

HARYANA GOVERNMENT

AGRICULTURE AND FARMERS' WELFARE DEPARTMENT



ORDER

On the recommendation of the Chief Secretary to Government, Haryana made vide their Memo No. 5/13/2016-1GSII dated 27.10.2016, Smt. Sunila W/o Martyr Sh. Anil Kumar is hereby **appointed as Clerk** in the O/o **Sub Divisional Agriculture Office, Rewari** in the pay band and grade pay of Rs. 5200-20200 + 1900 plus usual allowances admissible to him under the State Government Rules as notified from time to time.

**She is directed to join his place of posting within fifteen days** failing which her appointment shall automatically stand cancelled without giving him any further notice in this regard.

It is further made clear that **no request for extension for joining shall be entertained** by the Department.

Sr. No.	Recommended by	Name & address of the candidate S/Sh/Smt.	Date of Birth	Category	Place of posting
1.	Chief Secretary to Govt. Haryana.	Smt. Sunila W/o Martyr Sh. Anil Kumar, V.P.O. Pahari Tehsil Pataudi Distt. Gurgaon, Hry.	03.03.1980	BC(B)	Sub Divisional Agriculture office, Rewari

**Terms and Conditions of Appointment:-**

1. That she is being appointed purely on temporary and provisional basis.
2. That her appointment is against temporary post and her confirmation against substantive post shall be considered on the basis of her seniority and record of service as and when such post becomes available.
3. That she will take an oath of allegiance to the Constitution of India before the respective Officer before joining.
4. She will be required to qualify a departmental type test either in Hindi or English at a speed of 25 or 30 W.P.M. respectively within a period of one year from the date of her appointment failing which she shall not be entitled for annual increment unless exempted by the competent authority. she will be entitled for annual increment from the date of qualifying the type test but subject to the condition that no arrear shall be paid for the period prior to qualifying the type test.
5. She will have to qualify the State Eligibility Test in Computer Appreciation and Application (SETC) within the period of probation of two years extendable by one year. as per provisions of Rule 9A of the Haryana Sub-ordinate Agriculture Directorate Ministerial Staff (Group-C) Service (Amendment) Rules, 2013, failing which your service will be dispensed with.
6. That her seniority shall be decided in accordance with the Departmental rules and instructions issued by the State Government on the subject from time to time.
7. That she will be on probation for a period of two years. The period of probation can be extended further for a period not exceeding one year, if considered necessary by the competent authority.
8. That in matters, not specifically mentioned in this communication, she will be governed by the Civil Services Rules as applicable to Haryana Government employees and such Rules / Orders/ Instructions as may be issued by the State Government from time to time. That she will further be governed by the Haryana Subordinate Agriculture Directorate Ministerial Staff (Group-C) Service Rules, 1994 as amended from time to time.

9. That she will submit her original certificates of academic qualifications and other relevant certificates with the Concerned Officer of their place of posting. If the verification reveals that any certificate so submitted by her is false, then her service shall be terminated forthwith without any notice and without assigning any reason and without prejudice to such further action as may be taken against her under the provisions of the Indian Penal Code or any other law in force for submission of false certificate.
10. That the Candidate shall submit Medical Certificate duly issued by the Chief Medical Officer, concerned. It is only after the submission of medical fitness report that she would be allowed to join in the respective Offices.
11. That her character and antecedents have not been got verified and in case subsequently any adverse facts comes to the notice of the department regarding her character and antecedents, her service will be terminated without any notice.
12. That if she is already in Government job as Class-III or IV official, she need not submit a fresh medical fitness report otherwise she will appear before the Chief Medical Officer, concerned. she will submit the medical fitness report in the concerned office before joining the place of their posting.
13. That if at any time during the course of her temporary appointment, she desires to resign, she will be required to give one month's clear notice or forfeit in lieu thereof, his salary including allowances etc. for one month or for the period by which the notice falls short of one month. Likewise, the Department will also be bound as mentioned in this para.
14. That no TA/DA will be admissible to her for joining at the place of her posting.
15. That if she gets an appointment on the basis of her furnishing false/forged or fraudulent information/ facts which are detected later on to be false or forged or fraudulent, she would be liable for termination of service without any notice besides such criminal action that may be taken as prescribed in the Indian Penal Code or any other law for the time being in force.
16. That if she gets an appointment on the basis of his furnishing false/forged or fraudulent information/ facts which are detected later on to be false or forged or fraudulent, he would be liable for termination of service without any notice besides such criminal action that may be taken as prescribed in the Indian Penal Code or any other law for the time being in force.
17. That if she is willing to accept this offer of appointment as Clerk on the above terms and conditions, she should submit her joining report as per directions mentioned above.

Dated: 23.12.2016

**Bhupinder Singh,**  
Director, Agriculture and Farmers' Welfare Department.  
Haryana

Endst. No. 17454-59 Estt.III(2), Panchkula. the, Dated : 30/12/16

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

1. Smt. Sunila W/o Martyr Sh. Anil Kumar V.P.O Pahari, Tehsil Pataodi Distt. Gurgaon. She is directed to submit all original documents with the Sub Divisional Agriculture Office, Rewari in this office and comply with the directions serialized herein.
2. Sub Divisional Agriculture Office, Rewari, for appropriate action as follows: --
  - (a) That she will make detailed enquiry in respect of the original documents submitted by the candidate from the issuing authorities and submit her findings within two months of the joining by the Candidate. She will be responsible for any delay in this regard.
  - (b) That she will verify that the Candidate possesses requisite qualifications and experience as per rules and that she is eligible for the post against which she is being appointed.
  - (c) That she will retain the photocopies of all the documents pertaining to educational qualification, experience, domicile / residential certificate and caste/reservation

category submitted by the candidate and attest them after comparison and verification with the original documents.

- (d) That she will take the requisite medical fitness report and all other necessary documents from the candidate before allowing her to join his duty.
- (e) That she will prepare the service book and personal file of the candidate for proper maintenance and record.

It is made clear that she will be **personally responsible for all the actions** to be taken by her as serialized above and any laxity or delay in giving her findings will be **at her own risk and responsibility**.

3. The Chief Medical Officers, Rewari.
4. The Principal Accountant General (A&E) Haryana, Chandigarh.
5. The Principal Accountant General (Audit) Haryana, Chandigarh.
6. The Deputy Director of Agriculture & Farmers Welfare Department, Rewari.

*M. Partey*

Asstt. Director (Admn.)  
for Director, Agriculture and Farmers' Welfare  
Department, Haryana

Endst. No. 17460 Estt.III(2), Panchkula, the, Dated : 30-12-16  
A copy is forwarded to the Chief Secretary to Govt. Haryana, Chandigarh w.r.t.  
their letter No. 5/13/2016-1GSII dated 27.10.2016 for information.

*M. Partey*

Asstt. Director (Admn.)  
for Director, Agriculture and Farmers' Welfare  
Department, Haryana

Endst. No. 17461 Estt.III(2), Panchkula, the, Dated : 30-12-16  
A copy is forwarded to the Secretary, Rajya Sainik Board, Haryana, Sainik  
Bhawan, Sector-12, Panchkula for information.

*M. Partey*

Asstt. Director (Admn.)  
for Director, Agriculture and Farmers' Welfare  
Department, Haryana

Endst. No. 17462 Estt.III(2), Panchkula, the, Dated : 30-12-16  
A copy is forwarded to the Secretary, Haryana Staff Selection Commission,  
Sector-2, Panchkula for information.

*M. Partey*

Asstt. Director (Admn.)  
for Director, Agriculture and Farmers' Welfare  
Department, Haryana

*C.C. Programmer*