

PART - III

HARYANA GOVERNMENT  
FOOD AND SUPPLIES DEPARTMENT

**Notification**

The 28 th September,1982

**No. G .S. R. 106/Const./Art.309/82** – In exercise of the power conferred by the proviso to article 309 of the constitution of India , the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Food and Supplies Department sub-offices (Group C) Service , namely:-

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|---|---|
| 1. These rules may be called the Haryana Food and Supplies Department sub- office (group c ) service rule, 1982   | <b>Short title</b>  |
| 2. In this rules unless the context otherwise requires,-  | <b>Definitions</b>  |
| (a) “Board” means the sub-ordinate service selection board, Haryana ;<br>(b) “direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;<br>(c) “ Director “ means the Director of Food and Supplies Department, Haryana;<br>(d) (Government) means the Haryana Government in the Administrative Department.<br>(e) “recognized university” means :-<br><br>(i) any university incorporated by law in India , or<br>(ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15 th August , 1947 , the Punjab, Sind or Dacca University , or<br>(iii) any other University which is declared by the Government to be a recognized university for the purpose of these rules;<br>(f) “Service” means the Haryana Food and Supplies Department Sub-Office (Group C) service. |   |
| 3. The service shall comprise the posts shown in Appendix A to these rules and the members of the service shall draw pay in the scales of pay mentioned there against :   | <b>Number and character of posts</b>  |
| Provided that nothing in these rules shall affect the inherent right of the Government to make additions to or reductions in the number of such posts or to create new posts with different designations and scale of pay, either permanently or temporarily.   |   |
| 4 (1) No person shall be appointed to any post in the service , unless he is –<br><br>(a) a citizen of India ; or<br><br>(b) a subject of Nepal ; or<br><br>(c) a subject of Bhutan ; or<br><br>(d) a Tibetan refugee who came over to India before the 1 <sup>st</sup> January , 1962 with the intention of permanently settling in India ;<br><br>(e) a person of Indian origin who has migrated from Pakistan , Burma, Sri Lanka or any of the East African countries of Kenya , Uganda . the United Republic of   | <b>Nationality, domicile and character of candidates recruited to the service</b> |

Tanzania ( formerly Tanganyika and Zanzibar ), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b) , (c) , (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board or any other recruiting authority, but the offer of appointment shall be given only after the necessary illegibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces certificate of character from the principal academic officer of the university, college, school, or institution last attendant, if any, and similar certificates from to other responsible person not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

- Age** 5. No person shall be appointed to the service by direct recruitment, who is less than seventeen years or more than thirty years of age on the last date of submission of application to the board or any other recruiting authority.
- Appointing authority** 6. Appointment to any post in the service shall be made by the director.
- Qualifications** 7. No person shall be appointed to the service unless he is in possession of qualification and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment or by transfer and those specified in column 4 of the aforesaid Appendix in the case of appointment made by promotion.
- Disqualifications** 8. No person,-  
(a) who has entered into or contractor a marriage with a person having a spouse living or  
(b) Who having a spouse living, has entered into or contracted a marriage with any person.,  
Shall be eligible for appointment to any post in the service:
- Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- Method of recruitment** 9 (1) Recruitment to the service shall be made,-  
(a) in the case of Superintendent, by promotion from amongst deputy Superintendent;  
(b) in the case of Deputy Superintendent, by promotion from amongst Assistant, Statistical Assistant and Accountants. Their inter se seniority for the purpose of promotion shall be determined by the date of their continuous appointment as such;  
(c) in the case of Assistant Food and Supplies Officers,---  
(i) 67% by promotion from amongst Inspector, Head analyst, ministerial Staff working at Headquarters and the Ministerial Staff working in the field in the manner as provided in Appendix E and shall be repeated accordingly thereafter.

Note:--- the ministerial staff to be considered for promotion will be as follows:-

Ministerial staff working at Headquarters—Assistant, Senior Scale Stenographers and Accounts:

Ministerial staff working in the field,--- Assistants, Statistical Assistant and Accountants;

Their inter se seniority for the purpose of promotion shall be determined on the basis of their continues appointment as such; and

(ii) 33% by direct recruitment;

(d) in the case of Head Analyst,-

- (i) 67% by promotion from amongst Junior analyst,
- (ii) 33% by direct recruitment; or
- (iii) By transfer or deputation of an official already in the service of Government of India or of a State Government;

(e) in the case of Inspector,-

- (i) 67% by promotion from amongst the Sub- Inspectors;
- (ii) 33% by direct appointment ; or
- (iii) by transfer or deputation of an official already in the service of Government of India or of a State Government ;

(f) in the case of Accountants, by promotion from amongst Junior Auditors;

(g) in the case of Assistants, by promotion from amongst Junior Auditors;

(h) in the case of Statistical Assistants, by promotion from amongst Junior Auditors;

(i) in the case of Junior Auditors,-

(j) 67% by promotion from amongst Junior Scale Stenographers, Steno-Typists and Clerks. Their inter se seniority for the purpose of promotion shall be determined on the basis of the date of their appointment as such; and

(ii) 33% by direct recruitment ;or

(iii)by transfer or deputation of an official already in the service of India or of a State Government ;

(j)in the case of Junior Scale Stenographer,-

- (i) 50% by promotion from amongst the Steno-Typists; and
- (ii) 50% by direct appointment;or
- (iii) by transfer or deputation of an official already in the service of Government of India or of a State Government ;

(k) in the case of Steno-typists,-

- (i) 50% by promotion from amongst the Clerks;
- (ii)50% by direct appointment ; or
- (iii)by transfer or deputation of an official already in the service of Government of India or of a State Government;

(l) in the case of Drivers,-

(i) by direct recruitment ;or

(ii) by promotion from amongst the pickers, or Group D employees

(m) in the case of Clerks,-

(i) not more than 20% by promotion on seniority-cum-fitness basis from amongst Group D and Group C employees whose duties and responsibilities are less than that of Clerks. Their inter-se seniority for the purpose of promotion shall be determined by dates of their continuous appointment as such and if the dates of their appointing be the same the older shall be senior to the younger;

(ii) 80% by direct appointment; or

(iii) by transfer or deputation of an official already in the service of Government of India or of a State Government;

(n) in the case of Sub – Inspectors,-

(i) 33% by promotion from amongst Clerks working in the field and at Headquarters in the ratio of 3:1 respectively;

(ii) 67% by direct appointment; or

(iii) by transfer or deputation of an official already in the service of Government of India or of a State Government;

(o) in the case of Junior Analysts,-

(i) 33% by promotion from amongst Sub- Inspectors; and

(ii) 67% by direct appointment; and

(p) in the case of Pickers, by promotion from amongst Group D employees,-

(2) Inspectors and Sub- Inspectors appointed to the Service shall be required to deposit a security with the Government of Rs 1,000 and Rs 500 (i.e. Rs 500 and Rs 250 immediately before joining the posts and remaining in monthly instalments of not less than Rs 40 and Rs 12 respectively till full security is completed). Further they will have to furnish a surety bond for Rs 5,000.

(3) When a vacancy occurs or is about to occur in the service, the appointing authority shall, except as otherwise provided, determine the manner in which the same is to be filled in.

(4) where the ratio has been fixed for various modes of recruitment and the suitable candidates are not available from a particular source, the appointing authority shall be competent to divert such posts to any other source.

(5) Except as otherwise provided all promotions from one post to another shall be made by selection based on seniority-cum- merits and seniority alone shall not give any right for promotion.

## Probation

10. (1)-- Persons appointed to any post in the service shall remain on probation for a period of two years if appointed by direct recruitment and for a period of one year if appointed otherwise:

Provided that---

(a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank prior to appointment to the Service may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under these rules; and

(c) Any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority, the work or conduct, of a person during the period of probation is not satisfactory, it may---

- (a) if such person is appointed by direct recruitment dispense with his services; and
- (b) if such person is appointed otherwise than by direct recruitment –
  - (i) revert him to his former post; or
  - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit

(3) On the completion of the period of probation of a person the appointing authority may-

- (a) if his work or conduct has , in its opinion, been satisfactory ,-
  - (i) confirm such person from the date of his appointment if appointed against a permanent vacancy; or
  - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
  - (iii) Declare that he has completed his probation satisfactorily. If there is no permanent vacancy;
- (b) if his work or conduct has in its opinion , been not satisfactory,
  - (i) dispense with his services, if appointed by direct recruitment , or revert him to the former post or deal with him in such other manner as the terms and conditions of previous appointment permit, if appointed otherwise ; or
  - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation including extension, if any, shall not exceed three years.

11. Seniority, inter-se of members of the services shall be determined by the length of continuous service on any post in the service:

**Seniority**

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by that Board shall not be disturbed in fixing the seniority:

Provided further that in the case of two or more members appointed on the same date, their seniority be determined as follows:-

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by Promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or by transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also same, then by the length of service in the appointments and if the length of service is also the same the older member shall be senior to the younger member.

- Liability to serve** 12. (1) A member of the service shall be liable to serve in any place whether within or outside the state of Haryana on being ordered to do so by the appointing authority.
- (2) A member of the service shall also be deputed to serve under-
- (i) a company , an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government , municipal corporation or a local authority within the State of Haryana; or
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the central Government; or
- (iii) any other State Government or an international organization, an autonomous body not controlled by the Government , or a private body:
- Provided that no member of the service shall be deputed to the Central Government or any other State Government or any organization or body referred in clauses (ii) or (iii) except with his consent.
- Pay, leave, pension, and other matters** 13. In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the service shall be governed by such rules and regulation as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the state Legislature.
- Discipline, penalties and appeals** 14. (1) In matters relating to discipline, penalties and appeal, member of the service shall be governed by the Punjab Civil Services (Punishment an Appeal ) Rules ,1952, as amended from time to time:
- Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India , be such as are specified in Appendix C to these rules.
- (2) The authority competent to pass an order under clause (c) or clause (d) of sub- rule (1) or rule 10 of the Punjab Civil Service (Punishment and Appeal) Rules,1952, and the Appellate authority shall also be as specified in Appendix D to these rules.
- Vaccination** 15. Every member of the service shall get himself vaccinated and revaccinated if and when the Government so directs by special or general order.
- Oath of allegiance** 16. Every member of the service, unless he has already done so, shall be required to take the oath of allegiance to India and to the constitution of India as by law established.
- Power of relaxation** 17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, be order, for reasons to be recorded in writing relax any of the provision of these rules with respect to any class or category of persons.
- Special provisions** 18. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.
- Reservations** 19. Nothing contained in these rules shall effect reservation and other concessions required to be provided for Schedule Castes and other Backward classes in accordance with the orders issued by the State Government in this regard from time to time under clause (4) of article 16 of the constitution.
- Repeal and savings** 20. Any rule applicable to the service and corresponding to any of these rules which are in force immediately before the commencement of these rules is hereby repealed.
- Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**APPENDIX 'A'**

Serial No	Designation	No. of posts			Scale of pay
		Permanent	Temporary	Total	Rs
1	Superintendent	6	2	8	1,000-50-1,500
2	Deputy Superintendent	5	-	5	700-30-850/900-40-1,100-EB-1,250
3	Assistant Food and Supplies Officers	59	20	79	700-30-850/900-40-1,100-50-1,150
4	Head Analyst	20	13	33	525-15-600-20-700/750-30-900. T.S.600-20-700-30-850/900-40-1,100 (S.G. for 20% on permanent strength)
5	Inspector	250	80	330	525-15-600-20-00/750-30-900 T.S. 600-20-700-30-850/900-40-1,100 (S.G. for 20% on permanent strength).
6	Accountant	38	23	61	525-15-600-20-660-700-80-850-EB-890-40-1,050
7	Assistant	-	12	12	525-15-600-20-660-700-30-850-EB-890-40-1,050
8	Statistical Assisat	4	4	8	525-15-600-20-660-700-30-850-EB-890-40-1,050
9	Junior Auditor	68	23	91	525-15-600-20-660-700-30-850-EB-890-40-1,050
10	Junior Scale Stenographer	-	2	2	480-15-600-EB-20-700-30-760
11	Driver	13	2	15	420-10-490/525-15-600-EB-20-700 T.S 525-15-600-20-700/750-30-900 (S.G. for 20% on permanent strength )
12	Stenotypist	13	-	13	400-10-490/540-15-600-EB-20-660 plus 50 special pay.
13	Clerk	232	9	241	400-10-490/540-15-600- EB-20-660 T.S. 480-15-600-EB-20-700-30-760 ( S.G for 20%on permanent strength)
14	Sub- Inspector	256	174	430	400-10-490/540-15-600-EB-20-660 T.S 480-15-600-EB-20-700-30-760 ( S.G for 20% on permanent strength)
15	Junior Analyst	43	37	80	400-10-490/540-15-600-EB-20-660
16	Picker	15	14	29	400-10-490/540-15-600

**APPENDIX 'B'**

Serial Number	Name of the post	Academic qualification and experience, if any doe direct recruitment or by transfer	Academic qualification and experience for appointment by promotion.
1	2	3	4
1	Superintendent	-	Five years experience as Deputy superintendent/ Assistant/Statistical Assistant/Accountant.
2	Deputy Superintendent	-	Three years experience as Assistant / Statistical Assistant/ Accountant.
3	Assistant Food and Supplies Officer	(i) Degree of a recognized University (ii) Knowledge of Hindi of Matric standard	Three years experience as Inspector/Head Analyst or any Ministerial post specified in clause (c) or sub rule (1) of rule 9
4	Head Analyst	B.SC of a recognized University; Knowledge of Hindi of Matric standard	Three years experience as Junior Analyst.
5	Inspector	Degree of a recognized University with a knowledge of Hindi of matric standard	Three years experience as Sub-Inspector.
6	Accountant	-	Must have three years service as Jr. auditor
7	Assistant	-	Must have three years experience as Junior Auditor
8	Statistical Assistant	-	Must have three years experience as Junior Auditor
9	Junior auditor	Degree from a recognized University or its equivelant Knowledge of Hindi of Matric standard	Three years experience as Junior Scale Stenographer/ Stenotypist clerk.
10	Junior scale Stenographer	Matric or its equivalent; Knowledge of Hindi of Matric Standard; English short hand at the speed of 100 words per minute and transcription thereof at 20 words per minute; Hindi shorthand at the speed of 80 words per minute and the transcription thereof at 15 words per minute	Matric or its equivalent; Knowledge of hindi or matric standard; Should qualify departmental test in shorthand and typewriting in english short hand at the speed of 100 words per minute and transcription thereof at 20 words per minute and in hindi shorthand at the speed of 80 words per minute and transcription there of at 15 words per



			minute,
11	Steno Typist	<p>i) Matric of its equivalent;</p> <p>ii) Knowledge of Hindi or Matric standard; English shorthand at 80 words per minute and transcription thereof at 15 words per minute or hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute.</p>	<p>Matric with hindi or equivalent;</p> <p>Should qualify departmental test in English shorthand at the speed of 80 words per minute and transcription thereof at 15 words pe minute. OR in Hindi shorthand at the speed of 64 words per minute and transcription thereof at 11 words per minute</p>
12	Driver	Middle pass and should possess a valid driving license with at least 2 year experience in driving	Middle pass and should possess a valid driving licence with at last 2 years experience in driving.
13	Clerk	<p>(i) Matric or its equivalent;</p> <p>(ii) Knowledge of Hindi of Matric standard</p> <p>(iii) Hindi or English typewriting at a speed of 25/30 words per minute respectively. The officials appointed to the post of clerk will have to qualify the departmental type test in Hindi or English with a speed of 25/30 words per minute respectively within a year after the date of their appointment. They will be allowed annual increment only after qualifying the above test.</p>	<p>(i) Matric with hindi or its equivalent;</p> <p>(ii) Five years experience as Group 'C' employee or combined experience as Group 'C' and Group 'D' employee.</p> <p>(iii) The officials appointed to the post of clerks will have to qualify the departmental type test in Hindi or in English with a speed of 25/30 words per minute respectively within a year of the date of their appointment. They will be allowed annual increment only after qualifying the above test.</p>
14	Sub- Inspector	<p>(i) Matric 2<sup>nd</sup> division or its equivalent ;</p> <p>(ii) Knowledge of hindi of matric standard</p>	Three years' experience as a clerk.
15	Junior Analyst	<p>(i) Matric 2<sup>nd</sup> Division with Science or its equivalent;</p> <p>(ii) Knowledge of Hindi of Matric standard</p>	Two years' experience as Sub Inspector.
16	Picker	-	<p>(i) Middle Pass</p> <p>(ii) Two years service as Group D employees.</p>

**APPENDIX 'C'**  
**{See Rule 14 (1)}**

Serial Number	Designation	Appointing authority	Nature of Penalty	Authority empowered	Appellate authority
1	Superintendent	Director	(a) Censure;	Director	Government
2	Deputy Superintendent		(b) Warning with copy in personal file;		
3	Assistant Food and Supplied Officer		(c) With holding of increment or promotion including stoppage at efficiency bar;		
4	Head Analyst				
5	Inspector				
6	Accountant		(d) Recovery from the pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders		
7	Assistant				
8	Statistical Assistant				
9	Junior Auditor				
10	Junior Scale Stenographer		(e) Reduction to a lower post or timescale or to a lower stage in a time scale		
11	Driver				
12	Steno- typist		(f) Removal from the service which does not disqualify future employment		
13	Clerk				
14	Junior Analyst				
15	Sub- Inspector		(g) Dismissal from the service which does ordinarily disqualify from the future employment		
16	picker				

**APPENDIX 'D'**

[See Rule 14 (2)]

Serial Number	Designation	Nature of Order	Authority empowered to make the order	Appellate authority
1	Superintendent	(i) Reducing or with holding the amount of ordinary additional pension admissible under the rules governing pension\  (ii) terminating the appointment of a member of the service otherwise than of his attaining the age fixed for superannuation	Director	Government
2	Deputy Superintendent			
3	Assistant Food and Supplied Officer			
4	Head Analyst			
5	Inspector			
6	Accountant			
7	Assistant			
8	Statistical Assistant			
9	Junior Auditor			
10	Junior Scale Stenographer			
11	Driver			
12	Steno- typist			
13	Clerks			
14	Sub- Inspector			
15	Junior analyst			
16	Picker			

**APPENDIX 'E'**  
**{See Rule 9 (1) (C)}**

Manner for Appointment by promotion to the post of Assistant Food and Supplies Officer.

Serial Number	Source of appointment
1	By promotion from amongst Inspectors
2	By promotion from amongst Inspectors
3	By promotion from amongst Ministerial Staff working at the Headquarters
4	By promotion from amongst Inspectors
5	By promotion from amongst Inspectors
6	By promotion from amongst Inspectors
7	By promotion from amongst Head Analyst:
8	By promotion from amongst Inspectors
9	By promotion from amongst Inspectors
10	By promotion from amongst Inspectors
11	By promotion from amongst Ministerial staff working in the field.
12	By promotion from amongst Inspectors
13	By promotion from amongst Inspectors
14	By promotion from amongst Ministerial staff working at the Headquarters
15	By promotion from amongst Inspectors
16	By promotion from amongst Inspectors
17	By promotion from amongst Inspectors
18	By promotion from amongst Head analysts
19	By promotion from amongst Inspector
20	By promotion from amongst Inspectors
21	By promotion from amongst Inspectors
22	By promotion from amongst Ministerial staff working in the field

A .K SINHA,  
Secretary to Government, Haryana  
Food and Supplies Department.