

No.347808-IH(7)/II-2024/2988
CHANDIGARH ADMINISTRATION
Department of Personnel

Chandigarh, dated the 04/03/2024

To
All the Administrative Secretaries/
Head of Departments/Offices/Institutions,
Chandigarh Administration

Subject: Regarding engagement of employees on direct contract in the
departments of the Chandigarh Administration.

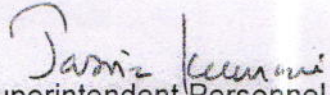
Sir/Madam,

I am directed to refer on the subject noted above and to state that the matter with regard to continuation of contractual engagement (on direct contract basis) in the departments of the Chandigarh Administration has been reviewed and it has been decided as under:

- i. The Department(s) may ascertain the functional requirement against (a) vacant posts or (b) posts which have fallen under abolished category {as result of instructions/guidelines issued by the Ministry of Home Affairs as well as Ministry of Finance, Govt. of India vide OM No.U-13034/66/2023-CPD(CHD) dated 06.11.2023 and No.7(1)/E.Coord-I/2017 dated 05.01.2024 as circulated by the Finance Department, Chandigarh Administration vide letter No.27/4/14-UTFII(12)/2023/17774 dated 05.12.2023 and No.800-UTFII(12)-2024/603 dated 10.01.2024}.
- ii. The Department(s) shall send the proposal to the concerned line Ministry of Govt. of India for creation/revival of the said abolished post(s) in terms of para No.3 & 5 of the OM No.7(1)/E.Coord-I/2017 dated 05.01.2024. The said exercise must be completed within a period of one week.
- iii. The person(s) who fulfill the eligibility criteria for the post may continue to be engaged on direct contract basis, subject to the following conditions:
 - (a) Regular recruitment is to be done against the alive and sanctioned post(s) at the earliest;
 - (b) Functional requirement (as mentioned in sub-para No.(i) above) exists and administrative exigencies are there;
 - (c) Continuation of contractual engagement may be considered till regular incumbent(s) join against the alive and sanctioned post. In case of abolished posts, the contractual engagement may be considered till the said post is revived/created and regular recruitment is made;
 - (d) The continuation shall be subject to satisfactory performance of the employee;

- (e) Budget under the Wages Head is available/made available with the respective Department;
 - (f) Engagement of the direct contractual employee(s) may be considered beyond the approved tenure, where functional requirement and administrative exigencies exist and regular recruitment is likely to take some time inspite of sincere efforts of the Department. In such cases, prior concurrence of the Finance Department will be mandatory;
 - (g) The remuneration of the contractual employee(s) will not be payable from the Salary Head. The remuneration will be payable/drawn from the Wages Head of the respective Department;
 - (h) The remuneration to be paid to the employee(s) engaged on direct contract basis will remain the same (including DA) as on date and will be governed in future as per terms of Contract (except the condition pertaining to existence of vacant post).
- iv. The above will not apply to the various Schemes of Govt. of India wherein terms and conditions of Govt. of India are framed separately and are still applicable.
- v. The above will also not apply to the Autonomous Bodies/Boards/Corporations/Societies/Councils etc.

Yours faithfully

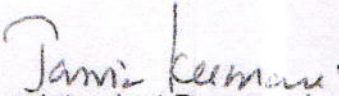

Superintendent Personnel
for Administrator
Union Territory, Chandigarh

Endst No. 347808-IH(7)/II-2024/ 2989

Dated: 04/03/2024 .

A copy is forwarded to the following:

- i. The Additional Chief Secretary to the Governor Punjab and Administrator, U.T., Chandigarh for information of the Hon'ble Administrator, Union Territory, Chandigarh.
- ii. The Finance Secretary(in Finance Branch), Chandigarh Administration w.r.t. their U.O.No.347808-UTFII(10)-2023/3443 dated 01.03.2024 for information and necessary action.
- iii ✓ The Director Information Technology, U.T., Chandigarh for information and necessary action. It is requested to upload the said instructions on the website of the Chandigarh Administration.


Superintendent Personnel
for Administrator
Union Territory, Chandigarh