

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: BRANCH IV DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002**

No.F.No.10(76)/S-IV/Advice/Cir&O.M./2025/ 655-62

Dated: 12/10/2026

OFFICE MEMORANDUM

Subject: 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 this Department's Office Memorandum No. F.No.10(76)/S-IV/Advice/Cir.&O.M./2025/1100-1106 dated 18.08.2025 on the above-mentioned subject, whereby existing practice of obtaining NOC from Services Department has been dispensed with. In partial modification to aforesaid O.M., the Competent Authority is pleased to extend the period of engagement of DEOs/Consultants for a further period of 06 months against sanctioned vacant posts of Jr. Assistant/Sr. Assistant/Stenographers or till regular incumbent are appointed whichever is earlier. Further, such an engagement shall be subject to the following conditions:
 - (a) The contractual/outsourced engagement shall be considered only as a temporary measure for a period of 06 months or till regular incumbents are appointed through DSSSB, whichever is earlier.
 - (b) The contractual/outsourced engagement shall be made only against sanctioned vacant posts of Jr. Assistant/Sr. Assistant/Stenographers 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 the codal formalities along with the completion of contractual/outsourced engagements in a transparent manner.



(f) With regard to engagement of retired govt. personnel against one-third sanctioned vacant post of Junior Assistant/Senior Assistant/Stenographer, following shall be adhered to as conveyed by Finance Department, GNCTD:

(i) The remuneration of such employees will be regulated strictly in accordance with provisions as mentioned in Finance Department OM dated 04.12.2015.

(ii) The prior concurrence of Finance Department, GNCTD and approval of Hon'ble Lt. Governor needs to be obtained.

(g) Further, in case of engagement of retired govt. personnel against one-third sanctioned vacant post of Junior Assistant/Senior Assistant/Stenographer, such an engagement shall be made for Govt. Servants retired from up-to the position of Section Officers only.

2. All other contents of the Office Memorandum dated 18.08.2025 shall remain unchanged.

3. This issues with the approval of the Competent Authority.

Xep 12.10.26
Dy. Secretary (Services)

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

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi.
2. Pr. Secretary (Finance), GNCTD.
3. PS to Secretary (Services), GNCTD
4. Section Officer (S-II), Services Department
5. Section Officer (S-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.

Xep 12.10.26
Dy. Secretary (Services)