

**OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION HARYANA,
PANCHKULA**

ORDER

No. 12/01-2019 Ad(3)

Dated, Panchkula, the 28.07.2026

A copy of the circular bearing No. 16/91/2021-4 HR-III dated 04.07.2025, received from the Superintendent, Human Resources-III, Chief Secretary to Government, Haryana, regarding the grant of one Additional Casual Leave per month to female contractual employees, subject to a maximum of 22 days in a calendar year instead of 10 days in a calendar year, whereby the benefit of one Additional Casual Leave per month shall be extended to all eligible female contractual employees engaged under the Directorate, including Extension Lecturers, Clerks, Peons, Laboratory Attendants, Library Attendants, Data Entry Operator, Computer Operator and Safai Karamchari, etc., in accordance with the instructions issued by the Government of Haryana from time to time, is hereby forwarded to the following for information and necessary compliance.

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. All the Librarians of District Libraries/ Sub Divisional Libraries in the State of Haryana.

S. NARAYANAN, IFS
DIRECTOR GENERAL, HIGHER EDUCATION,
HARYANA, PANCHKULA

Endst. No. Even

Dated, Panchkula, the 28.07.2026

A copy of the above is also forwarded to the following for information and necessary action, please:

1. PS/DGHE, JSS/JDA.
2. All the Branch Officers/ Superintendents/ Dy. Superintendents working in the Directorate of Higher Education, Haryana, Panchkula.
- ✓ 3. In-charge, IT Cell with a request to upload on web portal.


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


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.

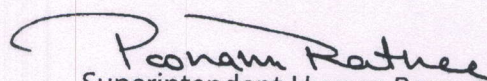
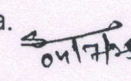
Sir/Madam,

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

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

Dated: Chandigarh, the 4th July, 2025

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.