

## HARYANA GOVERNMENT

### URBAN LOCAL BODIES DEPARTMENT

#### Notification

The 19<sup>th</sup> June, 2014

**No. S.O. 66/HA 14/1991/S. 40/2014.-** In exercise of the powers conferred by sub-section (1) read with sub-section (2) of section 40 and sub-section (2) of section 19 of the Haryana Shri Mata Mansa Devi Shrine Act, 1991 (14 of 1991) and with reference to the Haryana Government, Urban Local Bodies Department, notification No. S.O. 88/H.A. 14/1991/S.40/2008, dated the 22<sup>nd</sup> September, 2008, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to Shri Mata Mansa Devi Shrine Board Service, namely:-

#### PART-I-GENERAL

1. (1) These rules may be called Shri Mata Mansa Devi Shrine Board (Recruitment and Conditions) Service Rules, 2014. Short title.

(2) They shall come into force at once.

2. In these rules, unless the context otherwise requires:-

Definitions

(a) "Act" means the Haryana Shri Mata Mansa Devi Shrine Act, 1991. (Act 14 of 1991);

(b) "Chairman" means the Chairman of the Board;

(c) "Chief Administrator" means the Chief Administrator of the Board;

(d) "Chief Executive Officer" means the Chief Executive Officer of the Board;

(e) "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;

(f) "Institution" means,-

(i) Any institution established by law in force in the State of Haryana; or

(ii) Any other institution recognized by the Government for the purpose of these rules:

(g) "pay" means the amount drawn monthly by a member of the Service as pay which has been sanctioned for the post held by him and includes special or

personal pay, if any, or any emoluments which may be specifically classified as pay by the Board but does not include any kind of allowance;

- (h) “recognized university” means,-
- (i) any university incorporated by law in India; or
  - (ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules:
- (i) “Service” means Shri Mata Mansa Devi Shrine Board (Recruitment and Conditions) Service.
- (j) words and expressions used but not defined in these rules shall have the meaning respectively assigned to them in the Haryana Shri Mata Mansa Devi Shrine Act, 1991 (14 of 1991) and the Punjab Civil Services Rules, Volumes I and II, as adopted by the Board.

#### **PART-II—RECRUITMENT TO SERVICE**

Number and character of posts

3. The Service shall comprise the posts shown in Appendix A to these rules :
- Provided that nothing in these rules shall affect the inherent right of the Board 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.

Nationality, domicile and character of candidates appointed to the Service.

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

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

**5.** No person shall be appointed by the Board to any 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 receipt of applications by the Chairman or the Chief Administrator, as the case may be:

Age.

Provided that in the case of candidates belonging to Scheduled Castes and Backward Classes, the upper age limit shall be such as may be determined by the Government from time to time for their appointment to Government Service:

Provided further that for reckoning the date of birth, the date so entered in Matriculation or Higher Secondary Certificate of a person appointed to a post in a Service by direct recruitment shall be the exclusive proof of his age. In the event of non availability or non applicability of Matriculation Certificate, the candidate shall have to furnish a proof in support of his date of birth to the satisfactions of appointing authority.

**6.** Appointment to the posts in the service shall be made by the Chairman or the Chief Administrator as specified in Appendix C of the rules.

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 to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of recruitment by promotion:

Qualification.

Providing that in case of direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-servicemen and Physically Handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications.

**8.** (1) No person,-

- (a) Who has entered into or contracted a 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 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) Subject to the conditions as laid down under the Act and the rules recruitment to the various posts in the Service under the Board shall be made by any one of the following methods:-

- (a) in the case of Chief Executive Officer,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation ;
- (b) in the case of Accounts Officer,-

by transfer or deputation from Finance Department;
- (c) in the case of Office Secretary,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (d) in the case of Personal Assistant,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

- (e) in the case of Junior Engineer,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (f) in the case of Librarian,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (g) in the case of Accountant,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (h) in the case of Assistant,-
  - (i) by promotion from amongst Clerks/Steno-typists; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (i) in the case of Store Keeper,-
  - (i) by promotion from amongst Clerks/Steno-typists; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

Note: The post of Store Keeper and Assistant shall be interchangeable;

- (j) in the case of Security Officer,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
  
- (k) in the case of Pujaries,-
  - (i) by direct recruitment; or
  - (ii) by promotion from amongst Assistant Pujari; or
  - (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation or by promotion;
  
- (l) in the case of Electrician,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India or Board or Corporation;
  
- (m) in the case of Plumber,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
  
- (n) in the case of Driver,-
  - (i) by direct recruitment; or
  - (ii) by promotion from amongst group C or D post; or
  - (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation or by promotion;

- (o) in the case of Assistant Pujari,-
- (i) by direct recruitment; or
  - (ii) by promotion from amongst Puja Sahayak; or
  - (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation or by promotion;
- (p) in the case of Steno Typist,-
- (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (q) in the case of Clerk,-
- (i) 80% by direct recruitment; and
  - (ii) 20% by promotion from amongst Peons/Sewadars; or
  - (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (r) in the case of Horticulture Supervisor,-
- (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (s) in the case of Sanitary Supervisor,-
- (i) by direct recruitment; or
  - (ii) by promotion from amongst Sweeper mate; or
  - (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

- (t) in the case of Work Supervisor,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
  
- (u) in the case of Sewadar,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
  
- (v) in the case of Peon,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
  
- (w) in the case of Puja Sahayak,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
  
- (x) in the case of Malies,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
  
- (y) in the case of Chowkidar,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;



- (z) in the case of Sweeper,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

(za) in the case of Security Guard,-

- (i) by direct recruitment; or
- (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

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

10. (1) Persons 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;
- (b) any period of work in an equivalent or higher rank, prior to appointment to 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 a person during the period of probation is not satisfactory, it may,-

- (a) if such person is appointed by direct recruitment dispense with his services; and
- (b) if such person appointed otherwise, than by direct recruitment –
  - (i) revert him to his former post; or
  - (ii) deal with him in such other manner as the terms and conditions of the 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;
- (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, *inter se* 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 members appointed by direct recruitment, the order of the merit determined by the Board shall not be disturbed 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 follows:

- (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 members 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 their length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

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

Liability to serve.

(2) A member of the Service may also be deputed to serve under-

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

Provide 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 clause (ii) or clause (iii) except with his consent.

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the Board.

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 in so far as they are not inconsistent with the provisions of the Act/rules or decision of the Board:

Discipline, penalty 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) or rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and Appellant Authority shall be as specified in Appendix D to these rules.

15. Every member of the Service, shall get himself vaccinated or revaccinated as and when the appointing authority so directs by special or general order.

Vaccination.

Oath of allegiance.

16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to—

(i) India and to the Constitution of India as by law established; and

(ii) the deity of the shrine.

Power of relaxation.

17. Where the Board is of the opinion that it 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.

Special provisions.

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.

Reservations.

19. Nothing contained in these rules shall affect reservations and other concession required to be provided for Scheduled Castes, 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:

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

Repeal and savings.

20. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed:

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. | Designation of post     | Number of Posts |           |       | Scale of pay (Rupees)                                 |
|---------|-------------------------|-----------------|-----------|-------|---|
|         |                         | Permanent       | Temporary | Total |   |
| 1       | 2                       | 3               | 4         | 5     | 6   |
| 1.      | Chief Executive Officer | -               | 1         | 1     | 37400-67000+GP 8700<br>(Super time scale of HCS (EB)) |
| 2.      | Accounts Officer        | -               | 1         | 1     | 9300-34800+GP 4200                                    |
| 3.      | Office Secretary        | -               | 1         | 1     | 9300-34800+ GP 3600                                   |
| 4.      | Personal Assistant      | -               | 2         | 2     | 9300-34800+ GP 3600                                   |
| 5.      | Junior Engineer         | -               | 1         | 1     | 9300-34800+ GP 3600                                   |
| 6.      | Librarian               | -               | 1         | 1     | 9300-34800+ GP 3600                                   |
| 7.      | Accountant              | -               | 2         | 2     | 9300-34800+ GP 3200                                   |
| 8.      | Assistant               | -               | 2         | 2     | 9300-34800+ GP 3200                                   |
| 9.      | Store Keeper            | -               | 1         | 1     | 9300-34800+ GP 3200                                   |
| 10.     | Security Officer        | -               | 1         | 1     | 9300-34800+ GP 3200                                   |
| 11.     | Pujaries                | -               | 7         | 7     | 5200-20200+ GP 2400                                   |
| 12.     | Electrician             | -               | 2         | 2     | 5200-20200+ GP 2400                                   |
| 13.     | Plumber                 | -               | 1         | 1     | 5200-20200+ GP 2400                                   |
| 14.     | Driver                  | -               | 2         | 2     | 5200-20200+ GP 2400                                   |
| 15.     | Assistant Pujari        | -               | 8         | 8     | 5200-20200+ GP 1900                                   |
| 16.     | Steno Typist            | -               | 1         | 1     | 5200-20200+ GP 1900                                   |
| 17.     | Clerk                   | -               | 15        | 15    | 5200-20200+ GP 1900                                   |
| 18.     | Horticulture Supervisor | -               | 1         | 1     | 5200-20200+ GP 1900                                   |
| 19.     | Sanitary Supervisor     | -               | 1         | 1     | 5200-20200+ GP 1900                                   |
| 20.     | Work Supervisor         | -               | 1         | 1     | 5200-20200+ GP 2400                                   |
| 21.     | Sewadar                 | -               | 9         | 9     | 4440-7440+ GP 1300                                    |

|     |                |   |    |    |                    |
|-----|----------------|---|----|----|--------------------|
| 22. | Peon           | - | 3  | 3  | 4440-7440+ GP 1300 |
| 23. | Puja Sahayak   | - | 3  | 3  | 4440-7440+ GP 1300 |
| 24. | Malies         | - | 17 | 17 | 4440-7440+ GP 1300 |
| 25. | Chowkidar      | - | 6  | 6  | 4440-7440+ GP 1300 |
| 26. | Sweeper        | - | 24 | 24 | 4440-7440+ GP 1300 |
| 27. | Security Guard | - | 6  | 6  | 4440-7440+ GP 1300 |

**APPENDIX B***(see rule 7)*

| Sr No. | Designation of post     | Academic qualifications and experience, if any, for direct recruitment  | Academic qualifications and experience, if any, for appointment other than by direct recruitment  |
|--------|-------------------------|---|---|
| 1      | 2                       | 3   | 4   |
| 1      | Chief Executive Officer | (i) Post Graduate from any recognized University or Institution;<br>(ii) At least 10 years experience in Gazetted post in Government office, Board/ Corporation;<br>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.<br>Note:- Preference shall be given to Law graduate. | <b>For transfer/deputation-</b><br>(i) Post Graduate from any recognized University or Institution<br>(ii) At least 10 years experience in Gazetted post in Government office, Board/Corporation.<br>(iii) Knowledge of Hindi/Sanskrit upto matric standard.<br>Note:- Preference shall be given to Law graduate. |
| 2      | Accounts Officer        | S.A.S.  | Since the post of Accounts officer is exclusively filled up by transfer or deputation from Finance Department the qualification and experience for this post shall be determined by the said Department.  |
| 3      | Office Secretary        | (i) Graduate from any recognized University or Institution;<br>(ii) At least 10 years experience in Gazetted post in Government office, Board/ Corporation or reputed firm;<br>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.   | <b>For transfer/deputation-</b><br>(i) Graduate from any recognized University or Institution;<br>(ii) At least 10 years experience in Gazetted post in Government office, Board/ Corporation or reputed firm;<br>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.  |

|    |                    |   |   |
|----|--------------------|---|---|
| 4  | Personal Assistant | <ul style="list-style-type: none"> <li>(i) Graduate from any recognized University or Institution;</li> <li>(ii) Should have qualified the test in Hindi shorthand at the speed of 80 words per minute and English shorthand at the speed of 100 words per minute and transcription there of at the speed of 15 and 20 words per minute respectively with exemption of 4% mistakes in each language.</li> </ul> | <p><b>For transfer/deputation-</b></p> <p>Two year experience as Personal Assistant.</p>  |
| 5. | Junior Engineer    | <ul style="list-style-type: none"> <li>(i) Diploma in Civil Engineering from any recognized Polytechnic;</li> <li>(ii) Knowledge of Hindi/Sanskrit upto matric standard.</li> </ul>   | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Two years experience as Junior Engineer (Civil).</li> <li>(ii) Knowledge of Hindi/Sanskrit upto matric standard.</li> </ul>   |
| 6. | Librarian          | <ul style="list-style-type: none"> <li>(i) Bachelor of Library and Information Science from any recognized University or Institution;</li> <li>(ii) 5 year experience as Librarian;</li> <li>(iii) Knowledge of Hindi/Sanskrit upto matric standard.</li> </ul>   | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Bachelor of Library and Information Science from any recognized University or Institution;</li> <li>(ii) 5 years experience as Librarian;</li> <li>(iii) Knowledge of Hindi/Sanskrit upto matric standard.</li> </ul>                   |
| 7. | Accountant         | <ul style="list-style-type: none"> <li>(i) B.Com from any recognized University or Institution;</li> <li>(ii) At least 3 years experience as Accountant in Govt/Semi Government or reputed firm;</li> </ul>   | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) B.com from any recognized University or Institution;</li> <li>(ii) At least 3 years experience as Accountant in Government/Semi Government or reputed firm;</li> <li>(iii) Knowledge of Hindi/Sanskrit upto matric standard.</li> </ul> |



- (iii) Knowledge of Hindi/Sanskrit upto matric standard.
8. Assistant
- 1. By transfer/deputation-**
- (i) Graduate from any recognized University or Institution;
- (ii) Diploma in Personal and Business Management from any recognized University or Institution;
- (iii) Knowledge of Hindi/Sanskrit upto matric standard.
- 2. By promotion-**
- (i) 5 years experience as Clerk/Steno-Typist;
- (ii) Knowledge of Hindi/Sanskrit upto matric standard.
9. Store keeper
- 1. By transfer/deputation-**
- (i) Graduate from any recognized University or Institution;
- (ii) Diploma in Personal and Business Management from any recognized University or Institution;
- (iii) Knowledge of Hindi/Sanskrit upto matric standard.
- 2. By promotion-**
- (i) 5 years experience as Clerk/Steno-Typist;
- (ii) Knowledge of Hindi/Sanskrit upto matric standard.
10. Security Officer
- (i) Retired Junior Commissioned officer/retired Inspector of Police;
- (ii) Knowledge of Hindi/Sanskrit upto matric standard.
- For transfer/deputation-**
- (i) Sub-Inspector Police with 5 years experience;
- (ii) Knowledge of Hindi/Sanskrit upto matric standard.

|                 |  |   |
|-----------------|--|---|
| 11. Pujari      | <ul style="list-style-type: none"> <li>(i) Shastri from any recognized University or Institution;</li> <li>(ii) Three years experience of Pujari or Karam Kand;</li> <li>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul>                             | <p><b>1. By transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Shastri from any recognized University or Institution;</li> <li>(ii) Three years experience of Pujari or Karam Kand;</li> <li>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul> <p><b>2. For Promotion-</b></p> <ul style="list-style-type: none"> <li>(i) 5 years experience as Asstt. Pujari;</li> <li>(ii) Knowledge of Hindi/ Sanskrit upto matric standard;</li> </ul> |
| 12. Electrician | <ul style="list-style-type: none"> <li>(i) Matric or its equivalent from any recognized University/ Board;</li> <li>(ii) ITI Certificate in Electric Trade from any recognized Institution;</li> <li>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul> | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Three years experience as Electrician;</li> <li>(ii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul>  |
| 13. Plumber     | <ul style="list-style-type: none"> <li>(i) Matric or its equivalent from any recognized University/ Board;</li> <li>(ii) ITI Certificate in Plumbing Trade from any recognized Institution;</li> <li>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul> | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Three years experience as Plumber;</li> <li>(ii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul>  |
| 14. Driver      | <ul style="list-style-type: none"> <li>(i) Should be able to read and write Hindi;</li> <li>(ii) Should have a heavy/light vehicle licence;</li> <li>(iii) Five years experience of driving;</li> </ul>  | <p><b>1. For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Five years experience of driving.</li> </ul> <p><b>2. By promotion-</b></p> <ul style="list-style-type: none"> <li>(i) Should be able to read and write Hindi;</li> <li>(ii) Should have a heavy/light vehicle licence;</li> <li>(iii) Five years service on regular basis as Group-C or Group-D employee;</li> </ul>  |

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| 15. Assistant Pujari | <ul style="list-style-type: none"> <li>(i) Madhima or Vishard from any recognized University;</li> <li>(ii) Three years experience of Pujari or Karam Kand;</li> <li>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul>   | <p><b>1. For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) 5 years experience as Pujari;</li> <li>(ii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul> <p><b>2. For promotion-</b></p> <ul style="list-style-type: none"> <li>(i) 5 years experience as Puja Sahayak;</li> <li>(ii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul>   |
| 16. Steno-typist     | <ul style="list-style-type: none"> <li>(i) Matric from any recognized University or Board or its equivalent;</li> <li>(ii) Should qualify the test in Hindi shorthand at the speed 64 words per minute and transcription thereof at the speed 11 words per minute or English shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute.</li> <li>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul> | <p><b>1. For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Three years experience as Steno-Typist;</li> <li>(ii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul>  |
| 17. Clerk            | <ul style="list-style-type: none"> <li>(i) Matric from any recognized University or Board;</li> <li>(ii) Knowledge of Hindi/ Sanskrit upto matric standard;</li> <li>(iii) To qualify Hindi or English typing test at a speed of 25/30 words per minute along with computer test within one year of appointment. He will</li> </ul>  | <p><b>1. By transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Matric from any recognized University or Board;</li> <li>(ii) Knowledge of Hindi/Sanskrit upto matric standard.</li> </ul> <p><b>2. By promotion-</b></p> <ul style="list-style-type: none"> <li>(i) Five years experience as Peon or Sewadar;</li> <li>(ii) To qualify Hindi or English typing test at a speed of 25/30 words per minute along with computer test within one year of appointment. He will be entitled for annual increment only after</li> </ul> |

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|     |                         | be entitled for annual increment only after qualifying type test.   | qualifying type test.<br>(iii) Knowledge of Hindi/Sanskrit upto matric standard.   |
| 18. | Horticulture Supervisor | (i) B.Sc Agriculture, or<br>(ii) Diploma in Horticulture from any recognized University or Institution;<br>(iii) Knowledge of Hindi/Sanskrit upto matric standard.                      | <b>For transfer/deputation-</b><br>(i) Three years experience as Horticulture Supervisor;<br>(ii) Knowledge of Hindi/ Sanskrit upto matric standard.   |
| 19. | Sanitary Supervisor     | (i) Matric from any recognized University or Board;<br>(ii) Diploma in Sanitation programme from any recognized Institution;<br>(iii) Knowledge of Hindi/Sanskrit upto matric standard; | <b>1. For transfer/deputation-</b><br>(i) Three years experience as Sanitary Supervisor;<br>(ii) Knowledge of Hindi/Sanskrit upto matric standard.<br><b>2. For promotion-</b><br>(i) Five years experience as Sweeper mate;<br>(ii) Knowledge of Hindi/Sanskrit upto matric standard. |
| 20  | Work Supervisor         | (i) Matric from any recognized University or Board;<br>(ii) Three years experience as Work Supervisor;<br>(iii) Knowledge of Hindi/Sanskrit upto matric standard;                       | <b>For transfer/deputation-</b><br>(i) Three years experience as Work Supervisor;<br>(ii) Knowledge of Hindi/Sanskrit upto matric standard.  |
| 21  | Sewadar                 | (i) Middle pass from any recognized Board or Institution;<br>(ii) Knowledge of Hindi upto middle standard   | <b>For transfer/deputation-</b><br>(i) Middle pass from any recognized Board or Institution;<br>(ii) Two years experience as Peon.   |

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| 22 | Peon           | <ul style="list-style-type: none"> <li>(i) Middle pass from any recognized Board or Institution;</li> <li>(ii) Knowledge of Hindi upto middle standard;</li> </ul>  | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Middle pass from any recognized Board or Institution;</li> <li>(ii) Two years experience as Peon;</li> </ul>  |
| 23 | Puja Sahayak   | <ul style="list-style-type: none"> <li>(i) Middle pass from any recognized Board or Institution;</li> <li>(ii) Three years experience in any Temple;</li> <li>(iii) Knowledge of Hindi upto middle standard.</li> </ul> | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Middle pass from any recognized Board or Institution;</li> <li>(ii) Three years experience any Temple/Mandir;</li> <li>(iii) Knowledge of Hindi upto middle standard</li> </ul> |
| 24 | Mali           | <ul style="list-style-type: none"> <li>(i) Middle pass from any recognized Board or Institution;</li> <li>(ii) Two years experience as Mali;</li> <li>(iii) Knowledge of Hindi upto middle standard</li> </ul>          | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Middle pass from any recognized Board or Institution;</li> <li>(ii) Two years experience as Mali;</li> <li>(iii) Knowledge of Hindi upto middle standard.</li> </ul>            |
| 25 | Chowkidar      | <ul style="list-style-type: none"> <li>(i) Middle pass from any recognized Board or Institution;</li> <li>(ii) Two years experience as Chowkidar;</li> <li>(iii) Knowledge of Hindi upto middle standard;</li> </ul>    | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Middle pass from any recognized Board or Institution;</li> <li>(ii) Two years experience as Chowkidar;</li> <li>(iii) Knowledge of Hindi upto middle standard;</li> </ul>       |
| 26 | Sweeper        | <ul style="list-style-type: none"> <li>(i) Can read and write in Hindi;</li> <li>(ii) 2 years experience as Sweeper;</li> </ul>   | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Can read and write in Hindi;</li> <li>(ii) 2 years experience as Sweeper.</li> </ul>  |
| 27 | Security Guard | <ul style="list-style-type: none"> <li>(i) Ex-Serviceman;</li> <li>(ii) Matric from any recognized University or Board or its equivalent;</li> <li>(iii) Knowledge of Hindi/ Sanskrit upto matric standard.</li> </ul>  | <p><b>For transfer/deputation-</b></p> <ul style="list-style-type: none"> <li>(i) Ex-Serviceman;</li> <li>(ii) Matric from any recognized University or Board or its equivalent;</li> <li>(iii) Knowledge of Hindi/Sanskrit matric standard.</li> </ul>           |

**APPENDIX C**  
[see rule 6 and 14 (1)]

| Sr. No. | Designation of posts    | Appointing Authority | Nature of penalty   | Authority empowered to impose penalty | Appellate Authority |
|---------|-------------------------|----------------------|---|---------------------------------------|---------------------|
| 1.      | Chief Executive Officer | Chairman             | <p><b>Minor Penalties:-</b></p> <p>(i) warning with a copy in the personal file (Character roll);</p> <p>(ii) censure;</p> <p>(iii) withholding of promotion;</p> <p>(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the board or any authority where the Board's employee is /was on deputation;</p> <p>(v) withholding of increments of pay without cumulative effect;</p> | Chief Administrator                   | Chairman            |
|         |                         |                      | <p><b>2. Major Penalties:-</b></p> <p>(vi) withholding of increments of pay with cumulative effect;</p> <p>(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 Board employee will earn increments of pay during the period of such reduction and</p>   | Chairman                              | Board               |

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- whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Board 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 or service from which the Board employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- (ix) compulsory retirement;
- (x) removal from service which shall not be a disqualification for future employment under the Board;
- (xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Board

Government Board

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|-----|-------------------------|---------------------|---|---------------------|----------|
| 2.  | Accounts Officer        | SAS Cadre           |   |                     |          |
| 3.  | Office Secretary        | Chief Administrator | <b>Minor Penalties:-</b>  | Chief Administrator | Chairman |
| 4.  | Personal Assistant      |                     | (i) warning with a copy in the personal file (Character roll);  |                     |          |
| 5.  | Junior Engineer         |                     | (ii) censure;   |                     |          |
| 6.  | Librarian               |                     | (iii) withholding of promotion;   |                     |          |
| 7.  | Accountant              |                     |   |                     |          |
| 8.  | Assistant               |                     |   |                     |          |
| 9.  | Store Keeper            |                     | (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence of breach of orders, to the Board or any authority where the Board's employee is/ was on deputation  |                     |          |
| 10. | Security Officer        |                     |   |                     |          |
| 11. | Pujari                  |                     |   |                     |          |
| 12. | Electrician             |                     |   |                     |          |
| 13. | Plumber                 |                     |   |                     |          |
| 14. | Driver                  |                     |   |                     |          |
| 15. | Assistant Pujari        |                     |   |                     |          |
| 16. | Steno-Typist            |                     | (v) withholding of increments of pay without cumulative effect;   |                     |          |
| 17. | Clerk                   |                     |   |                     |          |
| 18. | Horticulture Supervisor |                     |   |                     |          |
| 19. | Sanitary Supervisor     |                     | <b>2. Major Penalties:-</b>   | Chief Administrator | Chairman |
| 20. | Work Supervisor         |                     | (vi) withholding of increments with cumulative effect;  |                     |          |
| 21. | Sewadar                 |                     | (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 Board employee will earn increments of pay during the period of 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; |                     |          |
| 22. | Peon                    |                     |   |                     |          |
| 23. | Puja Sahayak            |                     |   |                     |          |
| 24. | Mali                    |                     |   |                     |          |
| 25. | Chowkidar               |                     |   |                     |          |
| 26. | Sweeper                 |                     |   |                     |          |
| 27. | Security Guard          |                     |   |                     |          |



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| <ul style="list-style-type: none"> <li>(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Board 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 or service from which the Board employee was reduced and his seniority and pay on such restoration to that grade, post or service;</li> <li>(ix) compulsory retirement;</li> <li>(x) removal from service which shall not be a disqualification for future employment under the Board.</li> <li>(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Board</li> </ul> | <p>Chief Administrator</p> | <p>Chairman</p> |
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**APPENDIX D**  
[see rule 6 and 14 (2)]

| Sr. Designation<br>No. of posts |                         | Nature of order   | Authority<br>empowered make<br>the order | Appellate<br>Authority |
|---------------------------------|-------------------------|---|--|------------------------|
| 1                               | 2                       | 3   | 4  | 5                      |
| 1.                              | Chief Executive Officer | (i) reducing or with holding the amount of ordinary/additional pension admissible under the rules governing the pension;<br>(ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation. | Chairman                                 | Board                  |
| 2.                              | Accounts Officer        | SAS Cadre   |  |                        |
| 3.                              | Office Secretary        | (i) reducing or withholding the amount of ordinary/additional pension admissible under the rules governing the pension;   | Chief Administrator                      | Chairman               |
| 4.                              | Personal Assistant      |   |  |                        |
| 5.                              | Junior Engineer         |   |  |                        |
| 6.                              | Librarian               |   |  |                        |
| 7.                              | Accountant              |   |  |                        |
| 8.                              | Assistant               |   |  |                        |
| 9.                              | Store Keeper            | (ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.   |  |                        |
| 10.                             | Security Officer        |   |  |                        |
| 11.                             | Pujari                  |   |  |                        |
| 12.                             | Electrician             |   |  |                        |
| 13.                             | Plumber                 |   |  |                        |
| 14.                             | Driver                  |   |  |                        |
| 15.                             | Assistant Pujari        |   |  |                        |
| 16.                             | Steno-Typist            |   |  |                        |
| 17.                             | Clerk                   |   |  |                        |
| 18.                             | Horticulture Supervisor |   |  |                        |
| 19.                             | Sanitary Supervisor     |   |  |                        |

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| 20. Work Supervisor | Chief Administrator | Chairman |
| 21. Sewadar         |                     |          |
| 22. Peon            |                     |          |
| 23. Puja Sahayak    |                     |          |
| 24. Mali            |                     |          |
| 25 Chowkidar        |                     |          |
| 26. Sweeper         |                     |          |
| 27 Security Guard   |                     |          |

P. Raghavendra Rao,  
Financial Commissioner and Principal Secretary  
to Government Haryana, Urban Local Bodies Department