

**H.P. STATE FOREST DEVELOPMENT CORPORATION LIMITED
VAN NIGAM BHAWAN, KASUMPTI, SHIMLA-9**

No: HPSFDCL/ Estt./FG/ 16959-62

Dated: 21/12/2021

To

Application No: 2500578
**S/SH./SMT./MS. POONAM KUMARI,
S/O, D/O. SH. ROOP SINGH
V & PO LANA PALLAR
TEHSIL: SANGRAH, DISTT. SIRMOUR, (HP),
173023, MOBILE NO: 9816411404**

Subject: - Offer of appointment on contract basis against vacant post of Forest Guard.

Sir/Madam

On the basis of merit list drawn after conducting the written exam held on 07/11/2021 and evaluation of your certificates/documents in this office on 13/14/15/16-12-2021, you are hereby offered a temporary post of Forest Guard on contract basis at consolidated amount of Rs. 10910/- (Pay Band 5910+2000/- Grade pay + Rs.3000/- i.e. 150% increase in Grade pay) per month, against vacancy of Forest Guard in HPSFDCL, as per terms and conditions given below:-

TERMS AND CONDITIONS:

1. The offer of appointment is on contract basis on fixed monthly contractual emoluments of Rs.10910/- (Pay Band 5910+2000/- Grade pay + Rs.3000/- i.e. 150% increase in Grade pay).
2. The contractual appointee will be entitled for 3% increase of minimum Pay Band + Grade pay i.e. Rs.237/- only in the contractual remuneration on completion of one year tenure subject to further renewal of contractual period of the individual concerned.
3. The contractual period will be renewed year to year basis after furnishing certificate by the head of the office/Divisional Manager, regarding performance/ conduct of the contract appointee in that year.
4. The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated at any time in case the performance/ conduct of the contract appointee is not found satisfactory.
5. The appointment carries liability to serve in any part of Himachal Pradesh or any other office of the Corporation outside Himachal Pradesh.
6. The contract appointee will be entitled for one day's casual leave after putting one month's service. However, the contract appointee will also be entitled for 10 days medical leave and 5 days special leave. He will not be entitled for

medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the contractual appointee. Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

7. Unauthorized absence from the duty without the approval of the controlling officer, shall automatically lead to the termination of contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his control on medical grounds, such period shall not be excluded while considering his case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Contract appointee shall not be entitled for contractual amount for this period of absence from duty. Provided that he shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.
8. An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative ground.
9. Contract appointee will be entitled to TA/DA if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
10. 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 case of contract appointee.
11. The Employees Group Insurance Scheme as well as GPF will not be applicable to contractual appointee(s). However, contribution/deduction of EPF shall be made from the Contract Appointee in view of statutory provisions of EPF Act.
12. No Travelling Allowance/Dearness Allowance will be allowed for joining the appointment.
13. The appointment is further subject to the production of following certificates/ documents before joining the duty: -
 - a) Certificate of Medical Fitness issued by the CMO of the concerned district.
 - b) Character certificate from the Magistrate 1st Class or from any Gazetted Officer to whom the candidate is known for the last three years.
 - c) A declaration that you have not/shall not have more than one living wife.
 - d) A declaration to the effect that if any of the information or documents submitted by you proved false, your services will be terminated.
 - e) The other conditions of services will be governed by the Service Bye Laws of the Corporation in force from time to time.
 - f) You will have to enter the contract Agreement Deed on Annexure-A with HP State Forest Development Corporation.

If any information/declaration furnished by you prove to be false or any material/information found to have been willfully suppressed, you will be liable for removal from service and also any other action as the Corporation may deem fit.

If, this offer is acceptable to you on the above terms and conditions, you are hereby directed to join in the office of the Director, Himachal Pradesh Forest Academy, Sundernagar, Mandi, H.P. by the evening of 02nd January, 2022 for undergoing 3 months mandatory induction training programme. Your joining for training will be counted as having joined the Corporation for all purposes. The joining report along with the above mentioned documents complete in all respect will be taken on 03/01/2022 in the office of The Director, Himachal Pradesh Forest Academy, Sundernagar, Mandi, H.P. However, further posting will be made on completion of successful training course. The joining report will not be entertained without requisite documents/ certificates. The general instructions as issued by the Director, HP Forest Academy, Sundernagar, Mandi, HP vide his letter No. 2525/HPFA dated 10/12/2021(Copy enclosed) are required to be followed strictly.



Managing Director

Encl: As above

Copy is forwarded to:-

- 1) The Addl.Pr.CCF (Res. & Trng.),HP at Karnody Sundernagar-175019, Distt. Mandi, w.r.t. his endst.No.Esstt./1616 dated 01/12/2021 for information and necessary action.
- 2) The Director, Himachal Pradesh Forest Academy, Sundernagar, Mandi, HP-175019 w.r.t. his letter No. 2525/HPFA dated 10/12/2021 for information and necessary action.
- 3) The Chief Medical Officer, Nahan with the request to get above mentioned person medically examined and send the report on prescribed profoma enclosed in duplicate.