



Government of Haryana/हरियाणा सरकार  
Directorate of Food Civil Supplies & Consumer Affairs Deptt.  
खाद्य नागरिक आपूर्ति एवं उपभोक्ता मामले, निदेशालय

Regd.  
To

Sh.Gourav Aneja S/o Sh. Ashok Kumar  
VPO Dayal Singh Colony Hansi, Distt Hisar,  
Haryana Pin 125033.

Memo. No. 5E(1)-2021/ 60

Dated, Chandigarh, the 3/01/2022

**Subject:** Appointment to the post of Steno Typist (Both languages) in the Food, Civil Supplies & Consumer Affairs Department, Haryana (in Directorate Office).

2. On the recommendations of the Haryana Staff Selection Commission, Panchkula vide letter No. HSSC-Confid/Recomm./2021/596, dated 26.10.2021. you are hereby appointed to the post of **Steno Typist (Both languages)** on provisional/temporary basis in the Directorate of Food, Civil Supplies & Consumer Affairs Department, Haryana, in the pay band of Rs. 5200-20200-1900+100 Special Pay Grade Pay (pre-revised) {Now FPL-2 of Pay Matrix Table in the Haryana Civil Services (Revised Pay) Rules, 2016} plus usual allowances sanctioned by Haryana, Government from time-to-time on the following terms and conditions:-

- i. This appointment is purely provisional/temporary and you will remain on probation for a period of two years which can be extended after taking into consideration your work and conduct to a total period not exceeding three years. Your services are liable to be terminated without notice on the abolition of the post or on the termination of vacancy or leave arrangement or any other arrangement against which you happened to be working at that time.
- ii. If at any stage you desire to resign from your post in the Food Civil Supplies & Consumer Affairs Department, you will be required to give one month's clear notice or forfeit, in lieu thereof, one month salary including allowances or for the period by which the notice falls short of one month. Such a notice will be given to you by the department also in case it is proposed to terminate your service for the reasons other than that mentioned in Para-1 above. In case of misconduct or misbehavior, however, you will be given a reasonable opportunity to show cause as to why your services be not terminated, in that case the condition of one month's notice/salary will not apply.
- iii. As your character and antecedents have not been verified. Therefore, it is made clear to you that in case subsequently any adverse facts come to the notice of the State Government regarding your character and antecedents your services are liable to be terminated.
- iv. As the authenticity of your academic qualifications, caste and category certificates has also not been verified/checked from the issuing authority, therefore, it is made clear to you that if at any subsequent period, the same are found to be fake/false, your services are liable to be terminated and legal action will also be taken against you in this regard.
- v. Your services will be governed by the provisions contained in the Haryana Civil Services(General) Rules, 2016 and the Haryana Food, Civil Supplies & Consumer Affairs Department Directorate(Group-C) Services Rules, 1982 as may be amended from time to time and also the Government instructions issued in this regard.
- vi. Further, it is made clear that your services will be governed under the Finance Department Notification dated 28.10.2005 & provision 2(ii) of Punjab Civil Services Rules, Vol-I, Part-I amendment Rules, 2006. Your services will be

2<sup>nd</sup> Floor, 30 Bays Building, Sector:17-B, Chandigarh/दूसरी मंजिल, 30 बेज बिल्डिंग, सेक्टर-17-बी, चण्डीगढ़

Please visit us at <http://haryanafood.nic.in>  
E-mail/ई-मेल: [foodesti@gmail.com](mailto:foodesti@gmail.com) & [dir.foodhry@gmail.com](mailto:dir.foodhry@gmail.com)

Contd - 2/-



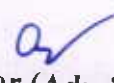

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covered by the new defined Contribution Pension Scheme as your fresh appointment is being made after 01.01.2006.

- vii. You will have to qualify the State Eligibility Test in Computer Appreciation and Application (SETC) within the period of probation of two year extended by one year, as per provisions of the Haryana Food, Civil Supplies & Consumer Affairs Department, Directorate (Group C) Service (Amendment) Rules, 2013.
- viii. It is also made clear to you that you will not undertake higher studies of any kind without obtaining prior permission. Consequently, no leave of any kind will be granted for the preparation of higher studies or examination.
- ix. No T.A./D.A. will be granted for joining the post in the Department.
- x. You 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.
- xi. You will have to give an undertaking in writing that if and when you enter any marital alliance, you shall strictly comply with any anti dowry law in letter and spirit and also furnish full details of all the articles of property and amount of money received by you from your in-laws in any name or manner, whatsoever. The undertaking shall be signed by your wife, father & father in law.
- xii. Your seniority will be fixed as per rules/instructions.
- xiii. You shall have to furnish a Medical certificate of fitness from the Medical Superintendent, Government Multi Speciality Hospital, Sector-16, Chandigarh before joining to the above post within a week as required under Rule 9 of HCS (General) Rules 2016, in case you are found medically unfit then your services will be terminated without giving any notice.
- xiv. Before assuming the charge of duties, you will be required to take the prescribed oath of allegiance to the Constitution of India and to produce the following certificates to the Director General of Food, Civil Supplies & Consumer Affairs, Department, Haryana, Chandigarh:-
  - a) When reporting for duty, you should bring with your academic qualifications, caste and category certificates in original along with two sets of attested Photostat Copies.
  - b) Declaration of your having one spouse and in the event of your having more than one spouse living, the appointment will be subject to your being exempted from enforcement of the requirement of rules in this behalf.

If you are willing to accept this offer of appointment on the terms and conditions mentioned above, you should report yourself for duty to the Directorate Food, Civil Supplies & Consumer Affairs Department, Haryana, Headquarter, Chandigarh within 30 days from the receipt of this offer failing which this offer will be treated as cancelled.

  
Joint Director (Administration)  
for Director General Food, Civil Supplies & Consumer  
Affairs Department Haryana. 

2<sup>nd</sup> Floor, 30 Bays Building, Sector:17-B, Chandigarh/दूसरी मंजिल, 30 बेज बिल्डिंग, सेक्टर-17-बी, चण्डीगढ़

Please visit us at <http://haryanafood.nic.in>  
E-mail/ई-मेल: [foodesti@gmail.com](mailto:foodesti@gmail.com) & [dir.foodhry@gmail.com](mailto:dir.foodhry@gmail.com)

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Government of Haryana/हरियाणा सरकार  
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Dated, Chandigarh, the 03/01/2022

A copy of the above is forwarded to Medical Superintendent, Government Multi Speciality Hospital, Sector-16, Chandigarh. You are requested that the candidate may immediately be examined on first entry into Govt. Service and a medical certificate of fitness may be issued.

*[Handwritten signature]*

Joint Director (Administration)  
for Director General Food, Civil Supplies & Consumer  
Affairs Department Haryana

Endst. No. 5E(1)-2021/ 62

Dated, Chandigarh, the 03/01/2022

A copy of the above is forwarded to the Secretary, Haryana Staff Selection Commission, Sector-2, Panchkula w.r.t. his letter No HSSC-Confid/Recomm./2021/596, dated 26.10.2021 for information and necessary action.

*[Handwritten signature]*

Joint Director (Administration)  
for Director General Food, Civil Supplies & Consumer  
Affairs Department Haryana

Endst. No. 5E(1)-2021/ 63

Dated, Chandigarh, the 03/01/2022

A copy of the above is forwarded to the Director, Employment, Haryana, Bays No. 55-58 Sector-2, Panchkula (Rojgar Bhavan) for information and necessary action.

*[Handwritten signature]*

Joint Director (Administration)  
for Director General Food, Civil Supplies & Consumer  
Affairs Department Haryana

Endst. No. 5E(1)-2021/ 64

Dated, Chandigarh, the 03/01/2022

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

*Email*

1. PS/DGFCS&CA (for kind information of worthy DGFCS&CA)
2. JCFA, HQ.
3. DDO-cum-DFSO, HQ.
4. DSEA, HQ. The candidate has been appointed against the vacant regular posts of Steno Typist (Both Language).
5. DSE-III, HQ.
6. 2E(1) through DSE-I.
7. Smt. Sikha Junior Programmer for uploading the order at website of the department.

*Email*

*Email*

प्रेषक

61, 62, 63, 64 सेक्युअर 7 सेक्टर  
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चण्डीगढ़  
31/1/22

*[Handwritten signature]*

Joint Director (Administration)  
for Director General Food, Civil Supplies & Consumer  
Affairs Department Haryana