

HARYANA GOVERNMENT

URBAN LOCAL BODIES DEPARTMENT

Notification

The 24th September, 2010

No. 2/6/96-R-II.—In exercise of the powers conferred by Sections 38, 39, 41 and clause (m) of Sub-section (1) of Section 257 of the Haryana Municipal Act, 1973 (24 of 1973) and with reference to Haryana Government, Urban Local Bodies Department, notification No. S. O. 78/H.A. 24/1973/Ss. 38, 39, 41 and 257/2010, dated 7th July, 2010, the Governor of Haryana is hereby makes the following rules, namely :—

Rules

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| Short title and applicability. | 1. (1) These rules may be called the Haryana Municipal Services (Integration, Recruitment and Conditions of Service) Rules, 2010. |
| | (2) There shall be State level and district level Services of municipal employees. |
| | (3) They shall apply to all the Municipalities. |
| Definition. | 2. (1) In these rules, unless the context otherwise requires, - |
| | (a) "Act" means the Haryana Municipal Act, 1973 (24 of 1973); |
| | (b) "Administrative Secretary" means the Financial Commissioner and Principal Secretary to Government, Haryana, Urban Local Bodies Department; |
| | (c) "Appendix" means an Appendix to these rules; |
| | (d) "Commission" means the Haryana Public Service Commission and Haryana Staff Selection Commission; |
| | (e) "Deputy Commissioner" means the Deputy Commissioner of the concerned district; |
| | (f) "Director" means the Director, Urban Local Bodies, Haryana; |
| | (g) "direct recruitment" means an appointment made by selection otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government; |
| | (h) "Government" means the Haryana Government in the Administrative Department; |
| | (i) "institution" means,- |
| | (i) any institution established by law in force in the State of Haryana; or |
| | (ii) any other institution recognised by the Government for the purpose of these rules; |
| | (j) "recognized university" means,- |
| | (i) any university or institution incorporated by law in any State in India; or |
| | (ii) in the case of degree, diploma or certificate obtained as a result of examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or |
| | (iii) any other university or institution which is declared by the Government to be a recognized university for the purpose of these rules; |
| | (k) "section" means any section of the Act; |
| | (l) "Service" means the municipal service of State level and district level. |
| | (2) Words and expressions used but not defined in these rules shall respectively have the same meaning as assigned to them in the Haryana Municipal Act, 1973 (24 of 1973). |

PART-II

RECRUITMENT TO SERVICE

3. The Service shall comprise the posts shown in Appendix A to these rules :

Number and character of posts.

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

4. (1) No person shall be appointed to any post in a Service, unless he is:--

Nationality, domicile and character of persons recruited to the Service.

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the State Government.

(2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission, Selection Commission, or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the State Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. No person shall be appointed to the post in the Service by direct recruitment who is less than seventeen years or more than forty years of age, on the last date of submission of application to the Commission.

Age.

6. Appointment to the posts in the Service shall be made by the Administrative Secretary / Director / Deputy Commissioner.

Appointing Authority

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed otherwise than by direct recruitment.

Qualifications.

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen and Physically Handicapped persons, possessing the requisite experience, are not available to fill-up the vacancies, reserved for them, after recording reasons for so doing in writing.

8. No person,-

Disqualifications.

- (a) who has entered into or contracted marriage with a person having a spouse living; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service:

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Method of
recruitment.

9. (1) Recruitment to the Service shall be made,—

STATE LEVEL POST

- (1) (i) in the case of Executive Engineer,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Municipal Engineers;
- (ii) in the case of Executive Officer,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Secretary, Municipal Council;
- (iii) in the case of Secretary, Municipal Council,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Secretary, Municipal Committee or Office Superintendent (Municipal Council) or Tax Superintendent (Municipal Council);
- (iv) in the case of Secretary, Municipal Committee,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Tax Superintendent (Municipal Committee) or Accountant;
- (v) in the case of Municipal Engineer,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Junior Engineer (Civil);
- (vi) in the case of Assistant Town Planner,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/ Corporation;
- (vii) in the case of Junior Engineer (Civil),-
 - (a) 80% by direct recruitment; and
 - (b) 20% by promotion from amongst Building Inspector/Land Officer/ Draftsman;
- (viii) in the case of Junior Engineer (Electrical),-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from Light Inspector;
- (ix) in the case of Office Superintendent (Municipal Council),-
 - (a) by promotion from amongst Assistant / Senior Scale Stenographer; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/ Corporation;

- (x) in the case of Tax Superintendent (Municipal Council),-
 - (a) by promotion from amongst Tax Superintendent (Municipal Committee) or Tax Inspector; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (xi) in the case of Tax Superintendent (Municipal Committee),-
 - (a) by promotion from amongst Tax Inspector; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (xii) in the case of Accountant,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Clerks;
- (xiii) in the case of Chief Sanitary Inspector,-
 - (a) by promotion from amongst Sanitary Inspector; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (xiv) in the case of Head Draftsman,-
 - (a) by promotion from Draftsman; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation.

DISTRICT LEVEL POST

- (i) in the case of Building Inspector,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (ii) in the case of Land Officer,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (iii) in the case of Draftsman,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (iv) in the case of Assistants,-
 - (a) by promotion from amongst Clerk or Steno-Typist; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (v) in the case of Senior Scale Stenographer,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Junior Scale Stenographer;

- (vi) in the case of Junior Scale Stenographer,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Steno-Typist;
- (vii) in the case of Driver,-
 - (a) 80% by direct recruitment; and
 - (b) 20% by promotion from amongst Peon, Chowkidar, Mali-cum-Chowkidar and Tractor Drivers;
- (viii) in the case of Garden Supervisor,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Head Mali;
- (ix) in the case of Librarian,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (x) in the case of Light Inspector,-
 - (a) 80% by direct recruitment; and
 - (b) 20% by promotion from amongst the Electrician;
- (xi) in the case of Tax Inspector,-
 - (a) by promotion from amongst Clerk; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (xii) in the case of Sanitary Inspector,-
 - (a) 80% by direct recruitment; and
 - (b) 20% by promotion from amongst Safai Daroga;
- (xiii) in the case of Steno-Typist,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (xiv) in the case of Clerk,-
 - (a) 80% by direct recruitment; and
 - (b) 20% by promotion from amongst Peon/Head Mali/Mali-cum-Chowkidar/Chowkidar;
- (xv) in the case of Electrician,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (xvi) in the case of Tractor Driver,-
 - (a) 50% by direct recruitment; and
 - (b) 50% by promotion from amongst Safai Daroga / Sweeper;
- (xvii) in the case of Patwari,-
 - (a) by direct recruitment; or

- (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (viii) in the case of Peon,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (ix) in the case of Head Mali,-
 - (a) by promotion from Mali-cum-Chowkidar; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (x) in the case of Mali-cum-Chowkidar,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation;
- (xi) in the case of Chowkidar,-
 - (a) by direct recruitment; or
 - (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation.

(2) All promotions, unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

(3) As and when any vacancy occurs or is about to occur, unless otherwise provided, the appointing authority shall determine in what manner such vacancy shall be filled in.

10. (1) A person appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise : Probation

Provided that -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; and
- (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of his probation is not satisfactory, it may, -

- (a) if such person is appointed by direct recruitment, dispense with his services ;
- (b) if such person is appointed otherwise than by direct recruitment, -
 - (i) revert him to his former post ; or
 - (ii) deal with him in such a manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may, -

- (a) if his work or conduct has, in its opinion, been satisfactory,-
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
- (b) if his work or conduct has, in its opinion, been not satisfactory,-
 - (i) dispense with his Services, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation ;

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Seniority.

11. Seniority interse of the members of the Service shall be determined by the length of continuous service on any post in the Service:

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the Commission shall not be disbursed in fixing the seniority:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follow,-

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and if the length of such Service is also the same, the older shall be senior to the younger member.

Liability to servc.

12. (1) A member of the Service shall be liable to serve at any place whether within or outside the State of Haryana on being ordered so to do by the appointing authority.

(2) A member of service may also be deputed to serve under,-

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority or university within the State of Haryana;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government; or

- (iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body :

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization or body referred to in clauses (ii) or clause (iii) except with his consent.

13. In respect of pay, leave, pension and all other matter not expressly provided for in these rules, the member of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Pay, leave, pension and other matters.

14. (1) In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time:

Discipline, penalties and appeals.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules.

15. Every member of the Service shall get himself vaccinated and re-vaccinated as and when the Government so directs by a special or general order.

Vaccination.

16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

Oath of allegiance

17. Where the Government is of the opinion that is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

Power of relaxation.

18. Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if, it is deemed expedient to do so.

Special Provisions.

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-Servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time:

Reservation

Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

20. The Haryana Municipal Services (Integration, Recruitment and Conditions of Service) Rules, 1982 are hereby repealed:

Repeal and savings:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A

(See Rule 3)

Sr. No.	Name of the Post	Number of posts			Revised Pay Band (in rupees)	Grade Pay (in rupees)
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
STATE LEVEL POST						
1	Executive Engineer	23	—	23	15600-39100	6000
2	Executive Officer	23	—	23	9300-34800	5400
3	Secretary (Municipal Council)	23	—	23	9300-34800	4000
4	Secretary (Municipal Committee)	51	—	51	9300-34800	3600
5	Municipal Engineer	99	—	99	9300-34800	5400
6	Assistant Town Planner	23	—	23	9300-34800	5400
7	Junior Engineer (Civil)	145	—	145	9300-34800	3600
8	Junior Engineer (Electrical)	5	—	5	9300-34800	3600
9	Office Superintendent (Municipal Council)	8	—	8	9300-34800	3600
10	Tax Superintendent (Municipal Council)	20	—	20	9300-34800	3600
11	Tax Superintendent (Municipal Committee)	5	—	5	9300-34800	3200
12	Accountant	76	—	76	9300-34800	3200
13	Chief Sanitary Inspector	20	—	20	9300-34800	3200
14	Head Draftsman	5	—	5	9300-34800	3200
DISTRICT LEVEL POST						
1	Building Inspector	67	—	67	9300-34800	3200
2	Land Officer	3	—	3	9300-34800	3200
3	Draftsman	6	—	6	9300-34800	3200
4	Assistant	24	—	24	9300-34800	3200
5	Senior Scale Stenographer	4	—	4	9300-34800	3200
6	Junior Scale Stenographer	2	—	2	5200-20200	2400
7	Driver	19	—	19	5200-20200	2400
8	Garden Supervisor	5	—	5	5200-20200	2400
9	Librarian	15	—	15	5200-20200	2400
10	Light Inspector	16	—	16	5200-20200	2400
11	Tax Inspector	21	—	21	5200-20200	2400
12	Sanitary Inspector	67	—	67	5200-20200	2400
13	Steno-typist	14	—	14	5200-20200	1900
14	Clerk	519	—	519	5200-20200	1900
15	Electrician	9	—	9	5200-20200	1900
16	Tractor Driver	93	—	93	5200-20200	1900
17	Patwari	9	—	9	5200-20200	1900
18	Peon	390	—	390	4440-7440	1300
19	Head Mali	10	—	10	4440-7440	1300
20	Mali-cum-chowkidar	391	—	391	4440-7440	1300
21	Chowkidar	20	—	20	4440-7440	1300

APPENDIX B

(See Rules 7)

Sr. No.	Name of post	Academic Qualifications and experience, if any, for direct recruitment	Academic Qualifications and experience, if any, Appointment other than by direct recruitment
1	2	3	4
STATE LEVEL			
1.	Executive Engineer	(i) Degree in Engineering (Civil); (ii) Five years experience as Sub Divisional Engineer/ Assistant Engineer; (iii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : (i) Degree in Engineering (Civil) or its equivalent; (ii) Eight years experience as Municipal Engineer (Civil).
2.	Executive Officer	(i) Post Graduate in any subject or Graduate in Law, Preference shall be given to those with Diploma in Higher Officers' Course in the Local Government; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Five years experience as Secretary, Municipal Council.
3.	Secretary, Municipal Council	(i) Post Graduate or 1st Class Graduate, Preference shall be given to those with Diploma in Higher Officers' Course in the Local Government; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Five years experience as Secretary Municipal Committee or Office Superintendent (Municipal Council) or Tax Superintendent (Municipal Council).
4.	Secretary, Municipal Committee	(i) Graduate, Preference shall be given to those who have diploma in Higher officer's course in the Local Government; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Three years experience as Tax Superintendent (Municipal Committee) or Accountant.
5.	Municipal Engineer	(i) Degree in Civil Engineering or its equivalent from any recognized university/institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Degree in Civil engineering or ten years experience as Junior Engineer (Civil).
6.	Assistant Town Planner	(i) A post graduate degree or diploma in Town Planning from a recognized university / institution and should be Associate member of the Institute of Town Planning (India); or (ii) A degree in Civil Engineering or a degree in Architecture recognized by the Institute of Engineers (India); and should have experience of not less than three years under a qualified Town Planner; (iii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By transfer or deputation : Two years experience as Assistant Town Planner.

1	2	3	4
7.	Junior Engineer (Civil)	(i) Diploma in Civil Engineering from any recognized institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Five years experience as Building Inspector / Land Officer / Draftsman.
8.	Junior Engineer (Electrical)	(i) Diploma in Electrical Engineering from any recognized institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Five years experience as Light Inspector.
9.	Office Superintendent (Municipal Council)	---	By promotion : Five years experience as Assistant or Senior Scale Stenographer. In case of Senior Scale Stenographer, he should have two years experience as Assistant, or By transfer or deputation : One year experience as Superintendent or seven years experience as Assistant.
10.	Tax Superintendent (Municipal Council)	---	By promotion : Five years experience as Tax Superintendent in Municipal Committee; or Ten years experience as Tax Inspector in Municipal Council. By transfer or deputation : One year experience as Tax Superintendent and seven years experience as Assistant.
11.	Tax Superintendent (Municipal Committee)	---	By promotion : Five years experience as Tax Inspector. By transfer or deputation : One year experience as Tax Superintendent or seven years experience as Assistant.
12.	Accountant	(i) B.Com. from any recognized university or its equivalent. (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Clerks who have passed the departmental examination prescribed for Municipal Accountants
13.	Chief Sanitary Inspector	---	By promotion : Eight years experience as Sanitary Inspector. By transfer or deputation : Two years experience as Chief Sanitary Inspector.

1	2	3	4
14	Head Draftsman	---	<p>By promotion : Seven years experience as Draftsmans.</p> <p>By transfer or deputation : Two years experience as Head Draftsman.</p>
DISTRICT LEVEL POSTS			
1.	Building Inspector	(i) Diploma in Civil Engineering from any recognized institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	<p>By transfer or deputation : Two years experience as Building Inspector.</p>
2.	Land Officer	(i) Diploma in Civil Engineering from any recognized institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	<p>By transfer or deputation : Two years experience as Land Officer.</p>
3.	Draftsmen	(i) Diploma of Draftsmanship from any recognized institution. (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	<p>By transfer or deputation : Two years experience as Draftsman.</p>
4.	Assistant	---	<p>By promotion : Five years experience as Clerk or Steno typist. In case of Steno-typist, he should have two years experience as Clerk.</p> <p>By transfer or deputation: Two years experience as Assistant.</p>
5.	Senior Scale Steno- grapher	(i) Hindi shorthand speed of 80 words per minute and transcription of 15 words per minute; and (ii) English shorthand speed of 100 words per minute and transcription of 20 words per minute. (iii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	<p>By promotion : Five years experience as Junior Scale Stenographer.</p>
6.	Junior Scale Steno-grapher	(i) Hindi shorthand speed of 80 words per minute and transcription of 15 words per minute and English shorthand speed of 100 words per minute and transcription of 20 words per minute; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	<p>By promotion : Five years experience as Steno Typist.</p>
7.	Driver	(i) Heavy or Light Motor Driving Licence; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	<p>By promotion : Five years experience as Peon, Chowkidar, Mali-cum-Chowkidar and Tractor Driver with Heavy or Light Motor Driving Licence.</p>

1	2	3	4
8.	Garden Supervisor	(i) Diploma/ Course in Horticulture from any recognized institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Five years experience as Head Mali.
9.	Librarian	(i) Diploma in Library Science from any recognized institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By transfer or deputation One year experience as Librarian.
10.	Light Inspector	(i) Diploma of Electrician from ITI; or (ii) Should have passed Electrical Supervisor examination conducted by Chief Electrical Inspector, Haryana; (iii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion Five years experience as Electrician.
11.	Tax Inspector	----	By promotion : Five years experience as Clerk. By transfer or deputation : One year experience as Tax Inspector.
12.	Sanitary Inspector	(i) Diploma in Sanitary Inspector's course; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By promotion : Ten years experience as Safai Daroga
13.	Steno-typist	(i) Hindi shorthand speed of 64 words per minute and transcription of 11 words per minute and English shorthand speed of 80 words per minute and transcription of 15 words per minute; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By transfer or deputation : Two years experience as Steno typist.
14.	Clerk	Matric or Higher education with Hindi / Sanskrit.	By promotion : Should be Matric with Hindi/Sanskrit and five years experience as Peon / Head Mali/ Mali-cum-Chowkidar/ Chowkidar.
15.	Electrician	(i) Diploma of Electrician from ITI; or certificate of Electrician from recognized institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By transfer or deputation : Two years experience as Electrician.
16.	Tractor Driver	Middle with Heavy or Light Vehicle driving licence.	By promotion : Five years experience as Safai Daroga or ten years experience as Sweeper and having Heavy or Light Vehicle driving licence.

1	2	3	4
17. Patwari	(i) Should have passed Patwari examination; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education.	By transfer or deputation : Two years experience as Patwari.	
18. Peon	Middle Pass with Hindi/Sanskrit	By transfer or deputation : Two years experience as Peon.	
19. Head Mali	—	By promotion : Five years experience as Mali-cum-Chowkidar. By transfer or deputation : Two years experience as Head Mali.	
20. Mali-cum-Chowkidar	Middle pass with Hindi and one year experience of Gardening.	By transfer or deputation : Two years experience as Mali-cum-Chowkidar.	
21. Chowkidar	Middle Pass with Hindi.	By transfer or deputation : Two years experience as Chowkidar.	

APPENDIX C

[See Rule 14(1)]

Sr. No.	Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6

STATE LEVEL SERVICES

1.	Executive Engineer	Administrative Secretary	1. MINOR PENALTIES (i) Warning with a copy on the personal file (character role); (ii) Censure; (iii) withholding of promotion; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State; and (v) withholding of increment of pay without cumulative effect;	Director	Administrative Secretary	
2.	Executive Officer					
3.	Secretary (Municipal Council)					
4.	Secretary (Municipal Committee)					
5.	Municipal Engineer					
6.	Assistant Town Planner					
7.	Junior Engineer (Civil)					
8.	Junior Engineer (Electrical)					
9.	Office Superintendent (Municipal Council)	Director				
10.	Tax Superintendent, (Municipal Council)					
11.	Tax Superintendent, (Municipal Committee)					
12.	Accountant					
13.	Chief Sanitary Inspector					
14.	Head Draftsman					
1.	Executive Engineer	Administrative Secretary	2. MAJOR PENALTIES: (vi) withholding of increment of pay with cumulative effect; (vii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of	Administrative Secretary	Government	
2.	Executive Officer					
3.	Secretary (Municipal Council)					
4.	Secretary (Municipal Committee)					
5.	Municipal Engineer					
6.	Assistant Town Planner					

1	2	3	4	5	6
			such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;		
7.	Junior Engineer (Civil)	Director	(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post of service from which the Government employee was reduced, and his seniority and pay on such restoration to that grade, post or service;	Director	Administrative Secretary
8.	Junior Engineer (Electrical)				
9.	Office Superintendent (Municipal Council)				
10.	Tax Superintendent (Municipal Council)				
11.	Tax Superintendent (Municipal Committee)				
12.	Accountant				
13.	Chief Sanitary Inspector				
14.	Head Draftsman				
			(ix) compulsory retirement;		
			(x) removal from service which shall not be a disqualification for future employment under the Government;		
			(xi) dismissal from service which shall ordinarily be a disqualification for further employment under the Government.		

DISTRICT LEVEL SERVICES

1	Building Inspector	Deputy Commissioner	MINOR PENALTIES	Executive Officer/ Secretary (Municipal Committee)/ Secretary (Municipal Council)	Deputy Commissioner
2	Land Officer		(i) Warning with a copy in the personal file (character role);		
3	Draftsman		(ii) Censure;		
4	Assistant		(iii) withholding of promotion;		
5	Senior Scale Stenographer		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central		
6	Junior Scale Stenographer				
7	Driver.				

1	2	3	4	5	6
8	Garden Supervisor		Government or a State		
9	Librarian		Government or to a		
10	Light Inspector		Company and		
11	Tax Inspector		association or a body of		
			individuals whether		
			incorporated or not,		
			which is wholly or		
			substantially owned or		
			controlled by the		
			Government or to a local		
			authority or university		
			set up by an Act of		
			Parliament or of the Legi		
			slature of a State; and		
			(v) withholding of		
			increment of pay		
			without cumulative		
			effect;		
12	Sanitary Inspector				
13	Steno Typist				
14	Clerk				
15	Electrician				
16	Tractor Driver				
17	Patwari				
18	Peon				
19	Head Mali				
20	Mali-cum-Chowkidar				
21	Chowkidar				
1	Building Inspector	Deputy	MAJOR PENALTIES:	Deputy	Director
2	Land Officer	Commissioner	(vi) withholding of	Commissioner	
3	Draftsman		increment of pay with		
4	Assistant		cumulative effect;		
5	Senior Scale		(vii) reduction to a lower		
6	Stenographer		stage in the time scale		
7	Junior Scale		of pay for a specified		
8	Stenographer		period, with further		
9	Driver		directions as to whether		
10	Garden Supervisor		or not the Government		
11	Librarian		employee will earn		
12	Light Inspector		increments of pay during		
13	Tax Inspector		the period of such		
14	Sanitary Inspector		reduction and whether		
			on the expiry of such		
			period, the reduction		
			will or will not have the		
			effect of postponing the		
			future increments of his		
			pay;		

1	2	3	4	5	6
13	Steno Typist		(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post of service from which the Government employee was reduced, and his seniority and pay on such restoration to that grade, post or service;		
14	Clerk				
15	Electricians				
16	Tractor Driver				
17	Patwari				
18	Peon				
19	Head Mali				
20	Mali-cum-Chowkidar				
21	Chowkidar				
			(ix) compulsory retirement;		
			(x) removal from service which shall not be a disqualification for future employment under the Government;		
			(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		

APPENDIX D
 [(See Rule (14)2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
STATE LEVEL POSTS				
1.	Executive Engineer	(i) Reducing or withholding the amount of ordering/ additional pension admissible under the rules governing pension;	Administrative Secretary	Government
2.	Executive Officer			
3.	Secretary (Municipal Council)			
4.	Secretary (Municipal Committee)			
5.	Municipal Engineer			
6.	Assistant Town Planner	(ii) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.	Director	Administrative Secretary
7.	Junior Engineer (Civil)			
8.	Junior Engineer (Electrical)			
9.	Office Superintendent (Municipal Council)			
10.	Tax Superintendent (Municipal Council)			
11.	Tax Superintendent (Municipal Committee)			
12.	Accountant			
13.	Chief Sanitary Inspector			
14.	Head Draftsman			

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
DISTRICT LEVEL POSTS				
1.	Building Inspector	(i) Reducing or with-holding the amount of ordering/ additional pension admissible under the rules governing pension.	Deputy Commissioner	Director
2.	Land Officer			
3.	Draftsman			
4.	Assistant			
5.	Senior Scale Stenographer	(ii) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
6.	Junior Scale Stenographer			
7.	Drivers			
8.	Garden Supervisor			
9.	Librarian			
10.	Light Inspector			
11.	Tax Inspector			
12.	Sanitary Inspector			
13.	Steno-Typist			
17.	Clerk			
15.	Electrician			
16.	Tractor Driver			
17.	Patwari			
18.	Peon			
19.	Head Mali			
20.	Mali-cum-Chowkidar			
21.	Chowkidar			

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