

**Through E-mail/Portal**

From

The Director Higher Education,  
Haryana, Panchkula.

To

The Principals/DDOs of all the Government Colleges /  
State, District and Sub-Divisional Library situated in  
Haryana State.

Memo No.KW-18/106-2012 Lib(2)  
Dated, Panchkula, the 31-01-2025

**Subject: Regarding extending the contract of HKRNL employees working in Colleges and State/District/Sub-Divisional Libraries**

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Kindly refer to this office Memo No. KW-18/106-2012 Lib(2) dated 29.01.2025 on the subject cited above.

The details as asked vide memo under reference has been received from almost Colleges/Libraries through Google Sheet but not received the copy of the same duly signed by the Principals/DDOs, through email from maximum Colleges/Libraries.

Therefore, you are again requested to provide the following information of HKRNL employees, duly signed by the Principal/DDOs through E-mail i.e. [hechrylibraries@gmail.com](mailto:hechrylibraries@gmail.com) and through Google Form by today i.e. 31.01.2025 before 03:00 PM without fail.

Sr. No	Name of Government College or State/District/Sub-Divisional Library	Name of employee (working under HKRNL)	Name of post	Salary being paid	Date of expiry of present contract	Report of monthly performance appraisal	Consent of the employee for extension of contract (Yes/No)

**Link of Google Form for College Libraries is:-**

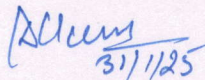
<https://docs.google.com/spreadsheets/d/122PeV3vZFdZla0NHYxHqcc8ybGMYVEz7DUeCCHfGWYQ/edit?usp=sharing>

**Link of Google Form for Public/District/Sub-Divisional Libraries is:-**

<https://docs.google.com/spreadsheets/d/1AQEsSX7TFXtUGa5QbAsnk0PxxPDTnWJmKVTrtTBDJdA/edit?usp=sharing>

Note : No request on the subject will considered after 03:00 PM today i.e. 31.01.2025 as the case has be to submitted for approval of Finance Department by today only. Concerned Principal/DDO will be responsible for litigation, if any arise at later stage due to not sending the subject cited details, duly signed by the Principal/DDO through E-mail [hechrylibraries@gmail.com](mailto:hechrylibraries@gmail.com).

Treat the matter most urgent.

  
31/1/25  
Deputy Superintend Library  
for Director Higher Education,  
Haryana, Panchkula

✓ CC : IT Cell to upload in the portal, please.