

# HARYAN GOVERNMENT

## FOOD AND SUPPLIES DEPARTMENT

### Notification

The 31<sup>st</sup> December.1982

**No. G .S. R. 3/Const./Art.309/82** – In exercise of the power conferred by the proviso to article 309 of the constitution of India , and all other power enabling in this behalf the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of person appointed to the Haryana Food & Supplies Department Directorate ( Group C ) service, namely:-

1. These rules may be called the Haryana Food and Supplies Department Directorate (Group C ) Service Rule, 1982.

**Short title**

2 in this rules unless the context otherwise requires,-

**Definitions**

- (a) “Board” means the Subordinate Service Selection Board, Haryana ;
- (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;
- (c) “ Director “ means the Director Food and Supplies Department, Haryana;
- (d) “Government” means the Haryana Government in the Administrative Department.
- (e) “ Service” means the Haryana Food & Supplies Department ( Group C ) Service.
- (f) “recognized university” means :-
  - (i) any university incorporated by law in India , or
  - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August , 1947 , the Punjab, Sind or Dacca University , or
  - (iii) any other University which is declared by the Government to be a recognized university for the purpose of these rules;

**Number and character of posts**

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 scale of pay shown there against :

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.

**Nationality domicile and character of candidates recruited to the service**

4 (1) No person shall be appointed to any post in the service , unless he is—

- (a) citizen of India ; or
- (b) a subject of Nepal ; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> January , 1962 with the intention of permanently setting in India ;or
- (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 Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi , Zaire and Ethiopia with the intention of permanently setting in India:

Provided that 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 may 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 recruited to any post in the Service by direct appointment, 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  
Qualifications**

6. Appointment to any post in the service shall be made by the Director

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 by promotion.

**Disqualification**

8. (1) No person-

(a) who has entered into or contracted 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. Recruitment to the service shall be made-

(a) in the case of Deputy Superintendent –

(1) by promotion from amongst Assistants, Accountants and Senior scale Stenographers. Their inter se seniority for the purpose of promotion shall be determined by the continuous length of service as such. Provided that in the case of promotion of Senior Scale Stenographer to the post of Deputy Superintendent only those who have worked as Assistant for a period of two years on existing vacancies or by sharing the work of an Assistant shall be eligible ;

(b) in the case of Assistant / Accountant-

(i) by appointment from amongst Junior Auditors;

(c) in the case of Junior Auditors-

(i) 67 per cent by promotion from amongst Junior Scale Stenographers, Stenotypists and Clerks . Their inter se seniority for the purpose of promotion shall be determined by the continuous lengthe of service on any of these posts; and

(ii) 33 per cent by direct recruitment ; or

(iii) By transfer of an official already in the service of any State Government of India;

(d) in the case of Draftsman,-

- (i) by direct recruitment ; or
- (ii) by transfer of an official already in the service of any State Government of India;

(e) In the case of senior Scale Stenographers-

- (i) by promotion from amongst Junior Scale Stenographers;
- (ii) by direct recruitment ; or
- (iii) by transfer of an official already in the service of any State Government or Government of India;

(f) in the case of Junior Scale Stenographers-

- (i) 67 % of vacancies by promotion from amongst Stenotypists;
- (ii) 33% of vacancies by direct recruitment; or
- (iii) By transfer of an official already in the service of any State Government or Government of India;

(g) in the case of Stenotypist –

(i) 33% of vacancies by promotion from amongst clerks having one year service as such;

(ii) 67% of vacancies by direct recruitment; or

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

(h) in the case of Drivers-

(i) by promotion from amongst Group ‘c’ and ‘d’ employees whose pay scale is less than that of drivers;

(ii) by direct recruitment; or

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

(i) in the case of Clerk-

(i) 20% of vacancies by promotion from amongst Group ‘c’ and ‘d’ employees on the basis of seniority –cum- fitness.

- (iii) 80% of vacancies by direct recruitment; or
- (iv) by transfer of an official in the service of a State Government or Government of India;

(j) in the case of Restorer,-

By promotion from amongst Group D employees.

- (2) The exiting regular incumbents holding any of the posts mentioned in Appendix A shall be deemed to be the members of the service.
- (3) Except as otherwise provide here to fore, when a vacancy occurs or is about to occur in the service , the appointing authority shall dertermine the manner in which the same may be filled.
- (4) Where ratio has been fixed for various modes of recruitment and the suitable candidates are not available from a particular source, the appointing authority may divert such posts to any other source.
- (5) Except as otherwise provided , all promotions from one grade to another shall be made by selection based on seniority- cum – merit and seniority alone shall not give any right of 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 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 this rule;
  - (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on 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 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 appointment against a permanent vacancy: or
    - (ii) Confirm such person from the date from which of permanent vacancy occurs, if appointed against the temporarily vacancy: or
    - (iii) declare that he has completed his probation satisfactorily, if there is not permanent vacancy: or
  - (b) if his work or conduct has, in its opinion, been not satisfactory,-
    - (i) dispense with his service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the term and condition of previous appointment permit: or
    - (ii) extended 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 extended, if any, shall not exceed 3 years.

**Seniority**

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

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 their service in the appointments and, if the length of such 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 at any place whether within or outside the state of Haryana on being ordered so to do by the appointing authority.
- (2) A member of the service may 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.

- Vaccinations**
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 relaxations.**
17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by 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 of India.
- 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 (See rule 3)					
No. of Posts					
Sr. No.	Designation	Number of posts Permanent	Temporary	Total	Scales of pay
1	2	3	4	5	6
1.	Deputy Superintendents	6	--	6	700-30-850/900-40-1,100- <b>EB</b> -50-1,250
2.	Assistants	45	1	46	525-15-600-20-660/700-30-850- <b>EB</b> -890-40-1050
3.	Accountants	3	--	3	525-15-600-20-660/700-30-850- <b>EB</b> -890-40-1050
4.	Junior Auditors	43	8	51	525-15-600-20-660/700-30-850- <b>EB</b> -890-40-1050
5.	Draftman	1	--	1	525-15-600-20-660/700-30-850- <b>EB</b> -890-40-1050
6.	Senior scale Stenographers	3	--	3	525-15-600-20-660/700-30-850- <b>EB</b> -890-40-1050
7.	Junior Scale Stenographers	10	2	12	480-15-600- <b>EB</b> -20-700-30-760
8.	Stenotypists	8	3	11	400-10-490/540-15-600/20-660 plus Rs. 50/- special pay
9.	Clerks	50	3	53	400-10-490-540-15-600/20-660 S.G. 480-15-600- <b>EB</b> -20-

					700-30-760 (Selection grade for 20% posts)
10.	Restorers	3	--	3	400-10-490/540-15-600/20-660
11.	Drivers	3	1	4	420-10-490/525-15-600/20-700 S.G. 525-15-600-20-700/750-30-900 (selection grade for 20% )

APPENDIX B (see rule 7)			
Sr. No.	Name of the post	Academic qualification & experience for direct recruitment or by transfer	Academic qualification and experience for appointment by promotion
1	2	3	4
1.	Deputy Superintendent	---	Three years experiences as Assistant / Accountant/ Senior Scale Stenographer.
2.	Assistant Accountant /	---	Three years experience as Junior Auditor.
3.	Senior Scale Stenographer	(i) Matric 1 <sup>st</sup> Division / Higher Secondary 2 <sup>nd</sup> Division/ Intermediate 2 <sup>nd</sup> Division/ Graduate or its equivalent (for Ex- service-men Matric only)	Passes the department test in shorthand and typewriting as provided for recruitment.

		<p>(ii) Knowledge of Hindi upto matric standard</p> <p>(iii) English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute.</p> <p>(iv) Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute.</p>	
4.	Junior Scale Stenographer	<p>(i) Matric 1<sup>st</sup> Division / Higher Secondary 2<sup>nd</sup> Division / Intermediate 2<sup>nd</sup> Division / Graduate or its equivalent.(for Ex-servicemen matric only)</p> <p>(ii) Knowledge of Hindi upto matric standard.</p> <p>(iii) English shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute and</p> <p>(iv) Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute.</p>	<p>Passes the departmental test in shorthand and typewriting as provided for recruitment.</p>
5.	Steno- typisist	<p>(i) Matric 1<sup>st</sup> Division / Higher Secodary 2<sup>nd</sup> Division / Intermediate 2<sup>nd</sup></p>	<p>(1) one year experience as Clerk. (2) passes the departmental test in shorthand and type-</p>

		<p>Division/ Graduate or its equivalent (for ex-servicemen Metric only)</p> <p>(ii) knowledge of Hindi upto Matric standard.</p> <p>(iii) English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute</p> <p>(iv) Hindi shorthand at the speed of 64 words per minute and transcription thereof at 11 words per minute.</p>	<p>writing as provided for direct recruitment.</p>
6.	Junior Auditor	<p>(i) Degree of a recognized University or its equivalent.</p> <p>(ii) knowledge of Hindi upto Matric standard</p>	<p>Four years experience as Junior Scale stenographers/ stenotypists/ clerks.</p>
7.	Draftsman	<p>Diploma in Art and Crafts or a certificate in civil Draft man from a recognized Institute with knowledge of Hindi up to Matric standard.</p>	
8.	Clerk	<p>(i) Matric , 1<sup>st</sup> Division / Higher secondary, 2<sup>nd</sup> Division / Intermediate , 2<sup>nd</sup> Division/ Graduate or its equivalent. (for Ex- servicemen Metric only)</p> <p>(ii) knowledge of Hindi upto Matric</p>	<p>(i) Matric with Hindi or its equivalent.</p> <p>(ii) five years experience as Group C or D employee or comined or experience as such.</p> <p>(iii) The official</p>

		standard. (iii) shall have to qualify the department type test in Hindi/ English with a speed of 25/30 words per minute respectively , within a year from the date of appointment only after qualifying the above tests	appointed to the post of clerk will have to qualify department type test in Hindi/ English with a speed of 25/ 30 words per minute, respectively within a year from the date of his appointment He will be allowed annual increment only after qualifying the said test.
9.	Driver	(i) Middle pass. (ii) should possess a valid driving licence (iii) Two years experience in driving. (iv) Knowledge of Hindi upto Primary standard	(i) Middle pass  (ii) should possess a valid driving licence.  (iii) two years experience in driving. (iv) knowledge of Hindi upto primary standard.
10.	Restorer		Two years experience as Group D employee.

APPENDIX C [see rule 14(1)]				
Designation	Authority	Nature of penalty	Authority empowered	Appellate authority
Deputy Superintendent, Assistant, Accountant, Junior Auditor, Draftsman, Senior Scale Stenographer, Junior Scale Stenographer,	Director	(a) warning with a copy on personal file ; (b) Censure; (c) withholding of increments or promotion including stoppage at efficiency bar;		

Stenotypist, Clerk , Restore , and Driver		(d) recovery from pay or the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders; (e) reduction to a lower post or time scale or to a lower stage in a time scale; (f) Removal from the service which does ordinary disqualify from future employment. (g) dismissal from the service which does ordinarily disqualify from future employment.	Director	Government
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APPENDIX D			
[see rule 14(2)]			
Designation	Nature of orders	Authority empowered to pass orders	Appellata authority
1	2	3	4
Deputy Superintendent ,Assistant, Accountant, Junior Auditor, Draftman, Senior scale Stenographer, Junior Scale Stenographer, Stenotypist , Clerk ,	(a) Reducing or with holding amount of ordinary / additional pension admissible under the rule governing pension. (b) Terminating the appointment of a member of the	Director	Government

Restore, and Driver.	service otherwise than upon his attaining the age fixed for superannuation.		
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A.K SINHA,  
Secretary to Government, Haryana,  
Food and Supplies department.