

Part III

HARYANA GOVERNMENT

FOOD AND SUPPLIES DEPARTMENT

Notification

The 31st December, 1982

No. G.S.R. 3/Const./Art.309/82.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, 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 Directorate (Group-C) Service, namely :—

1. These rules may be called the Haryana Food and Supplies Department Directorate (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 Food and Supplies Department, Haryana;
- (d) "Government" means the Haryana Government in the Administrative Department ;
- (e) "Service" means the Haryana Food and Supplies Department (Group-C) Service ;
- (f) "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.

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 thereagainst :

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction 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; 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 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 may 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 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 applications to the Board or any other recruiting authority.

Appointing authority.

6. Appointment to the posts in the Service shall be made by the Director.

7. No person shall be appointed to any post in the Service unless he is in possession of qualifications and experience specified in column 3 of Appenlix B to those 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.

Qualifica-
tions.

8. (1) No person—

Disqualifica-
tions.

(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—

Method of
recruitment.

(a) in the case of Deputy Superintendent —

(i) 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 length 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 or 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 or 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 driver;
- (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 Clerks—

- (i) 20% of vacancies by promotion from amongst Group 'c' and 'd' employees on the basis of seniority-cum-fitness.
- (ii) 80% of vacancies by direct recruitment; or
- (iii) by transfer of an official already 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 provided heretofore, when a vacancy occurs or is about to occur in the service, the appointing authority shall determine 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.

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 :

Probation.

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, dis-
pense 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 satis-
factory,—
 - (i) confirm such person from the date of his appo-
intment, 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; 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 terms and conditions of previous appointment permit; 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.

Seniority.

11. Seniority, *inter se* of members of the service 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 the 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 shall 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 promotions 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 member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the 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, a municipal corporation or a local authority within the State of Haryana ;

- (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, 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 or any other State Government or any organisation or body referred to in clauses (ii) and (iii) except with his consent.

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.

Pay, leave,
pension and
other matters

14. (1) In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time:

Discipline
penalties
and appeals.

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 Services (Punishment and Appeal) Rules, 1952, and the appellate authority shall also be as specified in Appendix D to these rules.

15. Every member of the Service shall get himself vaccinated and revaccinated if and when the Government so directs by a special or general order.

Vaccinations.

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.

Oath of
allegiance.

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.

Power of
relaxations.

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.

Special pro-
visions.

19. Nothing contained in these rules shall affect reservation and other concessions required to be provided for Scheduled 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.

Reserva-
tions.

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:

Repeal and
Savings.

Provided that any order made or action taken under the rule, so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A
(See rule 3)

Sr. No.	Designation	Number of posts				Scales of pay
		Perma- nent	Tempo- rary	Total		
1	2	3	4	5	6	
1.	Deputy Superintendents	6	..	6	Rs 700-30-850/900-40-1,100-EB-50-1,250	
2.	Assistants	45	1	46	525-15-600-20-660/700-30-850-EB-890-40-1050	
3.	Accountants	3	..	3	525-15-600-20-660/700-30-850-EB-890-40-1,050	
4.	Junior Auditors	43	8	51	525-15-600-20-660/700-30-850-EB-890-40-1,050	
5.	Draftsman	1	..	1	525-15-600-20-660/700-30-850-EB-890-40-1,050	
6.	Senior scale Stenographers	3	..	3	525-15-600-20-660/700-30-850-EB-890-40-1050	
7.	Junior Scale Stenographers	10	2	12	480-15-600-EB-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	400-10-490-15-600-EB-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% posts)	

APPENDIX B

(See rule 7)

Sr. No.	Name of the post	Academic qualifications & experience for direct recruitment or by transfer	Academic qualifications and experience for appointment by promotion
1	2	3	4
1.	Deputy Superintendent	—	Three years experience as Assistant / Accountant / Senior Scale Stenographer.
2.	Assistant/Accountant	—	Three years experience as Junior Auditor.
3.	Senior Scale Stenographer	<p>(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/Graduate or its equivalent</p> <p>(for Ex-service-men 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>

1	2	3	4
4.	Junior Scale Steno-grapher	<p>(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/Graduate or its equivalent.</p> <p>(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-typists	<p>(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/Graduate or its equivalent</p> <p>(for ex-servicemen Matric only).</p>	<p>(1) One year experience as Clerk.</p> <p>(2) Passes the departmental test in shorthand and typewriting as provided for direct recruitment.</p>

1	2	3	4
		(ii) Knowledge of Hindi upto Matric standard. (iii) English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute. (iv) Hindi shorthand at the speed of 64 words per minute and transcription thereof at 11 words per minute.	
6.	Junior Auditor	(i) Degree of a recognised University or its equivalent. (ii) Knowledge of Hindi upto Matric standard Diploma in Art and Crafts or a certificate in Civil Draftsman from a recognised Institute with knowledge of Hindi upto Matric standard.	Four years' experience as Junior Scale Stenographers/Stenotypists/Clerks.
7.	Draftsman		
8.	Clerk	(i) Matric, Ist Division/Higher Secondary, 2nd Division/Intermediate, 2nd Division/Graduate or its equivalent. (for Ex-servicemen Matric only) (ii) Knowledge of Hindi upto Matric standard.	(i) Matric with Hindi or its equivalent. (ii) Five years' experience as Group C or D employee or combined or experience as such.

<p>(iii) Shall have to qualify the departmental type test in Hindi/English with a speed of 25/30 words per minute respectively, within a year from the date of appointment. He will be allowed annual increment only after qualifying the above tests</p>	<p>(iii) The official appointed to the post of Clerk will have to qualify departmental 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.</p>
<p>(i) Middle pass.</p> <p>(ii) Should possess a valid driving licence.</p> <p>(iii) Two years' experience in driving.</p> <p>(iv) Knowledge of Hindi upto Primary standard.</p>	<p>(i) Middle pass</p> <p>(ii) Should possess a valid driving licence.</p> <p>(iii) Two years' experience in driving.</p> <p>(iv) Knowledge of Hindi upto Primary standard.</p>
<p>9. Driver</p>	<p>Two years' experience as Group D employee.</p>
<p>10. Restorer</p>	<p>Two years' experience as Group D employee.</p>

APPENDIX C
[See rule 14 (1)]

Designation	Appointing authority	Nature of penalty	Authority empowered	Appellate authority
Deputy Superintendent, Assistant, Accountant, Junior Auditor, Draftsman, Senior Scale Stenographer, Junior Scale Stenographer, Stenotypist, Clerk, Restorer, and Driver	Director	<p>(a) Warning with a copy on personal file;</p> <p>(b) Censure;</p> <p>(c) Withholding of increments or promotion including stoppage at efficiency bar;</p> <p>(d) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders;</p> <p>(e) reduction to a lower post or time scale or to a lower stage in a time scale;</p> <p>(f) removal from the service which does not disqualify from future employment; and</p> <p>(g) dismissal from the service which does ordinarily disqualify from future employment.</p>	Director	Government

APPENDIX D

[See rule 14(2)]

Designation	Nature of orders	Authority empowered to pass orders	Appellate authority
1	2	3	4
Deputy Superintendent, Assistant, Accountant, Junior Auditor, Draftsman, Senior Scale Stenographer, Junior Scale Stenographer, Stenotypist, Clerk, Restorer, and Driver.	<p>(a) Reducing or withholding amount of ordinary/additional pension admissible under the rule governing pension.</p> <p>(b) Terminating the appointment of a member of the service otherwise than upon his attaining the age fixed for superannuation.</p>	Director	Government

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

हरियाणा सरकार

खाद्य तथा पूर्ति विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सा०का०नि० 47/सवि०/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 निदेशालय (ग्रुप ग) सेवा नियम, 1982 को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. ये नियम हरियाणा खाद्य तथा पूर्ति विभाग निदेशालय (ग्रुप ग) सेवा (संशोधन) नियम, 2013 कहे जा सकते हैं:—

2. हरियाणा खाद्य तथा पूर्ति विभाग निदेशालय (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, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों के लिये सेवा शर्तों के भाग रूप में कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) बाद की अपेक्षित शर्त/अर्हता होगी जो सरकारी विभागों/संस्थाओं में सभी नए भर्ती/नियुक्त किए गए लिपिकों, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को अर्हक करनी होगी। वर्तमान लिपिक जो ग्रुप घ तथा रेस्टोरर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन यथा अपेक्षित अब तक टंकण परीक्षा पास नहीं की है उन्हें या तो टंकण परीक्षा या कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) पास करने का विकल्प होगा। आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ 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 (एस.ई.टी.सी.) 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 सेवाएँ समाप्त कर दी जायेंगी। व्यक्ति जो लिपिक तथा आशुटंकक के पद पर पदोन्नत किए गये हैं, को भी एक वर्ष तक विस्तार योग्य एक वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) अर्हक करनी होगी जिसमें असफल रहने पर उसे वापस प्रतिवर्तित कर दिया जायेगा।

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलैक्ट्रानिक 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 अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हार्डटोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेंसी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जायेगा।

- (4) कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) के लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मैनेजमेंट 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 जायेगी।
- (6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) देने से छूट दी जाती है :-
 - (i) एम.टैक./बी.टैक. (कम्प्यूटर), एम.सी.ए., बी.सी.ए. या मान्यता प्राप्त संस्थान जैसे पॉलिटेक्निक से कम्प्यूटर में डिप्लोमा;
 - (ii) राष्ट्रीय इलैक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन.आई.ई.एल. आई.टी.)(पूर्वी डीओईएसीसी सोसाइटी) के अधीन स्थापित किसी मान्यता प्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;
 - (iii) एच.के.सी.एल. के प्राधिकृत शिक्षा केन्द्रों (ए.एल.सीज) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एचएससीआईटी);
 - (iv) उम्मीदवारों/कर्मचारियों जिन्होंने एसईटीसी पहले से ही पास कर रखी है तथा वह सेवा ग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) को हार्डटोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेंसी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जायेगा; तथा
 - (v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन, ऊपरी अंगों का अंगच्छेदन, पैरैलिसिस ऑफ रेड्यल (रेड्यल नै:व पो:लुजि) दोनों में से कोई ऊपरी अंग। नै:वस सिस्टम को प्रभावित करने वाला डेक्लिनरेशन डिजेनरैटिव डिस्ऑर्डर्स 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 अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।”।

3. उक्त नियमों में, परिशिष्ट ख में,—

- (I) क्रम संख्या 3 के सामने, खाना 3 के नीचे, विद्यमान मद (i) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात्—
“(i) 10+2 अथवा स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2)”;
(II) क्रम संख्या 4 के सामने, खाना 3 के नीचे, विद्यमान मद (i) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात्—
“(i) 10+2 अथवा स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2)”;
(III) क्रम संख्या 5 के सामने, खाना 3 के नीचे, विद्यमान मद (i) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात्—
“(i) 10+2 अथवा स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2)”;
(IV) क्रम संख्या 8 के सामने,—
(क) खाना 3 के नीचे, विद्यमान मद (i) तथा (iii) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात्—
“(i) 10+2 अथवा स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2)”; तथा
(iii) नियम 9क के दृष्टिगत लोप की गई है;” तथा
(ख) खाना 4 के नीचे, विद्यमान मद (i) तथा (iii) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :-
“(i) 10+2;
(क) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी ;” तथा
“(iii) नियम 9क के दृष्टिगत लोप की गई है”।

टी०वी०एस०एन० 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. 47/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 Directorate (Group-C) Service Rules, 1982, namely:—

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

2. In the Haryana Food & Supplies Department Directorate (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, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior 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, Junior Scale Stenographers and Senior 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 recruit. The candidate appointed against the aforesaid categories of posts in 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 and Steno-typists 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 (HARTON) 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 fulfillment 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), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;
 - (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society];
 - (iii) Haryana State – Certificate in Information Technology [HS-CIT] from the Authorized 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 5 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 3, under column 3, for existing item at (i), the following item shall be substituted, namely: —

"(i) 10+2 or Graduation or its equivalent (for Ex-servicemen 10+2 only)";

- II. against serial number 4, under column 3, for existing item (i), the following item shall be substituted, namely: —
“(i) 10+2 or Graduation or its equivalent (for Ex-servicemen 10+2 only)”;
- III. against serial number 5, under column 3, for existing item (i), the following item shall be substituted, namely: —
“(i) 10+2 or Graduation or its equivalent (for Ex-servicemen 10+2 only)”;
- IV. against serial number 8, —
- (a) under column 3, for existing items (i) and (iii) the following items shall be substituted, namely:—
“(i) 10+2 or Graduation or its equivalent (for Ex-servicemen 10+2 only)”; and
“(iii) omitted in view of rule 9A.”; and
- (b) under column 4, for existing items (i) and (iii) the following items shall be substituted, namely: —
“(i) 10+2;
(ia) 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..

भाग—III**हरियाणा सरकार**

खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग,

अधिसूचना

दिनांक प्रथम जुलाई, 2020

संख्या सांका०नि०-2 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 निदेशालय (ग्रुप ग) सेवा नियम, 1982, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. ये नियम हरियाणा खाद्य तथा पूर्ति विभाग निदेशालय (ग्रुप ग) सेवा (संशोधन) नियम, 2020, कहे जा सकते हैं।
2. हरियाणा खाद्य तथा पूर्ति विभाग, निदेशालय (ग्रुप ग) सेवा नियम, 1982 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया) में, “खाद्य तथा पूर्ति विभाग” शब्द, जहां कहीं भी आए, 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. 2/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 Directorate (Group C) Service Rules, 1982, namely:—

1. These rules may be called the Haryana Food and Supplies Department Directorate (Group C) Service (Amendment) Rules, 2020.
2. In the Haryana Food and Supplies Department Directorate (Group C) Service Rules, 1982 (hereinafter called the said rules), for the words “Food and Supplies Department” wherever occurring, the word 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.

भाग – III**हरियाणा सरकार**

खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग

अधिसूचना

दिनांक 6 मई, 2022

संख्या सांका०नि० 73/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 निदेशालय (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 निदेशालय (ग्रुप ग) सेवा (संशोधन) नियम, 2022, कहे जा सकते हैं।
2. हरियाणा खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग निदेशालय (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. 73/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 Directorate (Group C) Service Rules, 1982, namely:—

1. These rules may be called the Haryana Food, Civil Supplies and Consumer Affairs Department Directorate (Group C) Service (Amendment) Rules, 2022.
2. In the Haryana Food, Civil Supplies and Consumer Affairs Department Directorate (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.