

Regd.

From

Director General Higher Education,
Haryana, Shiksha Sadan,
Sector-5 Panchkula.

To

✓ All Principals of Govt. Colleges located in the
State of Haryana,

Memo No. 12/01-2024 Ad(2)

Dated: 15-7-2025

Subject: To grant one additional casual leave per month to the female contractual employees.

Kindly refer to the subject noted above.

Please find enclosed herewith a copy of letter no. 16/91/2021-4HR III dated 04.07.2025 received from Chief Secretary to Govt. Haryana for information and necessary action.

Encl. As above.

Superintendent Administration
for Director General Higher Education, Haryana,
Panchkula

Endst. No. 12/01-2024 Ad(2)

Dated:

A copy of the above is forwarded to Superintendent/Deputy Superintendent of all branches (HQ) alongwith a copy of letter no. 16/91/2021-4HR III dated 04.07.2025 received from Chief Secretary to Govt. Haryana for information and necessary action.

Encl. As above

Superintendent Administration
for Director General Higher Education, Haryana,
Panchkula

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15/7/25

No.16/91/2021-4HR-III

HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Human Resources-III Branch)

Dated: Chandigarh, the 04th July, 2025.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors/Chief Administrators/CEOs of Boards/Corporations/Public Undertakings in Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar, Punjab and Haryana High Court, Chandigarh.
6. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
7. The Registrars of all the Universities in Haryana State.

Subject: To grant one Additional Casual Leave per month to the Female contractual employees.


Sir/Madam,

I am directed to invite your attention to Government instructions bearing No. 16/7/2015-3GS-II, dated 01.09.2016 and para No. 7.3 of the Deployment of Contractual Persons Policy, 2022 amended vide Notification bearing No. 16/91/2021-4HR-III, dated 26.10.2023, vide which ten days casual leave and 10 days medical leave during a calendar year were allowed to all the contractual employees deployed/engaged under Outsourcing Policy Part-II and deployed through Haryana Kaushal Rozgar Nigam Limited, respectively.

2. Now, Government has decided that all the female contractual employees including those deployed through Haryana Kaushal Rozgar Nigam Limited shall be entitled to two days casual leave during each month subject to maximum of 22 days in a calendar year instead of 10 days during a calendar year. This leave shall be admissible in addition to 10 days medical leave during a calendar year.

3. These instructions shall be applicable with immediate effect. These may please be brought to the notice of all concerned for strict compliance in letter and spirit.

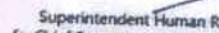
Yours faithfully,


Poonam Rastogi
Superintendent Human Resources-III
for Chief Secretary to Government, Haryana.

Dated: Chandigarh, the 4th July, 2025

Endst. No. 16/91/2021-4HR-III

A copy is forwarded to the Chief Executive Officer, Haryana Kaushal Rozgar Nigam Ltd. Panchkula for information and necessary action


Superintendent Human Resources-III
for Chief Secretary to Government, Haryana.