

Haryana Government
Directorate of Food, Civil Supplies and Consumer
Affairs Department
ORDER

Dated: 7th February, 2017

No.13/3SB (1)/2017/2178 In pursuance of the provisions of the Provincial Reserve Manual and in supersession of instructions issued vide Memo No. SB-5-85/26179 dated 11.08.1985, SH-General-85/37290 dated 09.12.1985, SH-Gen-89/2266 dated 19.01.1989 and SH-Gen-2008/17767 dated 15.07.2008, the Governor of Haryana is pleased to notify the fixation of norms for Recovery of loss due to shortage in stock & stock articles, damage of stocks, less storage gain and shortage in Custom Milled Rice, as given below from the date of publication of this Order:-

1. In case of shortage in stock & stock articles:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	20%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	10%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	20%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	20%

Provided that;

i.	Before initiating action for shortage the officer/official may be given 10 days time to complete the shortage.
ii.	In case he fails to complete the shortage, disciplinary/criminal action may be initiated for recovery by adopting due procedure.
iii.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.
iv.	In case of the posting of official by Head Quarter at a particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.

2. In case of less storage gain if applicable:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	20%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	10%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	20%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	20%

Provided that;

i.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.
ii.	In case the posting of official by Head Quarter at particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.

3. In case of Damage of Stock:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	20%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	10%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	20%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	20%

Provided that;

i.	Before initiating disciplinary action for recovery from whole chain they may be given an opportunity to submit their defence within 15 days.
ii.	After receipt of the defence preliminary inquiry be conducted for fixing the responsibility of each case.
iii.	Thereafter, with due procedure recovery of the ratio according to their negligence be fixed by the competent authority for recovering the whole loss.
iv.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.
v.	In case the posting of official by Head Quarter at particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.

4. Theft/embezzlement/Misappropriation of stock & stock articles:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	20%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	10%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	20%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	20%

Provided that;

i.	Before initiating disciplinary action for recovery from whole chain they may be given an opportunity to submit their defence within 15 days.
ii.	After receipt of the defence preliminary inquiry be conducted for fixing the responsibility of each case.
iii.	In case the preliminary inquiry theft/Embezzlement/Misappropriation of stock and stock articles are established criminal case will be registered against the responsible officer/official.
iv.	Thereafter, with due procedure recovery of the ratio according to their negligence be fixed by the competent authority for recovering the whole loss.
v.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.
vi.	In case the posting of official by Head Quarter at particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.

5. In case of shortage in CMR delivery:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	30%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	15%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	15%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	10%

Provided that;

i.	The norms will be applicable only in normal loss, however, before initiating disciplinary action for recovery from whole chain they may be given an opportunity to submit their defence within 15 days.
ii.	After receipt of the defence preliminary inquiry may be conducted for fixing the responsibility in each case and if in the preliminary inquiry theft/Embezzlement/Misappropriation of CMR are established criminal case will be registered against the responsible rice millers involved.
iii.	This notification will not affect the arbitration clause of the milling policy/agreement and department will have the right to invoke the arbitration clause in case of dispute between two parties.
iv.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.

v.	In case the posting of official by Head Quarter at particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.
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6. In case the time of handling over/taking over of charge in the event of transfer or otherwise if any shortage is detected, immediately suitable action should be taken by DFCS&CAC to complete the shortage on the spot. If the defaulting official does not complete the shortage within 10 days after detection, FIR should be lodged with concerned Police Station against the official and copy of the FIR should be sent to Hqrs. for further necessary action. The official under transfer should not be relieved unless he did hand over the complete charge of his stocks, stock articles and official record.
7. In case the shortage is detected at the time of Physical Verification or at the time of special checking by senior officers, similar action should be taken as explained above in the previous para.
8. In case the custodian is on superannuation, the charge of PR Centre should be handed over to other official before six month of superannuation.

This order will come in force with effect from the date of issue.

Dated Chandigarh
the, 07th February, 2017

Sd/-
S.S.PRASAD
Additional Chief Secretary to Govt., Haryana
Food Civil Supplies and Consumers Affairs Department,
Chandigarh

Endst. No. 13/3SB (1)/2017/2179

Dated Chandigarh, the 7th February, 2017

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

1. The Additional Principal Secretary to Hon'ble Chief Minister, Haryana.
2. The Chief Secretary to Government of Haryana, Chandigarh.
3. Sr. PS to Hon'ble MoS FCS&CA (for information of Hon'ble Minister of State, Haryana).
4. The Additional Chief Secretary to Government, Haryana, Food Civil Supplies and Consumer Affairs Department, Chandigarh.
5. All the Administrative Secretaries in the State.
6. The Director, Food, Civil Supplies and Consumer Affairs Department, Haryana, Chandigarh.
7. The Director General, Land Record, Haryana, Panchkula.
8. The Director, Public Relation, Haryana, Chandigarh for favoring of giving wide publicity.
9. All the Heads of Departments of State of Haryana.
10. The Advocate General, Haryana, Chandigarh.
11. All Divisional Commissioners in the State.
12. All the Deputy Commissioners in the State.
13. All Additional Deputy Commissioners in the State.
14. All the Superintendents of Police in the State.
15. All the Sub Divisional Magistrate in the State.
16. All the District Food, Civil Supplies and Consumer Affairs Controllers in the State (with five spare copy).
17. All officers at Headquarters.

Sd/-
(Jaipal Singh)
Joint Director (Storage)
for Additional Chief Secretary to Govt., Haryana
Food Civil Supplies and Consumer Affairs Department, Chandigarh