departments in Haryana State.
3. All the MDs/CAs/CEOs of Boards/Corporations in Haryana State.
4. All the Deputy Commissioners in the Haryana State.
5. All the Registrars of Universities in Haryana State.

Memo No. 16/91/2019-3GSII

Dated Chandigarh: 07-09-2019.

Subject: Check List for cases of new engagement under Outsourcing Policy-Part-II.

Kindly refer to the subject noted above.

2. Vide instructions No. 16/7/2015-3GSII dated 13.6.2019, all departments were directed to take approval of CS Office before any new contractual engagement under Outsourcing Policy Part II. Now it has been decided that all such cases may be sent as per the following checklist to avoid unnecessary correspondence.

3. All Head of Departments are requested to send such cases as per the checklist in future.

Check List:

1. Emergent cases involving public interest- please explain what is the emergency which can only be met by engagement of persons on contract basis?
2. Does regular sanctioned post exist for the job? How many sanctioned posts? How many filled & how many vacant? What is percentage of vacant posts?
3. Has the requisition been sent to concerned recruitment body? What is the status of recruitment (whether advertised, written exam taken, result under finalization etc.)
4. Has the Administrative Secretary approved a selection process for such contractual engagement? If yes, supply copy of the procedure to be followed and date of approval of such procedure (For e.g. a selection process may provide for written test, interview, scoring mechanism with weightages to qualifications/tests etc.) It may be noted that interviews have been done away with in respect of regular recruitment for Group C & D posts and therefore departments shall also dispense with the same in contractual engagement.
5. Duration for which contractual engagement is required.


Under Secretary, General Services-II
for Chief Secretary to Government Haryana.

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