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LEGISLATIVE SUPPLEMENT

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PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES - 3 BRANCH)

NOTIFICATION

The 16th September, 2026

No.S.O.41/P.A.10/2026/S.6/2026.- In exercise of the powers conferred by sub-sections (1) and (3), read with sub-section (5) of section 6 of the Punjab State Outsourced Personnel (Transition to Contractual Engagement) Act, 2026 (Punjab Act No. 10 of 2026) (hereinafter referred to as the Act), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to notify the following procedure and manner for the transition of Eligible Outsourced Personnel into Direct Contractual Engagement across all the Administrative Departments and Entities, namely :—

1. **Composition of the Departmental Cadre Eligibility Committee.**— The Departmental Cadre Eligibility Committee (hereinafter referred to as the committee) shall consist of the following, namely:-

- (a) the Administrative Secretary of the Administrative Department, or the Head of Department, as the case may be, or an officer nominated by the Administrative Secretary—Chairperson;
- (b) an officer of the Administrative Department not below the rank of Under Secretary—Member;
- (c) a technical or functional expert of the cadre concerned—Member;
- (d) a Nodal Officer designated by the Administrative Department—Member-Secretary; and
- (e) such other officer as the Chairperson may nominate—Member.

2. **Adjudication of eligibility.**— The Committee shall, on a cadre basis, adjudicate the eligibility of every cadre against all the conditions specified in clause (i) of section 2 of the Act; and, where a cadre is claimed to be a Hazardous Category, the Committee shall additionally satisfy itself of the conditions specified in clause (l) of section 2 of the Act.

3. **Qualifying period and records.**— Every Eligible Outsourced Personnel claiming benefit under the Act shall have completed the qualifying period of Continuous Service specified under section 5 of the Act and shall produce the records specified in sub-section (2) of section 6 of the Act, or the alternative documentary evidence permitted under the proviso thereunder.

4. **Timelines.**— All authorities shall observe the timelines specified under sub-section (5) of section 6 of the Act, as under, namely:—

Stage / Action	Competent Authority	Time-limit	Provision of the Act
Commencement of the process of transition	Administrative Department	Within 45 days of commencement of the Act	Section 6(1)
Constitution of the Committee	Administrative Department	Within 30 days of commencement of the Act	Section 6(5)(a)
Cadre-wise adjudication	The Committee	Within 60 days of a complete cadre-wise application	Section 6(5)(a)
Order approving or rejecting the recommendation	Department of Personnel	Within 30 days of receipt of the recommendation	Section 6(3) and 6(5)(b)
Constitution of office-level Screening and Appellate Committees	Administrative Department / Entity	Within 30 days of the Government's cadre order	Section 6(5)(c)
Disposal of individual application	Screening Committee	Within 30 days of a complete application	Section 6(5)(c)
Filing of individual appeal	Aggrieved personnel	Within 45 days of the Screening order	Section 6(5)(c)
Disposal of individual appeal	Appellate Committee	Within 60 days of a complete appeal	Section 6(5)(c)

5. **Key Performance Indicators.**— Every Administrative Department shall, simultaneously with or prior to the submission of a cadre for eligibility determination, frame and notify cadre-specific Key Performance Indicators under sub-section (6) of section 12 of the Act.

6. **Formats.**— (1) Every Administrative Department shall submit its cadre proposal, through the concerned Administrative Secretary to the Government in the following formats, namely:-

- (a) Performa I — Cadre-wise Information Proforma;
- (b) Performa II — Certification by the Committee that the provisions of the Act stand complied with; and

(c) Performa III — Recommendation of the Administrative Department to the Government.

(2) Every Administrative Department or Entity shall constitute the office-level Screening Committee and office-level Appellate Committee under sub-section (4) of section 6 of the Act, and process each individual claim in Performa A, supported by Performa B (undertaking to withdraw litigation under section 14 of the Act) and Performa C (affidavit for alternative documentary evidence as per the proviso under sub-section (2) of section 6 of the Act, where applicable-

(a) Performa A- Individual Application-cum-Verification Proforma

(b) Performa B- Undertaking For Withdrawal of Pending Litigation

(c) Performa C- Affidavit-cum-Alternative Documentary Evidence

7. **Order of the Government.**— On receipt of the recommendation, the Government shall, on a cadre basis, consider the recommendation and pass an order approving or rejecting the same under sub-section (3) of section 6 of the Act and the said order shall be final, subject only to sub-section (3) of section 17 of the Act.

PERFORMA I

CADRE-WISE INFORMATION PROFORMA

Part A -- Administrative Department

Serial No.	Particulars	Details
1	Name of Administrative Department	
2	Name of Entity (if applicable)	
3	Nodal Officer (Name and Designation)	
4	Cut-off Date notified under Section 4(1)	
5	Date of submission	

Part B -- Cadre identification and description

Serial No.	Item	Details
1	Name of the Cadre	
2	Function performed	
3	Group -- C / D	

4	Whether cadre performs an Essential Public Service (Yes / No)	
5	Sanctioned strength of comparable regular cadre	
6	Number of outsourced personnel in the cadre on the Cut-off Date	
7	Name of the Outsourcing Agency	
8	Established current practice of engagement	
9	Whether Hazardous Category (Yes / No)	

- Cadre shall mean the employees on same roll and same designation and having same responsibilities.

Part C -- Eight-condition eligibility test for the cadre

Serial No.	Condition	Compliance	Basis / citation
1	Essential Public Service -- disruption within forty-eight (48) hours would cause cessation of, material impairment of, or substantial risk to public welfare, public safety, public health or continuity of a critical function.	Yes / No	
2	Full-time and Non-seasonal -- minimum 240 days of actual attendance in each calendar year; not less than seven (7) hours of daily duty; not against seasonal / project-specific / event-specific / temporary / casual / intermittent / assignment-based activity.	Yes / No	
3(A)	The contract is billed substantially on a per-person, per-month basis.	Yes / No	
3(B)	The contract does not impose upon the contractor responsibility for any defined output, work, deliverable or service as a whole, distinct from the supply of labour.	Yes / No	
3(C)	The substance of the arrangement, notwithstanding its form or label, is the supply of manpower to the Administrative Department or Entity rather than the provision of a defined service or outcome.	Yes / No	

4	Minimum Qualification -- educational / technical qualification prescribed for the cadre stand fulfilled (including one-year facilitation proviso and Skilled / Semi-Skilled / Unskilled fitment proviso).	Yes / No	
5	Non-Packaged Function -- cadre is not engaged in a Packaged Service delivered as a complete outsourced service by an outside agency.	Yes / No	
6	Direct Functional Supervision -- cadre works under direct functional, operational and disciplinary supervision of the Department / Entity, without any intervening contractor supervisor.	Yes / No	
7	Technical / Operational / Public Safety / Emergency Function -- cadre falls under at least one of (A) Technical qualification / licence, (B) Operational, (C) Public Safety, or (D) Emergency Response. Tick the sub-limb.	(A)/(B)/ (C)/(D)	
8	State-Funded Position -- remuneration paid, directly or indirectly, from the Consolidated Fund of the State of Punjab or from funds of a State-owned / controlled / substantially financed Entity (excludes CSS / Central Sector Scheme / EAP).	Yes / No	

Part D -- Hazardous Category assessment (Section 2(l))

Serial No.	Item	Compliance	Basis
1	Personnel regularly and unavoidably exposed to exceptional occupational hazards for a substantial portion of the working day. (Section 2(l)(i))	Yes / No	
2	Significant risk of death, serious bodily injury or long-term adverse health effects beyond those ordinarily encountered. (Section 2(l)(ii))	Yes / No	

3	Mandatory use of specialised personal protective equipment and adherence to prescribed safety protocols. (Section 2(l)(iii))	Yes / No	
4	Enumerated category -- (A) Power-complaint / high-voltage exposure (B) Sewermen / sanitation staff (C) Firemen / Fire Drivers / Fire-Station personnel (D) Other (attach notification with Finance concurrence).	(A)/(B)/ (C)/(D)	

Part E -- Pending litigation and undertaking

Serial No.	Item	Response
1	Number of personnel who have instituted or are parties to pending suits, writs or other proceedings for regularization / absorption / tenure.	
2	Number who have furnished undertaking to withdraw within thirty (30) days of orders of engagement.	
3	Number for whom certified copy of withdrawal order is expected within sixty (60) days.	

Part F -- Copy of the Contract

Copy of the Contract is attached (Yes / No) : _____

Part G -- Key Performance Indicators

The Administrative Department shall notify Key Performance Indicators for performance evaluation of the employees. The copy of the KPIs so notified is attached (Yes / No) : _____

Part H -- Declaration and sign-off

I / We do hereby solemnly certify that :

1. The particulars furnished in this proforma have been personally verified against the records of the Department and the Outsourcing Agency, and are true and correct.

2. The cadre described in Part B cumulatively satisfies all eight conditions of Section 2(i) as evidenced in Part C, including the three sub-clauses (A), (B) and (C) of the Manpower Supply Arrangement.

3. No personnel included in the roll falls within any of the exclusions under Section 3(2) or the savings under Section 3(3).

4. The cadre is / is not claimed as a Hazardous Category under Section 2(l), and where claimed, satisfies all three tests and falls within the enumerated categories.

5. The Administrative Department shall ensure that every Contractual Appointee shall abide by such technology interventions as the AD may notify from time to time including Biometric Attendance, digital performance management system, integrated Human Resource Management System, electronic service record and digitized assessment framework as per Section 10 of the Act.

6. This proforma is submitted to the Departmental Cadre Eligibility Committee for adjudication.

Signature : _____

Signature : _____

Name : _____

Name : _____

Designation : Section Officer / Under Secretary

Designation : Administrative Secretary

Date : _____

Date : _____

Place :

Place :

Office Seal :

Office Seal :

PERFORMA II
DCEC CERTIFICATION

1. Composition of the Committee

Serial No.	Role	Name & Designation
1	Chairperson	
2	Member	
3	Member	
4	Member-Secretary	

2. Date of meeting

Serial No.	Item	Details
1	Meeting No.	
2	Date of meeting	
3	Time and Venue	

3. Copy of the minutes of meeting

Item	Response
Copy of minutes attached (Yes / No)	

4. Certification by the concerned Department

I hereby certify, on behalf of the concerned Department, that the information supplied in Annexure I and in the minutes attached at item 3 above is as per the provisions of the Punjab State Outsourced Personnel (Transition to Contractual Engagement) Act, 2026, and has been examined by the Departmental Cadre Eligibility Committee constituted under Section 6(3) of the Act. Further, the Administrative Department shall ensure that every Contractual Appointee shall abide by such technology interventions as the AD may notify from time to time including Biometric Attendance, digital performance management system, integrated Human Resource Management System, electronic service record and digitized assessment framework as per Section 10 of the Act.

Signature : _____

Name : _____

Designation : (For and on behalf of the concerned Department)

Date : _____

Place :

PERFORMA III

CADRE RECOMMENDATION FOR APPROVAL

From : Administrative Secretary To : Secretary
Department of _____ Department of Personnel
Government of Punjab, Chandigarh Government of Punjab, Chandigarh

**Subject : Recommendation of Cadre ' _____ ' for
approval under Section 6(3) of the Act.**

Sir / Madam,

The Departmental Cadre Eligibility Committee of this Department, having adjudicated the eligibility of the cadre referred above under Performa I and having certified the same under Performa II, recommends the cadre for the approval of the Government. Numbers recommended are as under :

Serial No.	Category	Qualifying period	Number recommended
1	General cadre	Five (5) years Continuous Service	
2	Hazardous Category (if claimed)	Three (3) years Continuous Service	
3	Total recommended	--	

Enclosures :

- Performa I -- Cadre-Wise Information Proforma (Parts A to H).
- Performa II -- DCEC Certification with attached minutes.

Signature : _____

Name : _____

Designation : Administrative Secretary

Date : _____

Place :

PERFORMA A
INDIVIDUAL APPLICATION-CUM-VERIFICATION PROFORMA

*(Application by an Eligible Outsourced Personnel under Section 6(2) read with
Section 6(4) of the Act, for submission to the office-level Screening Committee)*

Part A -- Identification of the applicant

Serial No.	Particulars	Details
1	Name of the applicant	
2	Father's / Husband's name	
3	Date of birth; and age on the Cut-off Date (must be below fifty-eight (58) years -- Section 3(2)(e))	
4	Category for reservation (General / SC / BC / EWS / other) -- Section 5(5)	
5	Employee ID / reference as maintained by the Department or Entity	
6	Present designation	
7	Administrative Department / Entity	
8	Office and place of posting	
9	Outsourcing Agency through whom engaged (Section 2(m))	
10	Mobile number and address for correspondence	

Part B -- Engagement and cadre particulars

Serial No.	Particulars	Details
1	Cadre to which this application relates	
2	Whether the said cadre stands approved by the Government under Section 6(3) (Yes / No; order number and date)	
3	Function / duties performed	
4	Date of initial engagement	
5	Date from which Continuous Service is claimed	
6	Cut-off Date (30.05.2026)	
7	Total Continuous Service as on the Cut-off Date (years / months)	
8	Whether transition is claimed under a Hazardous Category (Section 2(l)) (Yes / No)	
9	Qualifying period applicable under Section 5 -- General : five (5) years / Hazardous : three (3) years	

Part C -- Documents produced under Section 6(2)

Serial No.	Document	Enclosed (Yes / No)	Page / ref.
1	Authenticated attendance records, including Authentic Attendance from the date of its introduction -- Section 6(2)(a)		
2	Bank statements evidencing regular monthly Bank Salary Credit over the entire period of Continuous Service -- Section 6(2)(b)		
3	Police clearance from the concerned District Police authorities (deemed granted where no response within thirty (30) days) -- Section 6(2)(c)		
4	Minimum qualification certificate(s) prescribed for the cadre -- Section 2(i)(iv)		
5	Where any record at 1 to 3 is unavailable owing to failure of the Outsourcing Agency -- alternative evidence with affidavit in Performa C -- proviso to Section 6(2)		
6	Undertaking for withdrawal of pending litigation in Performa B, where applicable -- Section 14		

Part D -- Computation of Continuous Service (Section 2(d))

Calendar year	Days of actual attendance (min. 240)	Not less than 7 hrs daily (Yes / No)	Break and reason, if any	Outsourcing Agency during the year

- Service shall be deemed continuous notwithstanding any change of Outsourcing Agency, where deployment against the same or substantially similar function continued substantially uninterrupted [Section 2(d)(i)].

- Notional breaks attributable to administrative reasons, authorised leave, maternity leave, or a natural calamity or pandemic notified by the Government, shall not be reckoned as breaks in service [Section 2(d)(ii)].

Part E -- Litigation status (Section 14)

Serial No.	Item	Response
1	Whether the applicant has instituted, or is a party to, any suit, writ petition, civil or other proceeding claiming regularisation, absorption, security of tenure or like relief in respect of the same engagement (Yes / No)	
2	If yes -- case / petition number, court / tribunal / authority, and subject	
3	Undertaking to withdraw within thirty (30) days of issue of orders of engagement furnished in Performa B (Yes / No)	
4	Applicant acknowledges that a certified copy of the order of withdrawal shall be produced within sixty (60) days of such orders (Yes / No)	

Part F -- Declaration by the applicant

I do hereby solemnly affirm and declare that :

1. The particulars furnished above are true and correct to the best of my knowledge and belief, and the documents enclosed are genuine.
2. I do not fall within any of the exclusions under Section 3(2), namely -- engagement in an honorary or part-time capacity; a tenure post co-terminus with a project or scheme; an academic arrangement for a fixed term; a post co-terminus with the tenure of an office; attainment of fifty-eight (58) years on the Cut-off Date or the date of application; or an activity or function outsourced as a whole.
3. I understand that transition under this Act creates no vested right to permanent absorption, creates no fresh cadre, and results only in a year-on-year Direct Contractual Engagement under Section 12 [Section 5(4)].
4. I undertake to operate and abide by the technology-based interventions under Section 10, and to mark attendance through the biometric system under Section 11.

5. Where I am a party to any proceeding referred to in Part E, I undertake to withdraw the same in terms of Section 14 and Performa B.

Signature : _____

Name : _____

Designation : Applicant

Date : _____

Place :

Part G -- For office use (office-level Screening Committee -- Section 6(4))

Serial No.	Item	Entry
1	Application received on / Application No.	
2	Whether the cadre stands approved under Section 6(3) (Yes / No)	
3	Scrutiny of documents under Section 6(2) completed (Yes / No)	
4	Eligibility under clause (i) of Section 2 verified against the approved cadre (Yes / No)	
5	Decision of the Screening Committee -- accepted / rejected (with date)	
6	If rejected, whether a speaking order recording reasons has been passed after a reasonable opportunity of being heard (Section 6(4)) (Yes / No)	
7	Whether decided within thirty (30) days of receipt of the complete application [Section 6(5)(c)] (Yes / No)	
8	Appeal, if any, filed before the office-level Appellate Committee within forty-five (45) days; to be decided within sixty (60) days [Section 6(5)(c)]	

Signature : _____

Signature : _____

Name : _____

Name : _____

Designation : Chairperson, Screening Committee

Designation : Member-Secretary, Screening Committee

Date : _____

Date : _____

Place :

Place :

Office Seal :

Office Seal :

PERFORMA B

UNDERTAKING FOR WITHDRAWAL OF PENDING LITIGATION

(Under Section 14 of the Act -- to be furnished by an applicant who has instituted, or is a party to, any proceeding claiming regularisation, absorption, security of tenure or like relief)

I, _____, son / daughter / wife of _____,
resident of _____, presently engaged as
_____ in the _____ (Administrative
Department / Entity), do hereby solemnly affirm and undertake as under :

1. That I have instituted / am a party to the following proceeding : Case /
Petition No. _____, before _____ (court /
tribunal / authority), claiming _____.
2. That, as a condition precedent to my transition to Direct Contractual
Engagement, I undertake, in terms of clause (a) of Section 14, to withdraw the
said proceeding within thirty (30) days of issue of the orders of engagement
under the Act.
3. That I further undertake, in terms of clause (b) of Section 14, to produce
within sixty (60) days of issue of such orders a certified copy of the order of
withdrawal recorded by the court, tribunal or authority concerned.
4. That I make this undertaking voluntarily, with full knowledge that my
transition is conditional upon its due compliance, and that default shall entail
the consequences provided under the Act.

Signature : _____

Name : _____

Designation : Deponent / Applicant

Date : _____

Place :

*Verification : Verified on this ____ day of _____, 20____, that the contents of the
above undertaking are true and correct to my knowledge, and nothing material has
been concealed therefrom.*

PERFORMA C

AFFIDAVIT-CUM-ALTERNATIVE DOCUMENTARY EVIDENCE

(Under the proviso to Section 6(2) -- to be furnished only where the applicant is unable to produce records under Section 6(2) by reason of failure of the Outsourcing Agency to maintain or furnish such records)

Part A -- Schedule of alternative documentary evidence

Serial No.	Record under Section 6(2) not producible	Reason (failure of Outsourcing Agency)	Alternative evidence tendered	Enclosed (Yes / No)
1			Provident Fund records	
2			Employees' State Insurance records	
3			Agency salary slips	
4			Bank-transfer entries	
5			Other affidavit-supported records	

(The categories of alternative evidence above are those recognised by the proviso to Section 6(2). Strike out what is inapplicable and add rows if required.)

Part B -- Affidavit

I, _____, son / daughter / wife of _____,
resident of _____, do hereby solemnly affirm and declare as under :

1. That I was engaged as _____ through _____ (Outsourcing Agency) and have rendered Continuous Service as claimed in Performa A.

2. That the record(s) specified in the Schedule at Part A cannot be produced by me for the reason that the Outsourcing Agency has failed to maintain and / or furnish the same.

3. That, in lieu thereof, I tender the alternative documentary evidence listed in the said Schedule, each of which is true, genuine, and relates to my own engagement.

4. That the contents of this affidavit are true and correct to my knowledge; no part thereof is false and nothing material has been concealed.

Signature : _____

Name : _____

Designation : Deponent / Applicant

Date : _____

Place :

Verification : Verified on this ____ day of _____, 20 __, that the contents of this affidavit are true and correct. Solemnly affirmed before me --

Signature of Deponent

Oath Commissioner / Notary Public

Sd/-

K A P SINHA,

Chief Secretary to the Government of Punjab.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES - 3 BRANCH)
NOTIFICATION

The 16th September, 2026

No.S.O.42/P.A.10/2026/S.17/2026.- In exercise of the powers conferred by sub-sections (1) and (2) of section 17 of the Punjab State Outsourced Personnel (Transition to Contractual Engagement) Act, 2026 (Punjab Act No. 10 of 2026), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to constitute the State Empowered Committee, which shall consist of the following, namely:—

- (a) the Chief Secretary to the Government of Punjab, or an officer nominated by him—Chairperson;
- (b) the Administrative Secretary, Department of Finance—Member;
- (c) a representative of the Advocate General, Punjab—Member;
- (d) the Legal Remembrancer, Punjab—Member;
- (e) the Administrative Secretary of the Department concerned—Member;
and
- (f) the Secretary, Department of Personnel—Member-Secretary:

Provided that the Committee may co-opt such other Member, officer or expert of any Administrative Department or Entity, as it may consider necessary.

Sd/-

K A P SINHA,

Chief Secretary to the Government of Punjab.