

To

1. The District & Session Judge, Jind.
2. The District & Session Judge, Sirsa.
3. The District & Session Judge, Rohtak.
4. The District & Session Judge, Sirsa.

Memo. No.34/20/2013-5E(1)/ 31377 Dated, Chandigarh, the 10.10.2013

Subject: Appointment to the post of Clerk in Food and Supplies Department, Haryana on transfer basis (in the Sub Offices).

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Reference on the subject cited above.

2. In this regard it is intimated that on the basis of interviews held on 08.10.2013, the following Clerks of your department as mentioned in Annexure-'A' are hereby appointed as Clerk in the Sub Offices of Food and Supplies Department, Haryana on transfer basis in the pay band of Rs. 5200-20200+1900 G.P. They will also draw the usual allowances admissible to the Haryana Government employees of this category from time to time. Their appointment in the Food and Supplies Department will be on the following terms & conditions:-

- i) This appointment is against a purely temporary post which is liable to be abolished at any time and carries no promise of subsequent employment. As such, as and when there will be no vacancy against which they could continue to officiate in the Food and Supplies Department they can be reverted to their parent department.
- ii) If at any stage they desire to resign their post in the Food and Supplies Department, they will be required to give one month's clear notice or forfeit, in lieu thereof, salary including allowances for one month or for the period by which the notice falls short of one month. Such a notice will be given to them by the department also in case, it is proposed to terminate their services. Department will also be liable to pay salary including allowances for one month or for the period by which the notice falls short of one month. In case of misconduct, however, they will be entitled to a reasonable opportunity to show cause as to why their services should not be terminated, in such case the condition of one month's notice/salary shall not apply.
- iii) They will be required to pass a departmental type test in Hindi or English typewriting at a speed of 25/30 w.p.m. respectively within a period of one year of their joining in the Food & Supplies Department failing which they will not be allowed the annual increment after your appointment in the Food & Supplies Department until they pass the said type writing test. On passing the type test they will be allowed increment from the date following the date of test in which they pass without payment of arrears for the past period. Their date of increment will however, not be postponed on account of their failure to clear the test within the permissible period.
- iv) In case of any adverse facts about their educational certificates come to the notice of Headquarter, disciplinary action will be taken against you.
- v) They will be governed by the provisions contained in the Punjab Civil Services Rules as applicable to Haryana Government employees and of the Haryana



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Food and Supplies Department Sub-Offices (Group-C) Service Rules, 1982 and instructions issued by the Government from time to time.

- vi) They will not undertake higher studies of any kind without obtaining prior permission of the competent authority. Consequently, no leave of any kind will be granted for the preparation of higher studies or examination.
- vii) No T.A./D.A. will be granted for joining the post in the Department.
- viii) They do not avoid such rules and regulations as may be issued by the Haryana Government or by this department governing the conditions of services of its employees from time to time
- ix) They are liable to serve in any place whether within or outside the State of Haryana or in the office central or other State Government or a company, an Association or a body of individuals whether incorporated or not, Municipal Corporation or local authority or an international organization, an autonomous body not controlled by the Government or a private body.
- x) You will remain on probation for a period of one year which can be extended after taking into consideration of your work and conduct to a total period not exceeding two years.
- xi) The inter-se-seniority of the above officials being appointed on transfer basis will be determined on the basis of length of their continuous regular service in the parent department and as per rules/instructions.
- xii) They will not claim the benefit of their past service towards seniority and other matters and are placed below the employees working in this department in their category.
- xiii) As per undertaking given by the officials and the provisions contained in Finance Department letter No. 1/44/2010-5PR (FD) dated 10.06.2010, their pay will be fixed at a stage equal to the pay in the pay band drawn by him prior to his appointment against the lower post. However, they will be granted grade pay of lower post. Further, in all cases, he will be continued to draw his increments based on his pay in the pay band + grade pay (lower).
- xiv) If the above officials are willing to accept the offer made on the above mentioned conditions, they may be relieve from your department and directed to report for duty to the District Food & Supplies Controller, mentioned against their names in the enclosed Annexure-'A' immediately.
- xv) You are requested to send the Service Book/L.P.C. and casual leave account for the current year of the official to the concerned District Food & Supplies Controllers and the ACR file be sent to H.Q. immediately.


Deputy Director (Admn.)

for Director General Food & Supplies, Haryana





Government of Haryana/हरियाणा सरकार
Directorate of Food and Supplies
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Endst.No. 34/20/2013-5E(1)/ 31378

Dated, Chandigarh, the 10.10.2013

A copy of the above is forwarded to the following for information & necessary action:-

1. All the concerned officials as per mentioned in Annexure-A.
2. The District Food & Supplies Controllers, Ambala, Bhiwani, Hisar, Jind, Sirsa & Sonipat. The above officials have been appointed against a regular vacant post of Clerk. You are requested to send the joining report of the officials soon after their joining to H.Q.
3. PS/DGFS (for kind information of worthy DGFS).
4. 2E(I) & 5E(I) through DSE-I.

Nce, 11/10
Deputy Director (Admn.)
for Director General Food & Supplies, Haryana

Annexure-A

Sr. No.	Name of the Official with father's name S/Sh./Smt	Present Place of Posting in parent department	Appointed as Clerk on transfer basis in the O/o District Food & Supplies Controller
1.	Surender Kumar S/o Sh. Ram Phal	District & Session Judge, Jind	Ambala
2.	Narender Singh S/o Sh. Parth Singh	District & Session Judge, Sirsa	Sonipat
3.	Rakesh Kumar S/o Sh. Khushabi Lal	Additional Civil Judge, Meham, Rohtak	Jind
4.	Surender Kumar S/o Sh. Mahabir Parshad	Additional Civil Judge, Meham, Rohtak	Hisar
5.	Dharambir S/o Sh. Sukhbir	Additional Civil Judge, Meham, Rohtak	Sirsa
6.	Suman Lata D/o Sh. Chiman Lal	District & Session Judge, Rohtak	Bhiwani

Nce, 11/10
Deputy Director (Admn.)
for Director General Food & Supplies, Haryana