CIRCULAR

It is observed that, the staffs appointed on Contract basis in Government Departments are sometimes engaged for a long duration. The Government is considering to formulate policy guidelines for such contractual staff working for more than 5-10 years and above.

The Government intends to collate the data of such contract staff (Group ‘C’) who are engaged as on 30/09/2017 in order to frame policy guidelines for such employees.

It is therefore, all the Government Departments are instructed to submit the data of contractual staff (Group ‘C’) engaged directly by them to this Department in the prescribed proforma (Overleaf) alongwith Soft Copy (MS EXCEL FORMAT ONLY).

The Departments shall ensure that, the information should reach this Office on or before 5th January, 2018. The information received thereafter shall not be considered.

(Shashank V. Thakur)
Under Secretary Personnel

To,
1. All Heads of Departments.
2. All Departments inside Secretariat.

On file please with our details.
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<th>Designation</th>
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<th>Date of Initial Appointment</th>
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**DETAILS OF EXISTING CONTRACT STAFF IN THE DEPARTMENT**

**NAME OF THE DEPARTMENT:**

**PROFORMA**