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PART III
HARYANA GOVERNMENT
FOOD AND SUPPLIES DEPARTMENT

Notification

The 28th. September, 1982

No. G.S.R. 106/Const./Art.309/82.—In exercise of the powers 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 :—

1. These rules may be called the Haryana Food and Supplies Department Sub-offices (Group C) Service Rules, 1982.

Short title.

2. In these rules unless the context otherwise requires,—

Definitions.

(a) "Board" means the Subordinate Services 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 of Food and Supplies Department, Haryana;

(d) "Government" means the Haryana Government in the Administrative Department.

(e) "recognised 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 recognised university for the purpose of these rules;

(f) "Service" means the Haryana Food and Supplies Department Sub-Offices (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 :

Number and character of posts.

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 scales 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) 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 1st January, 1962, with the intention of permanently settling in India ;
- (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 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 eligibility 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 a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two other responsible persons 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 applications 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 qualifications 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 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.

9. (1) Recruitment to the Service shall be made,—

- (a) in the case of Superintendent, by promotion from amongst Deputy Superintendents ;

- (b) in the case of Deputy Superintendent, by promotion from amongst Assistants, Statistical Assistants 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 Inspectors, Head Analysts, 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,—Assistants, Senior Scale Stenographers and Accountants :

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

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

- (ii) 33 % by direct recruitment ;

(d) in the case of Head Analysts,—

- (i) 67% by promotion from amongst Junior Analysts,

- (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 Inspectors,—

- (i) 67% by promotion from amongst the Sub-Inspectors ;

Method of
recruitment.

- (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,—
 - (i) 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 Government of India or of a State Government ;
- (j) in the case of Junior Scale Stenographers,—
 - (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 appointments 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, 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 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.

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.

Liability to serve.

(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 organisation, 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 organisation 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 regulations 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 and 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) of 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, by order, for reasons to be recorded in writing relax any of the provisions 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.

Reserva-
tions.

19. Nothing contained in these rules shall effect reservations 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'

(See Rule 3)

Serial Number	Designation	No. of posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
					Rs
1.	Superintendent	6	2	8	1,000—50—1,500
2.	Deputy Superin- tendent	5	—	5	700—30—850/900 —40—1,100—EB —1,250
3.	Assistant Food and Supplies Officer	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 per- manent 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 Assistant	4	4	8	525—15—600—20— 660—700—30—85— EB—890—40— 1,050

Serial Number	Designation	No. of Posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
					Rs
9.	Junior Auditor	68	23	91	525—15—600—20 —660—700—30— 820—EB—890—40 —1,050.
10.	Junior Scale Steno- grapher	—	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—500—EB— 20—660 <i>plus</i> 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'

[See Rule 7]

Serial Number	Name of the post	Academic qualification and experience, if any for 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 recognised 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	(i) B. Sc. of a recognised University; (ii) Knowledge of Hindi of Matric Standard.	Three years experience as Junior Analyst.
5.	Inspector	Degree of a recognised 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.

1	2	3	4
8.	Statistical Assistant	—	Must have three years experience as Junior Auditor.
9.	Junior Auditor	(i) Degree from a recognised University or its equivalent; (ii) Knowledge of Hindi of Matric Standard.	Three years experience as Junior Scale Stenographer/Stenotypist/Clerk.
10.	Junior Scale Stenographer	(i) Matric or its equivalent; (ii) Knowledge of Hindi of Matric Standard; (iii) English shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute; (iv) Hindi shorthand at the speed of 80 words per minute and the transcription thereof at 15 words per minute.	(i) Matric or its equivalent; (ii) Knowledge of Hindi of Matric Standard; (iii) Should qualify departmental test in Shorthand and typewriting in English shorthand 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 thereof at 15 words per minute.
11.	Stenotypist	(i) Matric or its equivalent; (ii) Knowledge of Hindi of Matric standard; (iii) 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.	(i) Matric with Hindi or equivalent; (ii) Should qualify departmental test in English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute. OR in Hindi shorthand at the speed of 64 words per minute and transcription thereof at 11 words per minute.

1	2	3	4
12.	Driver	Middle pass and should possess a valid driving licence with at least 2 years experience in driving.	Middle pass and should possess a valid driving licence with at least 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 official 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 2nd 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 2nd 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 employee.</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 Supplies 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				
11.	Driver		(e) reduction to a lower post or time scale or to a lower stage in a time scale;		
12.	Steno-typist				
13.	Clerk				
14.	Junior Analyst		(f) removal from the service which does not disqualify future employment		
15.	Sub-Inspector				
16.	Picker		(g) dismissal from the service which does ordinarily disqualify from the future employment.		

APPENDIX 'D'

[See Rule 14 (2)]

Serial Number	Designation of post	Nature of Order	Authority empowered to make the order	Appellate authority
1.	Superintendent	(i) Reducing or withholding the amount of ordinary additional pension admissible under the rules governing pension	Director	Government
2.	Deputy Superintendent			
3.	Assistant Food and Supplies Officer.			
4.	Head Analyst	(ii) terminating the appointment of a member of the service otherwise than of his attaining the age fixed for superannuation		
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 Inspectors.
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.

हरियाणा सरकार

खाद्य तथा पूर्ति विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सांका०नि० 37/संवि०/अनु० 309/2013.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा खाद्य तथा पूर्ति विभाग उप-कार्यालय (ग्रुप ग) सेवा नियम, 1982 को आगे, संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा खाद्य तथा पूर्ति विभाग उप-कार्यालय (ग्रुप ग) सेवा (संशोधन) नियम, 2013, कहे जा सकते हैं।

2. हरियाणा खाद्य तथा पूर्ति विभाग उप-कार्यालय (ग्रुप ग) सेवा नियम, 1982 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :—

“9क.—(1) टंकण परीक्षा, लिपिकों, आशुटंककों और कनिष्ठ वेतनमान आशुलिपिकों के लिए सेवा शर्तों के भाग रूप में कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) बाद की अपेक्षित शर्त/अर्हता होगी जो सरकारी विभागों/संस्थाओं में सभी नए भर्ती/नियुक्त किए गए लिपिकों, आशुटंककों और कनिष्ठ वेतनमान आशुलिपिकों को अर्हक करनी होगी। वर्तमान लिपिक जो ग्रुप घ तथा रस्टोरर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन यथा अपेक्षित अब तक जिन्होंने टंकण परीक्षा पास नहीं की है उन्हें या तो टंकण परीक्षा या कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) पास करने का विकल्प होगा। इसके अतिरिक्त, आशुटंककों और कनिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों में यथाविहित आशुलिपि परीक्षा भी अर्हक करनी होगी।

(2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तारयोग्य दो वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी। ग्रुप ग में पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए हकदार नहीं होगा जब तक वह उक्त परीक्षा अर्हक नहीं कर लेता/लेती है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जाएंगी। व्यक्ति जो लिपिक तथा आशुटंकक के पद पर पदोन्नत किए गए हैं, को भी एक वर्ष तक विस्तारयोग्य एक वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी जिसमें असफल रहने पर उसे वापस प्रतिवर्तित कर दिया जाएगा।

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलैक्ट्रॉनिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेन्सी को इस नियम के उप-नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाइपिंग स्पीड में परीक्षा सहित कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेन्सी द्वारा जारी किया गया ‘पास’ प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा

करने के साक्ष्य के रूप में स्वीकार किया जाएगा।

(4) कम्प्यूटर अप्रिंशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मनेजमेंट होंगे।

(5) लिपिकों की दशा में, दोनों मामलों में समकक्ष की (Key) दबाने सहित बदलकर अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाइपिंग स्पीड, चूंकि टाइपिंग स्पीड कम्प्यूटर पर परीक्षित की जाएगी।

(6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रिंशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने से छूट दी जाती है :—

- (i) एम०टैक०/बी०टैक० (कम्प्यूटर), एम०सी०ए०, बी०सी०ए० या मान्यता प्राप्त संस्थान जैसे पॉलिटेक्निक से कम्प्यूटर में डिप्लोमा;
- (ii) राष्ट्रीय इलैक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन०आई०ई०एल०आई०टी०) (पूर्वी डी०ओ०ई०ए०सी०सी० सोसाइटी) के अधीन स्थापित किसी मान्यताप्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;
- (iii) एच०के०सी०एल० के प्राधिकृत शिक्षा केन्द्रों (ए०एल०सी०जी०) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एच०एस०सी०आई०टी०);
- (iv) उम्मीदवारों/कर्मचारियों जिन्होंने एस०ई०टी०सी० पहले से ही पास कर रखी है तथा वह सेवा ग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रिंशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हार्दोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जाएगा; तथा
- (v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन ऊपरी अंगों का अंगच्छेदन, पॅरैल्डिसिस ऑफ रेड्यल (रेड्यल नॅ:व पॉ:ल्जि) दोनों में से कोई एक ऊपरी अंग। नॅ:वस सिस्टम को प्रभावित करने वाला डेक्लिनेशन डिजेनॅरिटिव डिस्ऑ:र्डर्स जो हाथ के लकवे तथा इसकी मांसपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

तथापि, इन कर्मचारियों को उपरोक्त उप-पैरा (v) के अधीन वर्णित अपवाद सहित कम्प्यूटर अप्रिंशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।”।

3. उक्त नियमों में, परिशिष्ट ख में,—

I. क्रम संख्या 10 के सामने, खाना 3 के नीचे, विद्यमान मद (i) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

3

“(i) 10+2;” तथा

II. क्रम संख्या 11 के सामने, खाना 3 के नीचे, विद्यमान मद (i) के स्थान पर, निम्नलिखित मद

प्रतिस्थापित की जाएगी, अर्थात् :—

3

“(i) 10+2 ;” ।

III. क्रम संख्या 13 के सामने,—

(क) खाना 3 के नीचे, विद्यमान मद (i) तथा (iii) के स्थान पर, निम्नलिखित मद प्रतिस्थापित किए जाएंगे, अर्थात् :—

“(i) 10+2 ;”;

(iii) नियम 9क के दृष्टिगत लोप की गई है ;

(ख) खाना 4 के नीचे, विद्यमान मद (i) तथा (iii) के स्थान पर, निम्नलिखित मद प्रतिस्थापित किए जाएंगे अर्थात् :—

“(i) 10+2 ;

(ii) मैट्रिक स्तर तक हिन्दी का ज्ञान; तथा

(iii) नियम 9क के दृष्टिगत लोप की गई है। ”;।

टी० वी० एस० एन० प्रसाद,
प्रधान सचिव, हरियाणा सरकार,
खाद्य एवं पूर्ति विभाग।

[Authorised English Translation]

HARYANA GOVERNMENT
FOOD AND SUPPLIES DEPARTMENT

Notification

The 8th November, 2013

No. G.S.R. 37/Const./Art. 309/2013.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Food and Supplies Department Sub-offices (Group C) Service Rules, 1982, namely :—

1. These rules may be called the Haryana Food and Supplies Department Sub-Offices (Group C) Service (Amendment) Rules, 2013.

2. In the Haryana Food and Supplies Department Sub-Offices (Group C) Service Rules, 1982 (hereinafter called the said rules), after rule 9, the following rule shall be inserted, namely :—

“9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists and Junior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists and Junior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists and Junior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruitment. The candidate appointed against the aforesaid categories of posts in the Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk, Steno-typist and Junior Scale Stenographers shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government,

would be accepted as an evidence of the fulfilment of the prescribed condition in the Service Rules.

(4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.

(5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

(6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) :—

- (i) M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institute *e.g.* Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorised Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and
- (v) Physically disabled candidates *i.e.* amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped. However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC)."

3. In the said rules, in Appendix B,—

I. against serial number 10, under column 3, for existing item at (i), the following items shall be substituted, namely :—

"(i) 10+2;"

II. against serial number 11, under column 3, for existing item at (i), the following items shall be substituted, namely :—

"(i) 10+2;"

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III. against serial number 13,—

- (a) under column 3, for existing item (i) and (iii) the following items shall be substituted, namely :—

“(i) 10+2;

(iii) omitted in view of rule 9A;”.

- (b) under column 4, for existing item (i) and (iii), the following items shall be substituted, namely :—

“(i) 10+2;

(ii) Knowledge of Hindi upto Matric Standard; and

(iii) omitted in view of rule 9A.”.

T.V.S.N. PRASAD,
Principal Secretary to Government Haryana,
Food and Supplies Department.

हरियाणा सरकार

खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग,

अधिसूचना

दिनांक प्रथम जुलाई, 2020

संख्या सांका०नि०-3 संवि०/अनु० 309/2020.- भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा खाद्य तथा पूर्ति विभाग उप-कार्यालय (ग्रुप ग) सेवा नियम, 1982, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. ये नियम हरियाणा खाद्य तथा पूर्ति विभाग उप-कार्यालय (ग्रुप ग) सेवा (संशोधन) नियम, 2020, कहे जा सकते हैं।
2. हरियाणा खाद्य तथा पूर्ति विभाग उप-कार्यालय (ग्रुप ग) सेवा नियम, 1982 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, "खाद्य तथा पूर्ति विभाग" शब्द जहां कहीं भी आएँ के स्थान पर, "खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग" शब्द तथा चिह्न प्रतिस्थापित किये जाएंगे।
3. उक्त नियमों में, नियम 5 में, "तीस वर्ष" शब्दों के स्थान पर, "बयालीस वर्ष" शब्द प्रतिस्थापित किये जाएंगे।

पी० के० दास,

अपर मुख्य सचिव, हरियाणा सरकार,
खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग।

HARYANA GOVERNMENT**FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT****Notification**

The 1st July, 2020

No. G.S.R. 3/Const./Art. 309/2020.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Food and Supplies Department Sub-offices (Group C) Service Rules, 1982, namely :—

1. These rules may be called the Haryana Food and Supplies Department Sub-offices (Group C) Service (Amendment) Rules, 2020.
2. In the Haryana Food and Supplies Department Sub-offices (Group C) Service Rules, 1982 (hereinafter called the said rules), for the words “Food and Supplies Department” wherever occurring, the words and sign “Food, Civil Supplies and Consumer Affairs Department” shall be substituted.
3. In the said rules, in rule 5, for the word “thirty” the words and sign “forty-two” shall be substituted.

P. K. DAS,

Additional Chief Secretary to Government, Haryana,
Food, Civil Supplies and Consumer Affairs Department.

हरियाणा सरकार

खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग,

अधिसूचना

दिनांक 6 मई, 2022

संख्या सांका०नि० 74/संवि०/अनु० 309/2022.— भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग उप-कार्यालय (ग्रुप ग) सेवा नियम, 1982, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग उप-कार्यालय (ग्रुप ग) सेवा (संशोधन) नियम, 2022, कहे जा सकते हैं।
2. हरियाणा खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग उप-कार्यालय (ग्रुप ग) सेवा नियम, 1982 में, नियम 5 में, “सत्तरह” शब्द के स्थान पर, “अठारह” शब्द प्रतिस्थापित किया जाएगा।

अंकुर गुप्ता,
अतिरिक्त मुख्य सचिव, हरियाणा सरकार,
खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग।

HARYANA GOVERNMENT**FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT****Notification**

The 6th May, 2022

No. G.S.R. 74/Const./Art. 309/2022.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Food, Civil Supplies and Consumer Affairs Department Sub-offices (Group C) Service Rules, 1982, namely:—

1. These rules may be called the Haryana Food, Civil Supplies and Consumer Affairs Department Sub-offices (Group C) Service (Amendment) Rules, 2022.
2. In the Haryana Food, Civil Supplies and Consumer Affairs Department sub-offices (Group C) Service Rules, 1982, in rule 5, for the word "seventeen", the word "eighteen" shall be substituted.

ANKUR GUPTA,

Additional Chief Secretary to Government, Haryana,
Food, Civil Supplies and Consumer Affairs Department.