

Government of Himachal Pradesh
Department of Urban Development

No. UD-H(A)(1)-26/94-IV-Loose 7791-797 Dated

Shimla 08/10/2024

OFFICE ORDER


On the recommendations of 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, in **State Level Services of Municipal Corporations**, on fixed contractual amount of Rs. 12,360/- per month, in Level-4 of the pay matrix, as per Rule 3 (j) of the H.P Civil Services (Revised Pay) Rules, 2022, subject to the conditions that the candidate shall join at **Municipal Corporation Dharamshala** within 15 days from the date of issuance of this office order, in the public interest, on the following terms & conditions:-

Sr. No.	Name	Address of the Candidate	Roll No.	Caste	Place of Posting(s)
1	Jagdeep Thakur S/o Sh. Joginder Thakur	Village Kamehar, PO Chalharg, Tehsil Jogindernagar, District Mandi, H.P.	817046400	GENERAL (UR)	Municipal Corporation, Dharamshala, H.P.

The appointment to the post(s) of Junior Office Assistant (Information Technology) on contract basis in State Level Services of Municipal Corporations will be subject to the following terms & conditions:-


1. He will be paid a fixed contractual amount @ Rs. 12,360/ 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/she 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. He 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 him/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 case for regularization, but the incumbent shall have to intimate the controlling authority in this regard well in time. However, he/she shall not be entitled for contractual amount for this period of absence from duty.
5. He will submit a certificate of his fitness from Chief Medical Officer, District Hospital Kangra, District Kangra, H.P.
6. He 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, GPF Rules, Pension Rules & Conduct Rules, etc. as are applicable in case of regular employees will not be applicable in his case.
8. No travelling allowance will be paid to him for joining duties in **Municipal Corporation Dharamshala**.
9. He 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 incumbent appointed on contract basis will be regularized once in a year as per provisions of instructions issued by the Department of Personnel vide letter No. PER(AP)-C8(2)-2/2015, dated 02.12.2023 and any amendment issued from time to time, in future.

 If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidate, he may report for duty in **office of the Commissioner, Municipal Corporation Dharamshala, District Kangra, HP** within 15 days from the date of issuance of this office order, positively. He is further directed to execute the enclosed Contract Agreement and affidavit as stipulated in conditions No.9 above on the stamp paper of 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 candidate at the time of joining duties, certifying therein that all facts and detail given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidate in self declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.


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


(Rima Kashyap) IAS
Director,
Urban Development,
Himachal Pradesh.

Endst No. Dated: Shimla 2024

Copy for information and further necessary action to following:-

1. Principal Secretary (UD) to the Govt. of H.P. Shimla-171002 for information, please.
2. Administrator, Himachal Pradesh Rajya Chayan Aayog, Hamirpur, District Hamirpur, H.P., w.r.t. his letter No. HP SSC-C(2)-57/2020-(R-1)-747 dated 20.08.2024 for information, please.
3. The Chief Medical Officer, District Hospital, Kangra, District Kangra, H.P.
4. Commissioner, Municipal Corporation Dharamshala, District Kangra, H.P, with the direction that copies of all relevant documents viz. educational & other qualifications certificate(s) and diploma certificates etc. be obtained from the candidate concerned at the time of joining and after verifying the same from original certificate(s)/diploma certificate(s) the same be kept in personal file(s) of the candidate(s). Further directed to send a copy of the joining report alongwith agreement duly filled in by the candidate to this office immediately.
5. Candidate concerned through Registered Post, he is directed to contact the O/ o Chief Medical Officer, District Hospital, Kangra, District Kangra, H.P. for his medical examination.
6. Guard File.


Director,
Urban Development,
Himachal Pradesh.