

HARYANA KAUSHAL ROZGAR NIGAM LIMITED

Registered office:-Kaushal Bhawan, IP-2, Sector-3, Panchkula
Office Address:- Plot No. C-16, Sector-6, Panchkula

From

Chief Executive Officer
Haryana Kaushal Rozgar Nigam Limited
Panchkula

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in the State of Haryana.
3. The Divisional Commissioners of Ambala/ Karnal/ Faridabad/ Hisar/ Rohtak and Gurugram Administrative Divisions in the State of Haryana.
4. All the Managing Directors/Chief Administrators of Boards/Corporations/State Public Sector Undertakings in the State of Haryana.
5. All Chairpersons/ CEOs of all Statutory Bodies of Govt. of Haryana.
6. Registrar of all Universities in the State of Haryana.
7. All Deputy Commissioners in the State of Haryana.

Memo No: 8126

Dated: 7/4/2025

Subject: Regarding renewal of the contractual manpower deployed through Haryana Kaushal Rozgar Nigam Limited (HKRNL).

Reference: Memo No. 8018 | Dated: 25.03.2025

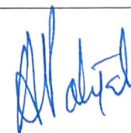
This is in reference to this office letter bearing Memo No. 8018 dated 25.03.2025, wherein directions were issued to obtain fresh approval from the Finance Department for the extension of contracts for deployed manpower.

In this regard, various submissions have been received from Boards, Corporations, and Undertakings. The key points are summarized below:

- i) Boards, Corporations, and Undertakings not receiving any budgetary support from the State Government** are exempted from seeking prior approval of the Finance Department (FD) for engaging contractual manpower through HKRN against vacant posts, provided such engagements are within the ceiling of sanctioned posts.
- ii) In cases where additional staff is required beyond the sanctioned posts**, prior approval must be obtained from the HBPE branch of the Finance Department, as per the existing procedure.
- iii) For seasonal engagement of manpower through HKRN**—such as ALMs during Rabi & Kharif seasons by DISCOMs, or Data Entry Operators and Chowkidars by HSAMB during procurement seasons—one-time approval for such seasonal manpower has already been obtained from the Finance Department. Accordingly, Boards, Corporations, and Undertakings may engage seasonal contractual manpower through HKRN as per their requirements, without seeking further prior approval from the Finance Department.

In view of the above, the respective Boards, Corporations, and Undertakings are required to submit the following:

Sr. No	Description	Remarks
1	Engagement of contractual manpower through HKRN against vacant posts within the ceiling of sanctioned posts.	A certificate stating that the respective organization is not receiving any budgetary support from the State Government, thereby exempting it from seeking prior FD approval for such engagements.
2	Engagement of additional staff beyond sanctioned posts.	Supporting documents/approvals obtained from the Finance Department must be provided.
3	Seasonal engagement of manpower through HKRN.	Supporting documents confirming that prior one-time approval has been obtained from FD for seasonal manpower engagement.



**General Manager
for Chief Executive Officer
HKRNL, Panchkula**