

No. 22/82/2022-2CC-I
Haryana Government
HUMAN RESOURCE DEPARTMENT
(Common Cadre-I Branch)

Dated: Chandigarh, the 26th December 2023

To

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

Subject: Revised Policy for Transfer drive of Group-D employees who are covered under Haryana Group-D Employees (Recruitment & Conditions of Service) Act, 2018 (Common Cadre).

I am directed to invite your kind attention to Govt. instruction No. 22/82/2023-2CCI dated 14.12.2023 on the subject noted above and to say that Government has intended to open online Transfer Drive for Group-D Employees (recruited against Advt. 04/2018). Therefore, the list of all Group-D posts is enclosed herewith with the request to inform, whether any post of your Department is gender specific (i.e. male or female only is allowed).

2. Therefore you are requested to correct the requisite information on HRMS portal as soon as possible so that online transfer drive of Group-D employees could be started quickly.

Jonia Balra
Superintendent, Common Cadre-I,
for Chief Secretary to Govt. Haryana,
Human Resources Department. *[Signature]*

Endst No. 22/82/2022-2CC-I

Dated: 26th December, 2023

A copy is forwarded to the following for information and necessary action if required:-

1. SIO/NIC
2. MD/Hartron

Jonia Balra
Superintendent, Common Cadre-I,
for Chief Secretary to Govt. Haryana,
Human Resources Department. *[Signature]*

List of Group-D Posts

Sr. No.	Nomenclature of the Group D post
1	Animal Attendant
2	Announcer
3	Assistant Camp Jamadar
4	Assistant Cook/Cook Helper
5	Assistant Pump Operator
6	Attendant
7	Attendant (Construction)
8	Attendant-cum-Peon
9	Attendant Photostat Machine
10	Attendant-cum-Chowkidar
11	Bailiff
12	Barkandaz
13	Bearer
14	Beldar
15	Beldar-cum-Chowkidar
16	Bill Distributor
17	Block Publicity Worker
18	Boat Keeper
19	Book Binder
20	Camera Attendant
21	Camp Jamadar
22	Cane Worker
23	Canner
24	Canteen Attendant
25	Caretaker
26	Chainman/ Chain Mate
27	Chowkidar
28	Chowkidar-cum-Attendant/ Attendant-cum- Chowkidar
29	Chowkidar-cum-Mali
30	Chowkidar-cum-Mali/Mali-cum-Chowkidar
31	Chowkidar-cum-Peon/Peon-cum-Chowkidar
32	Class Attendant
33	Clean-up Man
34	Committee Room Attendant
35	Coolie
36	Cycle Shed Attendant
37	Cycle Swar
38	Daftari
39	Dak Runner
40	Dhobi
41	Diesel Mechanical Helper
42	Dissection Hall Attendant
43	Distributor
44	Door Keeper
45	Drama Party Attendant

Sr. No.	Nomenclature of the Group D post
46	Dusting Bearer-cum-Mender
47	Dy. Head Chowkidar
48	Extension Assistant
49	Fatigue Party Man
50	Ferro Khalasi
51	Field Assistant
52	Field Man
53	Field Worker
54	Fisherman-cum-Watchman
55	Fitter Coolie
56	Fitter Helper
57	Forest Chaprasi
58	Frash
59	Gallery Attendant
60	Gang Mate
61	Gate Keeper/Gate Messenger
62	Glass Cleaner
63	Godown Keeper
64	Ground Man
65	Group D (Shramik)
66	Guest House Attendant
67	Head Chowkidar
68	Head House Bearer
69	Helper
70	Hospital Coolie
71	Hostel Attendant
72	House Bearer
73	Inker
74	Jamadar
75	Jamadar-cum-Peon
76	Juvenile Peon
77	Kahaar-cum-Chowkidar
78	Keeper
79	Kennel Man (Dog Handler)
80	Khalasi
81	Khidmatgar
82	Kitchen Attendant
83	Kitchen Bearer
84	Lab Attendant/Laboratory Attendant/Lab. Peon
85	Lab. Boy/Laboratory Boy
86	Labour Room Attendant
87	Labourer
88	Lady Attendant
89	Lady Hostel Attendant
90	Leader Bhajan Party
91	Librarian Helper/Library Attendant/Library Peon
92	Lift Operator/Lift Attendant

Sr. No.	Nomenclature of the Group D post
93	Literate Labour
94	Mali
95	Mali-cum-Beldar
96	Mali-cum-Chowkidar
97	Masalehi
98	Mason Helper
99	Mate
100	Mazdoor
101	Mess Assistant
102	Mess Helper
103	Messenger
104	Mining Guard
105	Muhafiz Tree
106	Motor Cleaner
107	Oil Man
108	Orderly
109	P. R. Chowkidar
110	Packer
111	Packer-cum-Mali
112	Pantryman
113	Parade Attendant
114	Peon
115	Peon-cum- Water Carrier
116	Peon-cum-Attendant
117	Peon-cum-Chowkidar/Chowkidar-cum-Peon
118	Peon-cum-Head Jamadar
119	Peon-cum-Water Carrier
120	Petrol Pump Attendant
121	Petrolman
122	Photostat Machine Attendant
123	Plumber Helper
124	Press Daftri
125	Press Messenger
126	Process Server
127	Provincial Reserve Chowkidar
128	Pump Attendant
129	Record Lifter
130	Regulation Zamadar
131	Road Mate
132	Room Attendant
133	Sanitation Employee
134	Security Attendant/Security Guard
135	Security Man
136	Ferro Khalasi
137	Skelton Material Cleaner
138	Skilled Coolie
139	Sound Attendant

Sr. No.	Nomenclature of the Group D post
140	Stamper
141	Store Attendant
142	Store Attendant/Storeman/Store Helper
143	Store Chowkidar
144	Store Coolie
145	Store Munshi
146	Storeman/Store Attendant
147	Stretcher Barrier
148	Swasthya Sahayak
149	T. Operator
150	T. Mate
151	Tandooria
152	Telephone Attendant
153	Theater Attendant
154	TV Attendant
155	Ushar
156	Ward Boy/ Ward Attendant/Ward Servant
157	Warder
158	Washing Boy
159	Water Carrier
160	Water Carrier-cum-Chowkidar
161	Water Carrier-cum-Cook
162	Water Person/ Waterman
163	Weigh Man
164	Women Coolie
165	Workshop Attendant
166	Assistant Electrician-cum-Helper
167	Assistant Halwai
168	Assistant Store Munshi
169	Aya
170	Barber
171	Battery Attendant Helper
172	Blacksmith
173	Blacksmith Helper
174	Boiler Attendant
175	Butler
176	Carpenter
177	Carpenter Helper
178	Cartman
179	Cobbler
180	Cook
181	Cook-cum-Chowkidar
182	Crane Operator-cum-Helper
183	Crane Worker
184	Cycle Mechanic
185	Dark Room Attendant
186	Dresser

Sr. No.	Nomenclature of the Group D post
187	Electrician
188	Electrician Helper/ Helper Electrician
189	Farrier
190	Fire Fighting Attendant
191	Galley Proof Pressman
192	Gardner
193	Gestetner Operator/ Gestetner Machine Operator
194	Generator Operator
195	Halwai
196	Head Mali
197	Helper to Lineman (Rax)
198	Helper to Plumber
199	Keyman
200	Learner Binder
201	Machine Man
202	Mason
203	Mate Dhobi
204	Mechanical Helper
205	Member Bhajan Party (Chimta)
206	Member Bhajan Party (Dholak)
207	Mono Attendant
208	Mono Melter
209	Painter
210	Pig Attendant
211	Plumber
212	Plumber-cum-Pump Operator
213	Saddler
214	Special Cook
215	Sycc
216	Tailor
217	Turner
218	Tyreman Helper
219	Veterinary Dresser
220	Visera Cutter
221	Waiter
222	Welder Helper/ Helper Welder
223	Well Borer
224	White Washer
225	Workshop Worker
226	X-Ray Attendant
227	Cook Helper/Assistant Cook
228	Cook Mate
229	Gauge Reader
230	Halwai Helper
231	Moulder
232	Salesman
233	Chowkidar-cum-Mali-cum-Sweeper

Sr. No.	Nomenclature of the Group D post
234	Chowkidar-cum-Sweeper
235	Cleaner
236	Mali-cum-Sweeper
237	Mali-cum-Sweeper-cum-Chowkidar
238	Peon-cum-Sweeper
239	Sanitary Worker
240	Sewer Helper
241	Sewer Man
242	Sewerman-cum-Chowkidar
243	Sweeper-cum-Chowkidar-cum Messenger
244	Sweeper-cum-Glass Cleaner
245	Sweeper-cum-Mali
246	Tractor Cleaner
247	Truck Cleaner
248	Sweeper
249	Sweeper-cum-Chowkidar
250	Sweeper-cum-Chowkidar-cum-Mali