

THE HP STATE COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED,
HEAD OFFICE: TOTU: SHIMLA-11.
☎ 0177-2837280, 2837281, 2837382 Fax: 0177-2837280

No: HMF/HQ-II/ESTT-2/84- 1326.-1331.

Dated: 27.02.2025.

OFFICE ORDER

In pursuance to the Chief Secretary to the Government of Himachal Pradesh, Shimla-2. letter No. PER(AP)-C-B(2)-2/2015 dated 02.12.2023 and on the recommendation of Departmental Screening Committee. the services of the following Contractual Technical Superintendent who has completed 02 years of continuous service is hereby regularized with immediate effect in the Level-11 of the Pay Matrix i.e 38500-122700/- plus other allowances as admissible from time to time and posted as shown against his name:-

Sr. No.	Name of official with current place of posting	Place of posting
1.	Sh. Chander Shekhar, Milk Processing Plant, Nalagarh, Distt. Solan (HP)	Milk Processing Plant. Nalagarh. Distt. Solan (HP).

The appointment will be accepted on the following terms and conditions:-

1. The post is purely temporary and likely to continue. The appointment may be terminated at any time by one month's notice of either side viz. the appointee or the appointing authority. You will be on probation for a period of two years which can be extended further.
2. After completion of probation period, you have to give one month notice or salary in lieu of the notice period in case you resign from the service.
3. You shall have to serve the H.P. Milkfed for a minimum period of 03 years. However, in case you wish to leave the service after serving for a minimum period of 03 years, you shall have to give one month notice or pay in lieu thereof or surrender the pay for the period for which the notice falls short.=
4. Other conditions of your service shall be governed by the rules and regulations of H.P. Milkfed.
5. Before accepting the joining of the candidate the Manager (Estt.). HQ concerned will ensure to obtain the filled and duly signed attestation form with self declaration from the candidate. The attestation Form may be uploaded from the official website of the Federation.
6. In case the Character & Antecedents of the candidate are found not verified or any false information is given by the candidate in his/her self declaration, the appointment will be cancelled forthwith and other criminal/legal action may also be taken accordingly.

Contd.P/2...



The exercise of the verification of the character and antecedents should be carried out within six months time by the Manager (Estt.) / concerned Unit Incharge. Once the verification report is received and there is no objection on the facts given by the candidate, the offer will be treated as confirmed automatically.

8. You should produce a medical certificate of fitness from the competent authority for which he should get a letter from the Manager (Estt.)/concerned Unit Incharge addressed to Chief Medical Officer for medical examination. The joining will be accepted only after, he produces medical fitness certificate.
9. You are liable to be posted anywhere in Himachal Pradesh on your appointment.
10. You should furnish a declaration, if married that you shall have not more than one living spouse at any time without the permission of the competent authority.
11. You should undertake oath of allegiance to the Constitution of India.
12. Your appointment is subject to your being Bonafide resident of Himachal Pradesh from the Magistrate first class and certificate of belonging to Scheduled Class/Schedule Tribe if so.
13. The employees Group Insurance Scheme as well as EPF/CPF will be applicable as per rules and instructions of the Government in this regard from time to time.
14. Notwithstanding that is stated above, H.P. Milkfed shall have an unquestionable right to terminate your service without notice or compensation of any kind in the case of following:-
 - a) Misconduct.
 - b) breach of any of the standing instruction or rules or regulations or condition of this appointment letter.
 - c) Absence from duty without permission.
 - d) Insubordination or disrespect or superiors or misbehavior towards fellow employees/outsider.
 - e) Refusal to carry out orders given to you by your superior officer.
 - f) Divulgence of office business policies or secrets to other employees or to outside person without written permission.
 - g) Engaging in any other employment, business, profession or trade whether directly or indirectly.
 - h) Guilty of dishonesty, embezzlement, misappropriation or moral turpitude.
 - i) Acceptance or giving loans, commission, reward or gift of any kind from staff customers, agents or firms who have dealing with H.P. Milkfed.
 - j) Willful damage or misuse of property books and records etc.

Contd.P/3...



- k) Participating in or associating with unlawful activities.
l) Drinking in public places or attending while drunk.
15. You shall devote your energy and efforts solely in the furtherance of the interests of H.P. Milkfed and shall work honestly and diligently. You will not accept any other assignment whether part time or in the nature of self employment during your employment in the H.P. Milkfed.
16. In all cases, settlement of dues will be made after deducting any amount recoverable from you to H.P. Milkfed.
17. No travelling allowance will be admissjble to join the post.
18. Before you joining the duties, you have to furnish the following documents:-
- Medical Certificate of your physical fitness duly signed by a Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status.
 - Three pass port size photographs.
 - Photostat/attested copies of the Matriculation certificate indicating your date of birth.
 - Educational/Academic qualifications certificates, if any.
 - Experience certificate, if any.
 - Certificate of unmarried/married/remarried as the case may be issued by the competent authority.
 - SC/ST/OBC certificate if applicable.

If the appointment on the terms and conditions mentioned above is acceptable, you are requested to sign the duplicate copy of the appointment letter as a token of your having accepted the above terms and conditions and report to the Manager (Estt.)/Unit Incharge concerned with all the documents and certificates in original as mentioned above at Sr. No.18 within a period of ten days from the receipt of this letter, failing which this appointment letter will be treated as cancelled.

The work and responsibilities are provided in job chart attached with this office order.

Encl: As above.

Endst. No. As above.

Copy to:-

- Sr. Manager (Plants), H.P. Milkfed, Head-Office, Totu, Shimla-11 for information and necessary action.

(Dr. Vikas Sood)
HAS.
Managing Director,
H.P. Milkfed, Shimla-11.
Dated: