

OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION, HARYANA,  
PANCHKULA

ORDER

No. 12/3-2020 Ad (3)

Dated, Panchkula, the 02-03-2021

A copy of letter No. 16/10/2021-3GS-II dated 17.02.2021 received from Under Secretary General Administration O/o Chief Secretary to Govt. Haryana regarding "update in Parivar Pehchan Patra (PPP) of data of contractual workers engaged in any Department/Board/ Corporation/ Universities in Haryana." is forwarded to the following for strict compliance:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/ Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani/ Gurugram University, Gurugram/ B.R. Ambedkar National Law University, Rai (Sonapat)/Balmiki Sanskrit University, Mundri, Kaithal
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/ Librarian.

*Pamdhru*  
Superintendent Administration  
for Director General Higher Education  
Haryana, Panchkula

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Dated, Panchkula the 02-03-2021

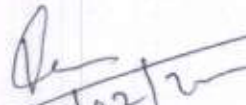
A copy is forwarded to the following for information and necessary action:-

1. PS/DGHE, Steno/Joint Director Admn.
2. All the officers/Supertendents O/o Director General Higher Education, Haryana
3. All the Assistant of Admn. Branch

*Pamdhru*  
Superintendent Administration  
for Director General Higher Education  
Haryana, Panchkula

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No.16/10/2021-3GS-II  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT

Dated: 17.02.2021

To

1. All the Administrative Secretaries to Govt. of Haryana.
2. All the Heads of Departments in Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Registrars of Universities in Haryana.

Subject: - Regarding updation in Parivar Pehchan Patra (PPP) of data of contractual workers engaged in any Department/Board/Corporation/Universities in Haryana.

Sir / Madam,

I am directed to invite your attention to the subject cited above and to say that Government has decided that data of all the contractual workers/employees, who are drawing salary/wages/honorarium etc. directly or indirectly (through Service Provider) from any Department/Board/Corporation/Universities. Under Government of Haryana PPP is a flagship project of Government of Haryana (GoH). It aims to issue a unique 8-digit PPP ID to each family of the State and attach core and socio-economic attributes to the family ID which are relevant and useful in providing Government Schemes, Services and benefits. Recently, PPP ID has been made mandatory for all existing Government Schemes, Services and benefits delivered via Saral portal (<https://saralharyana.gov.in/>).

2. A web based portal has been developed for entering data of contractual workers working in Department/Board/Corporation/Universities in Haryana through service provider or otherwise under outsourcing policy or under any other instructions. The primary objective is to create a comprehensive and accurate database of contractual manpower. Detailed instructions on the operation of the portal are provided in the enclosed SOP (Standard Operating Procedure).

3. The Department/Board/Corporation/Universities shall be required to nominate the DDOs/ a representative (in case of Boards & Corporations) who shall be responsible for entering and managing the contractual manpower data on the common PPP portal. The exercise of entering the data for contractual employees and their enrolment in PPP must be completed by 28<sup>th</sup> February, 2021 positively.

4. It is also requested to kindly send the details of all the DDOs/Representatives (Name, Contact number, Department/Board/Corporation/Universities) nominated for this purpose to CRID at [crid-hry@hry.gov.in](mailto:crid-hry@hry.gov.in) by 20<sup>th</sup> February, 2021 positively.





Government of Haryana

## SOP (Standard Operating Procedure)

*(For update of contractual workers engaged by the Government in PPP)*

*February 03, 2021*



Parivar Pehchan Patra  
Citizen Resource Information Department  
Government of Haryana

Sno	Details	Responsibility
	verify the details from Aadhar on a real time basis. The application shall be allowed to move forward only when the name of the employee is verified from Aadhar.	
5.	The DDO/BCR shall be mandatorily required to update the details of the contractual workers engaged both through the Manpower & Works Contract on the portal on a monthly basis.	DDO/BCR
6.	The portal shall sync the information updated by the DDOs/BCR with PPP on a monthly basis for all employees residing in Haryana. a) For all "Currently Engaged" workers, the annual income of the workers shall be updated in PPP. The Engagement of the employee shall be updated as "Govt./PSU Contractual Employee" in PPP. b) For all "Relieved" workers, the occupation shall be updated as "Private Sector Employee" in PPP.	CRID