

THE H.P. STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.

HEAD-OFFICE: TOTU: SHIMLA-11

☎ 0177-2837280, 2837281, 2837382 Fax: 0177-2837280

No HMF/HQ-II/Estt-2/84-1207-1215

Dated: 20-02-2025

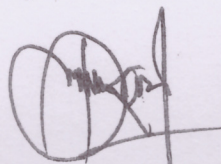
OFFICE ORDER

On the recommendations of the Himachal Pradesh Rajya Chayan Aayog, the following candidate is hereby offered appointment to the post of Junior Office Assistant (IT) purely on Contract basis, initially for a period of one year, on fixed contractual amount of Rs.12360/-per month, in level-4 of the pay matrix, as per Rule 3(i) of the H.P. Civil Services (Revised Pay) Rules, 2022 subject to the conditions that the joining shall be considered within a period of Ten Days from the receipt of this letter in the public interest on the following terms & conditions:-

Sr. No.	Name & Address of the Candidate	Place of Posting
1.	Smt. Anjali Devi D/O Shri Sita Ram Vill Basadhar P.O. Drang Tehsil Sadar Distt. Mandi (HP).	H.P. Milkfed, Mandi Unit at Chakkar, Distt. Mandi (H.P.)

1. She will be paid a fixed contractual amount @ Rs.12360/- per month.
2. The Service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he may prefer an appeal before the Appellate authority who shall be higher in rank to the Appointing Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered.
3. She will be entitled for one day's casual leave after putting in one month service. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of number of surviving children) during the entire service, in case of miscarriage including abortion on production of Medical certificate issued by the authorized Government Medical Officers, however, he/she will also be entitled for 10 days Medical Leave and 05 days Special Leave. He/she shall not be entitled for Medical reimbursement and LTC, etc. No leave of any kind except above is admissible to her.
4. Unauthorized absence from duties without approval of the controlling officer shall automatically lead to the termination of the contract agreement. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond their control on medical grounds, such period shall not be excluded while considering their control on medical grounds, such period shall not be excluded while considering their case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, he shall not be entitled for contractual amount for this period of absence from duty.
5. They will submit a certificate of his/her fitness duly signed by a Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status.
6. They will be entitled to TA/DA, if required to go on tour in connection with the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
7. Provisions of service rules like FR,SR, Leave Rules, Pension Rules & Conduct Rules, etc. as are applicable in case of regular employees will not be applicable in her case.

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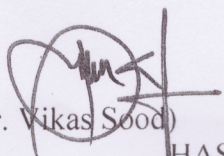
8. No travelling allowance will be paid to them for joining duties in H.P. Milk Federation.
9. She shall have to produce an affidavit to the effect that there is no court case/criminal/vigilance or appeal thereof pending for adjudication in any Court of law in or outside the State of Himachal Pradesh against them.
10. In case, the contract appointee do not report for duty within the stipulated time period to the allotted station or brought outside influence for change of station, in that event the offer of appointment will stand automatically cancelled.
11. In rare and exceptional circumstances if a contractual employee is transferred to another station/cadre/establishment on his/her own request with the approval of the competent authority, he/she shall be treated as fresh appointee in the new station/cadre/establishment and the services rendered on contract basis in the earlier cadre/establishment on appointment/transfer to another station/cadre/establishment will not be counted for regularization purposes and for any other financial benefits, The contract appointee will be treated as fresh appointee for all intents and purposes.
12. The services of the incumbents appointed on contract basis will be regularized once in year as per provisions of instruction issued by the Department of Personnel vide letter No. PER(AP)-C-B(2)-2/2015, dated 02.12.2023 and any amendment issued from time to time, in future.
13. The employees Group Insurance Scheme as well as EPF will be applicable to contractual appointee(s) as per rules and instructions of the Government in this regard from time to time.
14. The work and responsibilities are provided in job chart of the incumbent attached with this office order.

If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidate, she may report for duty at the places as mentioned against each within a period of Ten Days from the receipt of this letter positively. She is further directed to execute the enclosed Contract Agreement and affidavit as stipulated in conditions No.9 above on the stamp paper of Rs.10/- (Ten Rupees).

The appointment shall be considered **provisional** till the verification of character and antecedents, which will be carried out on the basis of self declaration form (copy enclosed), submitted by the candidates at the time of joining duties, certifying therein that all facts and details given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidates in self declaration, the criminal legal action will be initiated and the appointment shall be liable to be terminated. Further, the appointment is subject to verification of essential minimum educational qualification certificates and other documents.

The appointment order is subject to the final outcome of the investigation/court cases.

Encl:As above.


(Dr. Vikas Sood)
HAS,
Managing Director,
HP Milkfed, Shimla-11.

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