

TOP PRIORITY

**Government of National Capital Territory of Delhi
Services Department (Vacancy Cell)
5th level, 'B' Wing, Delhi Secretariat
I.P. Estate, New Delhi – 110002.**

F.20(1)/Services/Vacancy Cell//2022/63-66

Dated 31/01/2024

To,

The Additional Chief Secretaries/Chairman, NDMC/Principal Secretaries/Commissioner MCD/Secretaries/ All Head of Departments GNCT of Delhi/All Local/Autonomous Bodies/PSUs/Boards/Universities/Higher Education Institutions/Technical Education institutions of Govt. Of National Capital Territory of Delhi.

Madam/Sir,

I am directed to inform that the Chief Secretary, Delhi, in a review meeting held on 24.01.2024 has desired that all such information regarding engagement of contractual/ outsourced employees presently working in all the Departments/ Local/ Autonomous bodies under Govt. of NCT of Delhi be sought from the various departments so that the posts occupied by these appointees could be replaced with regular appointees.

All the departments are therefore requested to provide the above required data in respect of the department and their attached offices/ subordinate offices/ autonomous bodies functioning under their control in the proforma given below:-

Contractual Appointment status as on 01.02.2024

SI N o	Name & No. of sanctioned posts against which the persons are appointed on contractual basis.					Total No. of persons appointed against vacant posts.					Year of Initial appointment in the Deptt. and subsequent extensions.
	Name of the post	Level of post	Whether RRs exist	No of Sanctioned posts	No of vacant posts	Designation on which appointed	No of persons appointed	Whether appointment /engagement is in term of existing RRs	Whether due consideration is given to SC/ST/OBC, if applicable	Competent authority who has accorded approval for engagement	
	1	2	3	4	5	6	7	8	9	10	11

Outsourced Appointment status as on 01.02.2024*

SI N o	Name & No. of sanctioned posts against which the persons are appointed on outsourced basis.					Total No. of persons appointed on outsourced basis against vacant posts with designation.					Year of Initial appointment in the Deptt. and subsequent extensions
	Name of the post	Level of post	Whether RRs exist	No of Sanctioned posts	No of vacant posts	Designation on which appointed	No of persons appointed	Whether appointment / engagement is in term of existing RRs	Whether due consideration is given to SC/ST/OBC, if applicable	Competent authority who has accorded approval for engagement	
	1	2	3	4	5	6	7	8	9	10	11

***Except Security & Sanitation staff.**

It is further requested that the information may be collected by concerned Department Headquarter from their District Office/Branch offices/Hospital etc. if any and the same should be scrutinized, rechecked and compiled by them and thereafter a consolidated report only in the prescribed proforma as above be sent to this department alongwith soft copy which may sent through email on **monitoringcellservices@gmail.com latest by 05 February 2024 (Monday)** as well as through speed post.



(AMITABH JOSHI)
DEPUTY SECRETARY (SERVICES)

F.20(1)/Services/Vacancy Cell//2022/63-66

Dated 31/1/2024

Copy to:-

1. The Staff Officer to Chief Secretary, Delhi.
2. The Section Officer (Monitoring Cell) Services Department is directed to compile and maintain the above data.
3. The Section Officer, Co-ordination Br., Services Department – to upload this order on the website of services department.



(AMITABH JOSHI)
DEPUTY SECRETARY (SERVICES)