

रजि०  
प्रेषक

निदेशक सकैण्डरी शिक्षा हरियाणा, पंचकुला।

सेवा में

जिला शिक्षा अधिकारी, / प्रधानाचार्य डाईट  
पंचकुला, अम्बाला, भिवानी, गुडगांव, झज्जर, करनाल, पानीपत, सोनीपत, रेवाडी,  
फरीदाबाद, मेवात, कुरुक्षेत्र, पलवल, फतेहाबाद।

यादी क्रमांक के०डब्ल्यू० 22/41-2012 एच०आर०एम०ई० (1)  
दिनांक, पंचकुला 27-11-2013

विषय :- स्थानान्तरण आधार पर सिविल सचिवालय एवं खाद्य एवं पूर्ति विभाग हरियाणा में लिपिक के पद पर नई नियुक्ति देने बारे।

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उपरोक्त विषय के संदर्भ में।

आपको मुख्य सचिव हरियाणा के कार्यालय के पत्र क्रमांक 2/3/2013-11 स्था०-11 दिनांक 26.09.2013 (प्रति सलंगन है) तथा पत्र क्रमांक सम दिनांक 25.09.2013 तथा खाद्य एवं पूर्ति विभाग के पत्र क्रमांक 34/20/2013-5 ई०-1-31345 दिनांक 11.10.2013 तथा पत्र क्रमांक 34/20/2013 ई०-5-1/31379 दिनांक 10.10.2013 की प्रति सलंगन करते हुए निर्देशादिए जाते है कि इस पत्र में चयनित आपके जिले में सम्बंधित यदि कोई लिपिक हरियाणा सिविल सचिवालय या खाद्य एवं पूर्ति विभाग हरयाणा में कार्यग्रहण करना चाहता है तो उसके आवेदन पत्र पर नियमानुसार कार्यवाही करते हुए उसे कार्यभारमुक्त कर दिया जाए।

सलंगन-उपरोक्तानुसार

<sup>24</sup>  
अधीक्षक एच०आर०एम०ई०  
कृते: निदेशक सकैण्डरी शिक्षा हरियाणा,  
पंचकुला।

1. The District Education Officer, Jhajjar.
2. The District Education Officer, Rewari.
3. The District Education Officer, Faridabad.
4. The Director General, Public Relation & Cultural Affairs, Hr., Chandigarh.
5. The District Elementary Education Officer, Mewat.
6. The District Education Officer, Sonapat.
7. The Block Education Officer, Beri, Distt.-Jhajjar.
8. The District Education Officer, Fatehabad.
9. The District Education Officer, Panchkula.
10. The Director General, Health Department, Sector-6, Panchkula.
11. The Principal District Institute of Education & Training, Palwal, Kurukshetra.
12. The District Education Officer, Mewat.
13. The Director General, Renewable Energy Department, Haryana, Akshay Urja Bhawan, Institutional, Plot No. 1, Sector-17, P.K.I.
14. The District Education Officer, Hisar.
15. The District Education Officer, Kurukshetra.

Memo. No.34/20/2013-5E(1)/31379 Dated, Chandigarh, the 10.10.2013

**Subject:** Appointment to the post of Clerk in Food and Supplies Department, Haryana on transfer basis (in the Sub Offices).

Reference on the subject cited above.

In this regard it is indicated that on the basis of interviews held on 08.10.2013, Clerks of Grade 'A' are hereby appointed as Clerk in the Sub Offices of Food and Supplies Department, Haryana on transfer basis in the pay band of Rs. 5200-20200\*1900 G.P. They will also draw the usual allowances admissible to the Haryana Government employees of this category from time to time. Their appointment in the Food and Supplies Department will be on the following terms & 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 they could continue to officiate in the Food and Supplies Department they can be reverted to their parent department.
- ii) If at any stage they desire to resign their post in the Food and Supplies Department, they will be required to give one month's clear notice or forfeit, in lieu thereof, 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 them by the department also in case, it is proposed to terminate their services. Department will also be liable to pay salary including allowances for one month or for the period by which the notice falls short of one month. In case of misconduct, however, they will be entitled to a reasonable opportunity to show cause as to why their services should not be terminated, in such case the condition of one month's notice/salary shall not apply.
- iii) They will be required to pass a departmental type test in Hindi or English typewriting at a speed of 25/30 w.p.m. respectively within a period of one year of their joining in the Food & Supplies Department failing which they will not be allowed the annual increment after your appointment in the Food & Supplies Department until they pass the said type writing test. On passing the type test they will be allowed increment from the date following the date of test in which they pass without payment of arrears for the past period. Their date of increment will however, not be postponed on account of their failure to clear the test within the permissible period.

... certificates come to the notice of  
... action will be taken against you.

... governed by the provisions contained in the Punjab Civil Services Rules  
... applicable to Haryana Government employees and of the Haryana Food and  
Supplies Department Sub-Offices (Group-C) Service Rules, 1982 and instructions  
issued by the Government from time to time.

- vi) They 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 for the preparation of higher studies or examination.
- vii) No T.A./D.A. will be granted for joining the post in the Department.
- viii) They do 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.
- ix) They are liable to serve in any place whether within or outside the State of Haryana or in the central or other State Government or a company, an Association or a body of persons, whether incorporated or not, Municipal Corporation or local authority or any other organization, an autonomous body not controlled by the Government or a private body.
- x) The inter-se-seniority of the above officials being appointed on transfer basis will be determined on the basis of length of their continuous regular service in the parent department and as per rules/instructions.
- xi) You will remain on probation for a period of one year which can be extended after taking into consideration of your work and conduct to a total period not exceeding two years.
- xii) They will not claim the benefit of their past service towards seniority and other matters and will be placed below the employees working in this department in their category. Their inter-se-seniority will be determined separately but their pay will be protected.
- xiii) If the above officials are willing to accept the offer made on the above mentioned conditions, they may after being relieved from their department will report for duty to the District Food & Supplies Controller, mentioned against their names in the enclosed Annexure-'A', immediately.
- xiv) You are requested to send the Service Book/L.P.C. and casual leave account for the current year of the official to the concerned District Food & Supplies Controller and the ACR file to H.Q. immediately.

N. G. 17  
Deputy Director (Admin.)  
for Director General Food & Supplies, Haryana

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To

1. The District Education Officer, Jhajjar.
2. The Principal District Institute of Education & Training, Shahpur, Karnal.
3. The District Education Officer, Panipat.
4. The District Education Officer, Gurgaon.
5. The Principal District Institute of Education & Training, Mohra, Ambala.

Memo. No. 24/20/2013-5E(1) 3/435  
Dated, Chandigarh, the 11.10.2013

**Subject:** Appointment to the post of Clerk in the Directorate of Food and Supplies Department, Haryana, Chandigarh, on transfer basis.

Reference on the subject cited above.

In this regard it is intimated that on the basis of interviews held on 08.10.2013, Clerks of your department as mentioned in Annexure 'A' are hereby appointed as Clerk in the Directorate of Food and Supplies Department, Haryana, Chandigarh on transfer basis in the pay band of Rs. 5200-20200+1900 G.P. They will also draw the usual allowances admissible to the Haryana Government employees of this category from time to time. Their appointment in the Food and Supplies Department will be on the following terms & 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 they could continue to officiate in the Food and Supplies Department they can be reverted to their parent department.
- ii) If at any stage they desire to resign their post in the Food and Supplies Department, they will be required to give one month's clear notice or forfeit, in lieu thereof, 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 them by the department also in case, it is proposed to terminate their services. Department will also be liable to pay salary including allowances for one month or for the period by which the notice falls short of one month. In case of misconduct, however, they will be entitled to a reasonable opportunity to show cause as to why their services should not be terminated; in such case the condition of one month's notice/salary shall not apply.
- iii) They will be required to pass a departmental type test in Hindi or English typewriting at a speed of 25/30 w.p.m. respectively within a period of one year of their joining in the Food & Supplies Department failing which they will not be allowed the annual increment after your appointment in the Food & Supplies Department until they pass the said type writing test. On passing the type test they will be allowed increment from the date following the date of test in which they passes without payment of arrears for the past period. Their date of increment will however, not be postponed on account of their failure to clear the test within the permissible period.
- iv) In case of any adverse facts about their educational certificates come to the notice of Headquarter, disciplinary action will be taken against you.

They will be governed by the provisions contained in the Punjab Civil Services Rules as applicable to Haryana Government employees and of the Haryana Food and Supplies Department Directorate (Group-C) Service Rules, 1982 and instructions issued by the Government from time to time.

- vi) They 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 for the preparation of higher studies or examination.
- vii) No T.A./D.A. will be granted for joining the post in the Department.
- viii) They do 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.
- ix) They 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.
- x) The inter-se-seniority of the above officials being appointed on transfer basis will be determined on the basis of length of their continuous regular service in the parent department and as per rules/instructions.
- xi) You will remain on probation for a period of one year which can be extended after taking into consideration of your work and conduct to a total period not exceeding two years.
- xii) They will not claim the benefit of their past service towards seniority and other matters and will be placed below the employees working in this department in their category. Their inter-se-seniority will be determined separately but their pay will be protected.
- xiii) If the above officials are willing to accept the offer made on the above mentioned conditions, they may after being relieved from their department will report for duty in the office of Director General, Food & Supplies, Haryana, 30 Bays Building, Sector-17, Chandigarh immediately.
- xiv) You are requested to send the Service Book/L.P.C. and casual leave account for the current year of the official to this department at H.Q. immediately.

*N. S. Singh*  
Deputy Director (Admn.)  
for Director General Food & Supplies, Haryana

Dated, Chandigarh, the 11.10.2013

Endst.No. 34/20/2013-5L(1)/31436

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

- I. All the concerned officials as per mentioned in Annexure-A.
- The Director General, Secondary Education, Haryana, Sector-5, Panchkula.

**REMINDER  
IMMEDIATE.  
REGISTERED**

714(C4)MR  
11-10-13

From

The Chief Secretary to Government Haryana.

To

✓ The Director Secondary Education, Haryana,  
Panchkula.

Memo No. 2/3/2013-2Estt.II.  
Dated Chandigarh, the 26<sup>th</sup> September, 2013.

**Subject: - Appointment to the post of Clerk in Haryana Civil  
Secretariat on transfer basis.**

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Reference Haryana Government letter No.2/3/2013-2Estt.II,  
27<sup>th</sup> August, 2013 on the subject noted above.

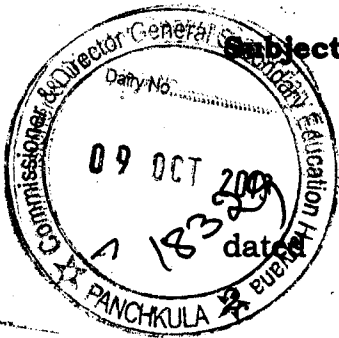
The following Clerks of your department/office have been  
selected for temporary appointment as Clerk in the Haryana Civil  
Secretariat on transfer basis in the PB-1, ₹ 5200-20200+Grade Pay of  
₹ 1900+40/- as special pay vide this office Memo No.2/3/2013-2Estt.II,  
dated 27-08-2013:-

Sr.No.	Name of the Clerk	Name of the Department
1.	<b>Sarvshri/Smt./Kumari</b> Baldev Kalra S/o Shri Vajir Chand Kalra, Clerk, Govt. Middle School, Khaspur, Ambala.	The Director Secondary Education, Haryana, Panchkula.
2.	Suresh Kumar S/o Shri Dalip Singh, Clerk, G.S.S.School, Jhojhu Kalan, Bhiwani	The Director Secondary Education, Haryana, Panchkula.
3.	Vinay Pal S/o Sh. Ved Pal, Clerk, Govt. Sr. Sec. School, Chandeni, Distt. Bhiwani.	The Director Secondary Education, Haryana, Panchkula.

3. You were requested that if the officials are willing to accept  
this offer made on the above mentioned conditions, they may be relieved  
from your office and directed to report for duty to the undersigned in the  
Haryana Civil Secretariat within a period of 20 days from the date of issue  
of this letter. But they have not joined in the Haryana Civil Secretariat and  
no reply has been received from your side in this regard.

4. You are, therefore, requested again if the officials are willing  
to accept the offer alongwith the conditions mentioned in this office letter  
dated 27-08-2013, they may be relieved from your office and directed to

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**IMMEDIATE.  
REGISTERED**

From

The Chief Secretary to Government Haryana

To

1. The Director General, Health Services, Haryana, Panchkula.
- ✓ 2. The Director Secondary Education, Haryana, Panchkula.

Memo No. 2/3/2013-2Estt.II.  
Dated Chandigarh, the 25<sup>th</sup> September, 2013.

**Subject: - Appointment to the post of Clerk in Haryana Civil Secretariat on transfer basis.**

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Reference Haryana Government letter No.2/3/2013-2Estt.II, dated 09-05-2013 and your office letters/recommendations on the subject noted above.

2. You have recommended the names of willing Clerks alongwith their applications/record for the appointment to the post of Clerk in Haryana Civil Secretariat on transfer basis. The matter has been considered for the appointment to the post of Clerk in Haryana Civil Secretariat on transfer basis and the following Clerk/Clerks of your Department/office have been selected for temporary appointment as Clerk in the Haryana Civil Secretariat on transfer basis in the PB-1, ₹ 5200-20200+Grade Pay of ₹ 1900+40/- as special pay:-

Sr.No.	Name of the Clerk	Name of the Department
1.	Shri Jagmender Singh S/o Shri Umed Singh, The Director General, Health Services, Haryana, Panchkula.	The Director General, Health Services, Haryana, Panchkula.
✓ 2.	Shri Nishant Jain S/o Shri Sugandh Kumar Jain, Clerk, O/o D.E.O., Ambala.	The Director Secondary Education, Haryana, Panchkula.

They will also draw the usual allowance admissible to Haryana Government employees of their category from time to time. Their pay will be fixed in the grade /pay band according to rules.

3. Their appointment in the Secretariat will be on the following terms and conditions:-

- (i) Their appointment is against a purely temporary post which is liable to be abolished at any time and carries no promise of

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within a year after joining the Haryana Civil Secretariat, failing which they will not be allowed annual increment(s) till they pass the said type test. After passing the type test they will be allowed the due annual increment(s) from the following date from passing the type test but no arrear will be allowed.

4. The service rendered by them in their parent department of Haryana Government will not be counted for the purpose of seniority on their appointment in Haryana Civil Secretariat. However, their pay will be protected on their appointment as Clerk in Haryana Civil Secretariat.

5. If the officials are willing to accept this offer made on the above mentioned conditions, they may be relieved from your office and directed to report for duty to the undersigned in the Haryana Civil Secretariat within a period of 20 days from the date of issue of this letter. They should be directed to bring their original academic certificates on the date of reporting for duty in the Haryana Civil Secretariat.

6. Their character and antecedents have not been got verified and in case subsequently, any adverse facts came to the notice of the State Government regarding their character and antecedents, their services will be terminated.

7. Their service book may be sent to this office after making the complete entries in the service book. Their Annual Confidential Reports file, LPC, Casual leave Account for the current year etc. may also please be sent to Haryana Civil Secretariat. It may also be certified that no disciplinary action is pending against them and there is no adverse remarks in their ACR regarding integrity at the time of relieving.

*Jai Gopal*  
Superintendent Establishment-II,  
for Chief Secretary to Government Haryana.

*25/09/2013*

Endst. No. 2/3/2013-2Estt.II.

Dated Chandigarh, the 25-09-2013.

A copy is forwarded to District Education officer, Ambala for information and necessary action.

*Jai Gopal*  
Superintendent Establishment-II,  
for Chief Secretary to Government Haryana.

INTERNAL DISTRIBUTION:

1. PS/Chief Secretary.
2. Superintendent, Accounts/A&P/Ad.O/Library.
3. 5EII/6EII/7EII/R.K.-1(In Establishment-II Branch).

*Jai Gopal*  
Superintendent Establishment-II.

*25/09/2013*