



Directorate of Food and Supplies

खाद्य एवं पूर्ति निदेशालय

To

The District & Session Judge, Sonipat

Memo. No.34/20/2013-5E(1)/ 31437

Dated, Chandigarh, the 11.10.2013

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

Reference to your office letter No. 10186 dated 01.06.2013 on the subject cited above.

2. In this regard it is intimated that on the basis of interviews held on 08.10.2013, Sh. Kapil Dev, Stenographer, Grade-III of your department is hereby appointed as Steno-typist (English) in the Sub Offices of Food and Supplies Department, Haryana on transfer basis in the pay band of Rs. 5200-20200+1900 G.P. + 100 special pay. He will also draw the usual allowances admissible to the Haryana Government employees of his category from time to time. His appointment in the Food and Supplies Department will be on the following terms and 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 he could continue to officiate in the Food and Supplies Department he can be reverted to their parent department.
- ii) If at any stage he desire to resign his post in the Food and Supplies Department, he 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 him by the department also in case, it is proposed to terminate his 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, he will be entitled to a reasonable opportunity to show cause as to why his services should not be terminated, in such case the condition of one month's notice/salary shall not apply.
- iii) In case of any adverse facts about his educational certificates come to the notice of Headquarter, disciplinary action will be taken against him.
- iv) He will be governed by the provisions contained in the Punjab Civil Services Rules as applicable to Haryana Government employees and of the Haryana Food and Supplies Department Sub-Offices (Group-C) Service Rules, 1982 and instructions issued by the Government from time to time.
- v) He 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.
- vi) No T.A./D.A. will be granted for joining the post in the Department.
- vii) He did 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

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- viii) He is 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.
- ix) He will remain on probation for a period of one year which can be extended after taking into consideration of his work and conduct to a total period not exceeding two years.
- x) The inter-se-seniority of the above official being appointed on transfer basis will be determined on the basis of length of his continuous regular service in the parent department and as per rules/instructions.
- xi) He will not claim the benefit of his past service towards seniority and other matters and are placed below the employees working in this department in his category.
- xii) 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, his 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, he 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).
- xiii) If the above officials are willing to accept the offer made on the above mentioned conditions, he may be relieve from his department and directed to report for duty to the District Food & Supplies Controller, Hisar immediately.
- xiv) He is requested to send the Service Book/L.P.C. and casual leave account for the current year of the official to the District Food & Supplies Controller, Hisar and the ACR file be sent to H.Q. immediately.

Nail
Deputy Director (Admn.)
for Director General Food & Supplies, Haryana

Endst.No. 34/20/2013-5E(1)/31438

Dated, Chandigarh, the 11.10.2013

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

1. Sh. Kapil Dev, Stenographer, Grade-III through District & Session Judge, Sonipat.
2. The District Food & Supplies Controller, Hisar. The above official has been appointed against a regular vacant post of Stenographer. You are requested to send the joining report of the official soon after their joining to H.Q.
3. PS/DGFS (for kind information of worthy DGFS).
4. 1E(I) & 2E(I) through DSE-I.

Nail
Deputy Director (Admn.)
for Director General Food & Supplies, Haryana