

Government of NCT of Delhi
Department of Information Technology
9th Level, B-Wing, Delhi Secretariat, New Delhi

File No.E.10/25/50/2014/HD-II/1328-1407

Dated 11/03/2025

Circular

Sub: Hiring of Contractual Manpower

References:

1. Letter dated 27.05.2021 vide no. A-12/87/2015(E-2118)/1960-1997
2. Circular 07/2020 dated 13.07.2020 vide no. G-17/1/2016-CCU/Secy(IT)/3223-3302
3. Circular dated 12.08.2016 vide no. G-17/1/2016-CCU-Secy(IT)/4595-4664
4. Circular dated 01.07.2016 vide no. G-17/1/2016-CCU-Secy(IT)/3804-3873
5. Circular dated 12.05.2016 vide no. A-12/87/2015-Admin-Secy (IT)/3121

The Department of Information Technology has issued various circulars to enable departments under GNCTD to hire contractual technical manpower. Now, in supersession of all previous Circulars/Letters issued on this subject, the following are the permitted categories of the hiring of technical manpower:

(1) Hiring of Technical Manpower without sanctioned posts

The hiring of technical manpower will be allowed for undertaking IT projects as duly approved by the TEC of the IT Department. The manpower hiring duration shall not be more than 11 months. The departments will provide information in the prescribed format (**Annexure I**). The details of sanctioned posts, filled-up posts, posts proposed to be created, etc., as per **Annexure II**, would also be relevant in this context. The TEC will examine the proposal and convey the decision taken.

Further, after the go-live of the project, the departments may continue the outsourced manpower, if required, for a maximum of three months during the implementation phase to resolve potential software issues that may be encountered. The department is to develop in-house capabilities to maintain the project. In case there are no IT officers in the Department, it will also be allowed to hire one DPA-level officer to maintain the software until a regular DPA is posted by the IT Department.

(2) Hiring of technical manpower against regular sanctioned vacant post

The administrative Secretaries of the Departments may hire the IT manpower on an outsourced basis, without requiring any approval of the IT Department, until the sanction, but the vacant post is filled up on a regular basis. Such hiring shall be for 11 months at a time, at the end of which the department will need to renew the extension of the contractual services based on the criticality of need and the performance of the contractual employee. Hiring of the contractual manpower will be based on the provisions of the GFR 2017, Manual for Procurement of Consultancy and Other Services, and will be subject to financial concurrence by the Finance Department.



(3) Hiring of the IT Assistants (earlier Data Entry Operators) against the vacant post of LDC/Jr. Assistants/ Sr. Assistants/ Stenographers

The administrative Secretaries of the Departments may hire the services of the contractual IT Assistants (earlier Data Entry Operators) against the vacant regular posts of the LDC/Junior Assistants/ Sr. Assistants/ Stenographers on an outsourced basis. There is no need to send the file to the IT Department, GNCTD, for technical clearance. However, the departments shall follow all other required codal formalities and provisions as per Rule-149 of GFR.

The hiring under the three permitted categories, as above, shall comply with the norms laid down by the following Circulars:

- (i) Circular of AR Department No. F.19/68/AR/ADMIN/ 2022/1613-15 dated 19.06.2024, mandating that the contractual/outsourced employees shall not be engaged/ continued without obtaining due approval of the Finance Department and competent authorities (**Annexure III**).
- (ii) O.M. of Services Department No. F.19(40)/2023/Res./S.IV/1816-27 dated 21.11.2024 regarding the grouping of posts (Direct Recruitment) in case of isolated posts and small cadres (**Annexure IV**).
- (iii) OM of DoPT No. 36036/ 3/2018 - Estt.(Res) dated 15.05.2018 mandating that there shall be reservations for SC/ST/OBC candidates in temporary appointments to last 45 days or more (**Annexure V**).

This issues with the approval of the Hon'ble Minister (IT).


Encl.: as above.


(Santulan Chaubey)
Joint Director (IT)

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/
Head of Departments of GNCTD/Autonomous Bodies/
Local Bodies of GNCTD

Copy for information to:

1. OSD to Chief Secretary, Delhi Secretariat, GNCTD
2. Nodal officer (website) with the request to upload it on the website of IT Department


(Santulan Chaubey)
Joint Director (IT)

Annexure I**Information Sheet**

- 1 Department Name : _____
- 2 Administrative Secretary : _____
- 3 Head of Department : _____
- 4 Project Name : _____
- 5 Project Brief :
- 6 Project Head (Govt) : _____
- 7 Cost of Project : _____
- 8 Duration of the project up to Go Live (in months) : _____
- 9 Extent of in-house functional technical strength :

Post	Filled	Vacant but Sanctioned post	Posts for which approval accorded
Jt. Director			
SSA			
SA			
DPA			
- 10 Technology Stack (As applicable) : **Development:** _____
 (Ex. Java/ ASP/ Node JS/ Flutter/ Python/ Others (Please mention))
Database: _____
 (DB2/ Oracle/ PostgreSQL/ MS SQL/ My SQL/ Other (Please Mention))
Hosting Solution: Cloud/ Physical Servers/ Others (Please mention)
Integration with: Payment Gateway/ Aadhaar/ Digital Vault/ EPIC/ Other (Please Mention)
Micro APIs : Yes / No
Others (please specify): _____
- 11 Required Manpower : **Designation:** _____
Skills: _____
Experience: _____ (years)
Technical Qualifications: _____
Numbers: _____
 (Repeat this for each designation)
- 12 Project Executing Agency : _____



Annexure
II

Extant Manpower Status

Name of the Department _____

Sl. No.	Name of Post	Scale of Pay	Sanctioned Post		Filled Post		Vacant Post		No. of Persons Hired on Contract Basis Against Vacant posts	Persons Hired on Outsourced Basis (Without Sanctioned Post)	Remarks
			Temporary	Permanent	Temporary	Permanent	Temporary	Permanent			
1	Joint Director										
2	Sr. System Analyst (previously System Analyst)										
3	System Analyst (previously Programmer)										
4	Data Processing Assistant (previously Assistant Programmer)										



5	IT Assistant Grade-D (previously Data Entry Operator Grade - D)										
6	I.T. Assistant Grade - B (previously Data Entry Operator Grade - B)										
7	I.T. Assistant Grade - A (previously Data Entry Operator Grade- A)										

Date:

Name & Seal of HOD



185/4

**Manpower
Proposed for
Hiring**

Sl. No.	Project Descriptions	Name of the Post	No. of Manpower	Duration of Project	Platform	Front End	Back End	Remarks
1		Joint Director						
2		Sr. System Analyst (previously System Analyst)						
3		System Analyst (previously Programmer)						
4		Data Processing Assistant (previously Assistant Programmer)						
5		I.T. Assistant Grade - D (previously Data Entry Operator Grade - D)						
6		I.T. Assistant Grade - B (previously Data Entry Operator Grade - B)						
7		I.T. Assistant Grade - A (previously Data Entry Operator Grade - A)						

Date:

Name & Seal of HOD

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT

7th FLOOR, C-WING, DELHI SECRETARIAT
10, PATEL MARG, NEW DELHI - 110002

F.19/68/AR/ADMIN/2022/1713-1615

Dated: 17/06/22

CIRCULAR

It has been noticed by the Competent Authority that the services of contractual / outsourcing staff have been allowed to continue for years without approval of the Finance Department, GNCTD. It completely violates the extant guidelines on the requisite approvals needed before any engagement of the contractual / outsourced staff.

In this connection, an Office Memorandum was issued vide F.20/28/2016-AC/634-673 dated 19.08.2016 by the Finance Department, GNCTD relating to exercise of powers delegated to HODs / Administrative Secretaries with respect to the extension of all kind of outsourced services / staff.

In the aforesaid context, all Departments are hereby directed that the contractual / outsourced employees shall not be engaged / continued without obtaining due approval of the Finance Department and the Competent Authority. All the Heads of the Departments are requested to ensure strict compliance to these directions.

This issues with the prior approval of the Competent Authority.

Ajaya
Ajay Arora
Deputy Director (AR)

To,

All Addl Chief Secretaries / Pr. Secretaries / Secretaries / HODs,
Govt. of NCT of Delhi.

Copy for information to:-

1. Secretary to Lt. Governor, Raj Niwas, Delhi-110054.
2. Staff Officer to Chief Secretary, GNCTD.

Ajaya
Ajay Arora
Deputy Director (AR)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT - (BRANCH-IV)
5TH LEVEL, 'B'-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002**

No.F.19(40)/2023/Res./S.IV/ 1816-1827

Dated: 21/11/24

OFFICE MEMORANDUM

Sub: Regarding Grouping of Posts (Direct Recruitment) in case of isolated posts and small cadres.

A Committee of Senior Officers of Government of Delhi was constituted with the approval of the Chief Secretary, Delhi to examine the issue of correct formulation of reservation roster in institutions/departments/organizations/bodies/boards/entities etc.

The Committee has, inter alia, recommended that, Union Territory Administration of National Capital Territory of Delhi should ensure implementation of the system of "Clubbing of posts having same level of pay in accordance with the Central Educational Institutions (Reservation in Teachers' cadre) Act, 2019 and Government of India.

The recommendation of the Committee has been perused and in this connection, all the Head of Departments are informed that vide Central Educational Institutions (Reservation In Teachers' Cadre) Act, 2019 and OMs issued by DoPT, GoI, the Government of India have issued various instructions and guidelines in the matter of Clubbing of Posts. In this regard, relevant extracts from said provisions/instructions/directions are reproduced as under:-

Section 3(1) Central Educational Institutions (Reservation In Teachers' Cadre) Act, 2019 :-

"...3. (1) Notwithstanding anything in any other law for the time being in force, there shall be reservation of posts in direct recruitment out of the sanctioned strength in teachers' cadre in a Central Educational Institution to the extent and in the manner as may be specified by the Central Government by notification in the Official Gazette

For the purpose of reservation of posts, a Central Educational Institution shall be regarded as one unit..."

DoPT, GoI' OMs dated 11/11/1971, 12/12/1974 & 23/07/1985:-

".... In the case of posts filled by direct recruitment, isolated posts and small cadres may be grouped with posts in the same class for the purpose of reservation orders taking into account the status, salary and qualifications prescribed for the posts in question. For the purposes of determining the reservation, the vacancies occurring in various constituents of the Group may be plotted on the roster strictly in a chronological order i.e. sequence of date of occurrence. While reservations would be made according to the groups as provided above, the total reservation in any of the posts/services so grouped should not exceed 50 per cent of the vacancies to be filled in it i.e. in the particular post/service, in a recruitment year. The total reservation for SCs, STs and OBCs in any post or service should also not exceed 50 percent of the total number of posts in the particular post/service...."

(OM No. 1/4/1970-Estt (SCT) dated 11/11/1971)

(OM No. 8/1/1974-Estt (SCT) dated 12/12/1974)

(OM No. 36011/17/85-Estt.(SCT), dated the 23/07/1985)

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22/11/24

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All the Departments/Institutions/Organizations/Bodies/Boards/Entities etc. under GNCTD, including MAIDS are, therefore, directed to ensure Clubbing/Grouping of posts in a time bound manner and incorporate immediately Grouping/Clubbing of posts in formulation of Roster and Recruitment process wherever applicable. It is the responsibility of the Head of the Department and Liaison Officers of all the Departments/organizations /Bodies/Boards/Universities/Medical Colleges/ Educational Institutions etc. to re-check the position regarding various posts wherever clubbing is required as per the extant DoPTs OMs & Government of India instructions. Further, the Liaison Officer will submit a action taken report in the prescribed proforma(Copy Enclosed) to the Services Department.

This issues with the approval of the competent authority.

Encls: As above

(Bhairab Dutt)

Dy. Secretary (Services)

No.F.19(40)/2023/Res./S.IV/ 1816-1827

Dated: 21/11/2024

Copy for information and necessary action to: -

1. All the Addl. Chief Secretaries / Pr. Secretaries / Secretaries / Head of Departments, Govt. of N.C.T. of Delhi, Delhi.
2. Section Officers (Services-II & III branch), Services Department, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
3. Section Officer (Coordination), Services Department, with the request to upload this Office Memorandum on the website of the Services Department for information of all concerned.

Copy for information to: -

1. Staff Officer to Chief Secretary, GNCT of Delhi.
2. P.S. to Pr. Secretary (Services), GNCT of Delhi.
3. PS to Secretary (Vigilance), GNCT of Delhi.
4. Chairperson, DSSSB, Govt. of N.C.T. of Delhi, FC-18, Institutional Area, Karkardooma, Delhi - 110 092.
5. P.A. to Spl. Secretary (Services), Govt. of N.C.T. of Delhi.
6. Dy. Secretary (Services)-I /III, Govt. of N.C.T. of Delhi.
7. Guard file.

(Bhairab Dutt)

Dy. Secretary (Services)

PROFOMA

Name of the Department:

Address:

Contact Number:

Details of Clubbed/Grouped Posts

Group of post: _____

S.No.	Name of the Posts grouped in	Number of Posts	Scale of the Post	Status (Permanent /Temporary /Contractual etc.	Qualification as per Recruitment Rules.

It is certified that:

(i) All the existing posts of this Department/Organization/Institution have been thoroughly scrutinized and clubbing/grouping of the isolated posts have been done as detailed above.

(ii) Clubbing/Grouping of the posts has been done strictly according to the extant Central Educational Institutions (Reservation in Teachers' cadre) Act, 2019 / DoPT O.Ms. and as detailed in the Services Department's O.M. on Clubbing/Grouping of posts.

(iii) Reservation roster of the clubbed/grouped posts is being maintained exactly as directed in DoPT O.M. No. 36011/17/85-Estt.(SCT), dated the 23/07/1985.

(Signature)
(Name and Designation)
(Liaison Officer)

(Signature)
(Name and Designation)
(Head of Department)

North Block, New Delhi

Dated May 15, 2018

OFFICE MEMORANDUM

Subject: Reiteration of instructions relating to reservation in temporary appointments - regarding

The undersigned is directed to say that as per the extant guidelines issued vide Office Memorandum No. 27/4/67(II)-Estt.(SCT) dated 24.09.1968, reservations are to be made for Scheduled Castes and Scheduled Tribes in all temporary appointments, except appointments which are to last for less than 45 days.

2. It has been brought to the notice of this Department by the Hon'ble National Commission for Scheduled Tribes that the Office Memorandum dated 24.09.1968 is old and the instructions laid down in the OM must be reiterated. It is, therefore, reiterated that, in respect of appointments to Central Government posts and services there shall be reservation for Scheduled Caste/ Scheduled Tribe/ Other Backward Class candidates in temporary appointments which are to last for 45 days or more

3. All Ministries/ Departments/ Organizations are requested to please bring the contents of this O.M. to the notice of all concerned for information and compliance.

R. Saraswat
(Raju Saraswat)
Under Secretary
Tele - 23092110

To:

1. The Secretaries of all Ministries/Departments of the Government of India
2. The Chairman, Railway Board, Rail Bhawan, New Delhi.
3. National Commission for Scheduled Caste, Lok Nayak Bhavan, New Delhi.
4. National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
5. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, Delhi
6. Office of the Comptroller and Auditor General of India
7. Supreme Court of India/ Election Commission/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ Niti Ayog
8. Union Public Service Commission/ Staff Selection Commission
9. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi-110067
10. Information and Facilitation Centre, DOPT, North Block, New Delhi
11. NIC, for placing this O.M. in the website of the Department.
12. Hindi Section for providing a Hindi translation

179/C
No.41034/4/2022-Estt.(Res-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
ESTT.(Estt. Reservation-I)

North Block, New Delhi
Dated 21 November, 2022

OFFICE MEMORANDUM

Subject:- Reiteration of instructions relating to reservation in temporary appointments - regarding

The undersigned is directed to say that vide OM No. 27/4/67(II)-Estt.(SCT) dated 24.09.1968, reservation for Scheduled Castes and Scheduled Tribes has been provided in all temporary appointments, except the appointments which are to last for less than 45 days. Vide OM No. 36036/3/2018-Estt (Res.) dated 15.5.2018, it has been reiterated that in respect of appointments to Central Government posts and services, there shall be reservation for Scheduled Caste/ Scheduled Tribe/ Other Backward Class candidates in temporary appointments which are to last for 45 days or more.

2. The Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes has, however, observed that the instructions contained in the aforesaid OMs are not followed in letter and spirit and has directed that these instructions may be recirculated to all Government Departments.

3. In view of the above, all the Ministries/Departments are requested to ensure that reservation for Scheduled Castes/Scheduled Tribes/Other Backward Classes shall be made in all temporary appointments which are to last for 45 days or more. These instructions should be conveyed to all concerned for strict compliance.

(Sign of Authority)

Abhay Kumar

Under Secretary to the Government of India

011 23092459

1. The Secretaries of all Ministries/Departments of the Government of India
2. The Chairman, Railway Board, Rail Bhawan, New Delhi.
3. National Commission for Scheduled Caste, Lok Nayak Bhavan, New Delhi.
4. National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
5. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, Delhi
6. Office of the Comptroller and Auditor General of India
7. Supreme Court of India/ Election Commission/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ NitiAyog
8. Union Public Service Commission/ Staff Selection Commission
9. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi-110067
10. Information and Facilitation Centre, DOPT. North Block, New Delhi
11. NIC. for placing this O.M. in the website of the Department.