

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

F.No.10(76)/S-IV/Advice/Cir. & O.M./2025/1100-1106

Date : 18/08/2025

OFFICE MEMORANDUM

Sub: Engagement of Data Entry Operators (DEOs) and retired Senior Assistant, Assistant Section Officer etc. against the sanctioned vacant posts of Junior Assistants & Senior Assistants of DSS Cadre and Steno Cadre in GNCTD - Reg.

1. Reference is invited to OM No. F.20/39/2012/Fin(Estb-III)/Vol.II/2157 dated 19.08.2016, issued by Finance Department, GNCTD, containing direction for exercising of delegated financial powers to HoDs/Administrative Secretaries regarding initial engagement of outsourced services and obtaining NOC from respective cadre controlling authorities for subsequent renewal of contracts executed for hiring manpower on outsource basis.

2. The acute shortage of staff at the clerical level/Steno reported by various Departments of the GNCTD has been adversely impacting the disposal of work. Senior Assistants (SA), Junior Assistants (JA) and Stenographers who are responsible for day-to-day clerical and administrative work within all Departments in GNCTD. Their work involves processing files, maintaining records and registers, preparing routine drafts, handling diary and dispatch, and performing data entry. They are the first point of contact for files and crucial for the movement and processing of files.

3. Significant delays have occurred in the process of direct recruitment of Jr. Assistants/Stenographers from the date of notification of vacancies until the final appointment of candidates, this has resulted in large scale vacancies in Govt. Departments. In order to streamline and expedite the recruitment process, Services Departments has taken up the matter with DSSSB to fill up the vacancies of Jr. Assistants/ Stenographers within next six months.

4. The Services Department, being the Cadre Controlling authority for Sr. Assistant & Jr. Assistant/Stenographer categories issues NOC to various Departments for hiring of Data Entry Operators on outsourced basis against vacant posts and subsequent renewal. It has been noticed that considerable delay occurs after expiry of currency of contract period of DEOs, while completing the administrative formalities for obtaining the NOC from Services Department.



5. In order to avoid delays and ensuring unhindered functioning of day-to-day administrative work, as discussed at the high-level meeting of senior officers held on 07.06.2025, as a special measure, all Departments of the GNCTD may be permitted to hire DEOs and retired Government servants against vacant posts of Senior Assistants (SA), Junior Assistants (JA) and Stenographers in their respective Departments.

6. The Competent Authority, after a careful review of the matter, hereby dispenses with the existing practice of obtaining NOC from Services Department for engagement of DEOs on outsource basis against vacant posts of Senior Assistants (SA), Junior Assistants (JA) and Stenographers. The Competent Authority, further authorizes all Administrative Secretaries under GNCTD for initial engagement of 1/3rd of total vacant posts in the category of Junior Assistants, Senior Assistants and Stenographers in their respective Departments from Govt. servants retired from the posts of Sr. Assistants/ Assistant Section Officers and above as Consultants on contractual basis and remaining 2/3rd vacant posts of Jr. Assistant/Sr. Assistant/Stenographers for engagement of DEOs on outsource basis with the concurrence of Finance Department. Further, the subsequent renewal of number of engagements shall also be limited up to a maximum of the vacant posts against the total sanctioned posts of Jr. Assistant/Sr. Assistant/Stenographer in the respective Departments.

7. Such an engagement shall be subject to the following conditions:

- a) The contractual/outsource engagement shall be considered only as a temporary measure for a period of six months or till regular incumbents are appointed through DSSSB, whichever is earlier.
- b) The contractual/ outsource engagement shall be made only against sanctioned vacant posts of Junior Assistant/ Senior Assistant/ Stenographer only.
- c) The total number of outsourced DEOs and retired Govt. servants engaged as consultants, shall not exceed the total sanctioned vacant posts in the respective Departments.
- d) Relevant Financial procedure, norms etc. as laid down in the General Financial Rules (GFR), 2005 and 2017, shall be strictly adhered to.
- e) The Departments concerned shall be responsible to comply with all codal formalities along with completion of contractual / outsource engagements in a transparent manner.



8. This authorization is in line with the powers delegated to Heads of Departments/ Administrative Secretaries vide Finance Department, GNCTD O.M. No. F.20/39/2012/Fin(Estb-III)/Vol.II/2157 dated 19.08.2016, which allows the extension/engagement of outsourced staff, also refer Finance Department, GNCTD OM dated 04.12.2015 for contractual staff, as may be applicable. Any clarification with regard to above directions may be sought from respective branches of cadre controlling authorities of Jr. Assistants, Sr. Assistants & Stenographers.

9. This issues with the approval of the Chief Secretary, Delhi.


(Bhairab Dutt)

Dy. Secretary (Services)

To,


All Addl. Chief Secretaries/ Pr. Secretaries/ Secretaries/ HoD, GNCT of Delhi.

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Copy for information to:

1. Staff Officer to Chief Secretary, Delhi.
2. Pr. Secretary (Finance), GNCTD.
3. PS to Principal Secretary (Services), GNCTD.
4. Section Officer (Services-II), Services Department.
5. Section Officer (Services-III), Services Department.
6. Section Officer (Coordination), Services Department: to upload on the website of Services Department and all the departments are requested to download the same from website of Services Department (No hardcopy of enclosures will be dispatched to any organisation/department).
7. Guard File.


(Bhairab Dutt)

Dy. Secretary (Services)