

**Ministry of Home Affairs**  
**OM No. 16/5/68-Estt. (D)**  
**dated the 5<sup>th</sup> July, 1968**

( IV )

**Subject : Appointment of part time casual labour to regular establishment**

As the Ministry of Finance are aware, casual labourers who have rendered a minimum period of two years' continuous service can be appointed to Class IV posts, borne on regular establishment which are required to be filled by direct recruitment, subject to certain conditions vide para 2 of this Ministry's Office Memorandum No. 16/10/66-Estt. (D) dated 2<sup>nd</sup> December, 1966. A question has been raised as to whether casual labourers appointed on part-time basis should also be made eligible for appointment to class IV posts borne on regular establishment, which are required to be filled by direct recruitment. It has been represented that, in certain offices, casual labourers are employed for a number of years on part time basis, the workload there being not such as to justify their employment on whole time basis. It has accordingly been decided that casual labourers appointed on part time basis may also be made eligible for the concession sanctioned in para 2 of the aforesaid Office Memorandum No. 16/10/66-Estt. (D) dated 2.12.1966. Accordingly, with effect from the date of the issue of this Office Memorandum, part time casual labourers shall also be eligible for appointment to class IV posts borne on the regular establishment, which are required to be filled by direct recruitment, provided they were appointed through Employment Exchange and had acquired experience of a minimum of four years continuous service as part time casual labour in the office/establishment to which they were appointed through Employment Exchange. Those part time casual labourers who were recruited in an office/establishment direct, without reference to the Employment Exchange and who are working on the date of issue of this Office Memorandum should not be considered for appointment to the regular establishment, unless they (i) get themselves registered with the Employment Exchange (ii) render from the date of such registration a minimum of four years continuous service as part time casual labour and (iii) are subsequently sponsored by the Employment Exchange in accordance with their position in the register of the Exchange.

2. The orders contained in this Ministry's Office Memoranda No. 4/9/61-Estt.(D) dated 9<sup>th</sup> August, 1961 and 16<sup>th</sup> September, 1961, granting certain age concession to casual labourers in the matter of appointment to posts borne on regular establishment will be applicable also to part-time casual labourers. In other words, such labourers should be allowed to deduct from their actual age the period spent by them as part time casual labourers and if, after deducting this period, they are within the maximum age limit prescribed for the service or post in the regular establishment, they should be considered eligible in respect of maximum age. Broken periods of service rendered as part time casual labourer will also be taken into account for the purpose of age relaxation for appointment to the regular establishment, provided that one stretch of such service is for more than six months.

3. Ministry of Finance etc. are requested to bring these instructions to the notice of their attached and subordinate offices.

**Sd/- Harish Chandra**  
**Under Secretary to the Govt. of India**

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