



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

Regd.

To

The Principal,
District Institute of Education & Training,
Janauli, District Palwal.

Memo.No. 5E(1) -2026/ 8365
Dated, Chandigarh, the 03-06-2026

Subject:- Appointment of Sh. Swaraj to the post of Clerk in Sub-Office Cadre of Food, Civil Supplies & Consumer Affairs Department, Haryana on transfer basis.

In this regard, it is intimated that Sh. Swaraj (Employee ID-093554), Clerk working in your Institute is hereby appointed as clerk in the Sub-Office Cadre of Food, Civil Supplies & Consumer Affairs Department, Haryana on transfer basis in the Pay Scale of Rs. 21700-FPL-3 of Pay Matrix Table in the Haryana Civil Services (Revised Pay) Rules, 2016 and Finance Department letter no. 1/20/2016-5PR(FD) dated 08.02.2024 against the vacant post of BC-B category of direct quota and posted in the O/o District Food & Supplies Controller, Palwal. He will also draw the as usual allowances admissible to the Haryana Government Employees from time to time. His appointment in the Sub-Office Cadre of Food, Civil Supplies & Consumer Affairs Department, Haryana will be on the following terms and conditions:-

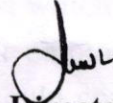
- (i) This appointment is against a purely temporary post which is liable to be abolished at any time and carries no promise of subsequent employment. As such, as and when there will be no vacancy against which he could continue to officiate in the Food, Civil Supplies & Consumer Affairs Department, Haryana can be reverted to his parent department.
- (ii) If at any stage, he desires to resign from his post in the Food, Civil Supplies & Consumer Affairs Department, Haryana, he will be required to give one month's clear notice or forfeit, in lieu thereof, one month salary including allowances for one month or for the period by which the notice falls short of one month. Such a notice will be given to him by the department also in case it is proposed to terminate your services for the reasons other than that mentioned in Para-1 above. In case of misconduct or misbehavior, however, he will be given a reasonable opportunity of hearing, as to why his services be not terminated, in that case the condition of one month's notice/salary will not apply.
- (iii) In case if any adverse facts about his educational certificates come to the notice of this Department, disciplinary action will be taken against him.
- (iv) He will be governed by the provisions contained in the Haryana Civil Services (General) Rules, 2016 and the Haryana, Food, Civil Supplies & Consumer Affairs Department Sub-Offices (Group-C) Services Rules, 1982 as amended from time to time and also the Government instructions issued in this regard.
- (v) He will not undertake higher studies of any kind without obtaining prior permission of the Competent Authority. Consequently, no leave of any kind will be granted to him for the preparation of higher studies or examination.
- (vi) No T.A./D.A. will be granted for joining the offered post in this Department.



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- (vii) He will not avoid such rules and regulations as may be issued by the Haryana Government or by this department governing the conditions of services of its employees from time to time.
- (viii) He is 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.
- (ix) His seniority will be fixed as per rules/instructions.
- (x) He will not claim the benefit of his past service towards seniority and other matters as has been agreed by him in his affidavit dated 10.12.2025 and will be placed below the employees working in this department but his pay will be protected as per Govt. Rules..
- (xi) He will remain on probation for a period of one year which can be extended after taking into consideration of his work and conduct to a total period not exceeding two years.
- (xii) If the above official is willing to accept the offer made on the above mentioned conditions, he will report for duty to the O/o the District Food & Supplies Controller, Palwal immediately.

You are requested to send the Service Book/L.P.C. and casual leave account for the current year & ACR file of the official to the District Food & Supplies Controller, Palwal, immediately.

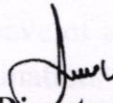

Deputy Director (Admn.),
for Director General, Food Civil Supplies and
Consumer Affairs Department, Haryana

Endst.No. 5E(1) -2023/12/8366

Dated, Chandigarh, the 03-06-2026

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

1. Sh. Swaraj, Clerk through The Principal, District Institute of Education & Training, Janauli, District Palwal
2. Director, Secondary Education, Shiksha Sadan, Sector-5, Panchkula.
3. Secy./ Hon'ble MFS, PS/CSFCS&CA, PS/DGFCS&CA and SSS/AD Admn. (for kind information of Hon'ble MFS, W/CSFCS&CA, W/DGFCS&CA and W/AD. Admn.).
4. The Secretary, Haryana Staff Selection Commission, Bays 67-70, Sector-2, Panchkula.
5. District Food & Supplies Controller, Palwal. The official has been appointed against a regular vacant post of Clerk of BCB category. You are, therefore, requested to send the joining report of the official to the Headquarter at the earliest after his joining.
6. The Treasury Officer, Palwal.
7. Smt. Shikha, Junior Programmer for uploading the order at Departmental Website.
8. 2E(1) through SE-I.


Deputy Director (Admn.),
for Director General, Food Civil Supplies and
Consumer Affairs Department, Haryana.