No. 02/01/2026-2DHR-II
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
COMMON CADRE-II

Dated: Chandigarh the 27th November, 2026.

To

1. All Administrative Secretaries in the State of Haryana.
2. All Heads of Departments in the State of Haryana.

Subject: **Regarding furnishing and updation of sanctioned strength and vacant position of Clerks in the respective Departments.**

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Sir/Madam,

I am directed to invite your attention towards "The Haryana Clerical (Recruitment and Conditions of Service) Act, 2026" notified on 03.06.2026, as per section 2 (b) "Clerk" means and includes the post of **Clerk, Clerk-cum-typist, Typist, Data Entry Operator, Computer Operator, Diarist, Dispatcher, Record Keeper, Cashier, Care taker, Store-keeper and PBX Clerk**, sanctioned in functional pay level identical to that of Clerk in any Department of State Government as provided in Schedule A;

2. All the Heads of Departments are requested to furnish the post-wise and district-wise details of the sanctioned strength and vacant position of the Clerks with effect from the date of enactment of the Act i.e. 03.06.2026 in their respective Departments, including subordinate offices/field offices **at the earliest** on the supdtcc2@gmail.com in the specific proforma given below (in excel format only).

HEAD QUARTER

Sr. No	Name of Post	Total Sanctioned Posts	Total Vacant Posts

FIELD OFFICES

Sr. No	Name of Post	Name of District	Total Sanctioned Posts	Total Vacant Posts

3. It is further requested to verify and update the requisite information of the aforesaid posts on the HRMS, so that the accurate vacancy position is available on the HRMS and the appointment/posting of Clerks (Common Cadre) can be facilitated smoothly against the duly sanctioned and vacant positions in respective departments.

Grover

Superintendent Common Cadre-II
for Commissioner & Secretary to Government, Haryana,
Human Resources Department.