

[Authorized English Translation]
HARYANA GOVERNEMENT
URBAN LOCAL BODIES DEPARTMENT

Notification

The 8th May, 1997

No. G.S.R. 32/ Const. / Art. 309/97 – In exercise of powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Local Bodies Department Directorate (Group C) Service, namely :-

PART I - GENERAL

1. (i) These rules may be called the Haryana Local Bodies Department Directorate (Group C) Service Rules, 1997.

Short title and commencement

- (2) The rules shall come into force at once.

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

Definitions

- a) "Board" means the Subordinate Service Selection Board Haryana;
- b) "direct recruitment " means an appointment made 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;
- c) "Director" means the Director, Local Bodies, Haryana;
- d) "Government" means the Haryana Government in the Administrative Department;
- e) "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.
- f) "recognized university" means; -
- (i) Any university incorporated by law in India; or
- (ii) In the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or

- (iii) Any other university which is declared by the Government to be a recognized university, for the purpose of these rules.
- g) "recruitment authority" means the Subordinate Service Selection Board, Haryana or any other Committee of officers constituted by the Government for conducting examination or interviews for selection and making recommendations for appointment to the services;
- h) "Service" means the Haryana Local Bodies, Department Directorate (Group C) service.

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 effect the inherent right of the Government to make additions, to or reduction 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 service.

4. (1) No person shall be appointed to any post in the 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 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 Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board 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 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 certificates 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 any post in the Service by direct recruitment who is less than Seventeen years or more than thirty-five years of age, on the last of submission of application to the Board.

6. Appointments to any post in the Service shall be made by the Director.

Appointing authority

7. No person, shall be appointed to any post in the Service, unless he is in possession of qualification 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 persons appointment other than by direct recruitment:

Qualification

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Board 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.

8. No person, -

Disqualifications

(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.

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

Method of recruitment

(a) In the case of Section Officer, -

(i) By transfer or deputation of an officer already in the service of the State Government or the Government of India;

(b) In the case of Personal Assistant, -

(i) By promotion from amongst Senior Scale Stenographer; or

- (ii) By transfer or deputation of an official already in the service of any State Government or the Government of India;
- (c) In the case of Deputy Superintendent, -
 - (i) By promotion from amongst Assistant; or
 - (ii) By transfer or deputation of an official already in the service of any State Government or the Government of India;
- (d) In the case of Junior Engineer, -
 - (i) 50% by promotion from amount-Draftsman; and
 - (ii) 50% by direct recruitment; or
 - (iii) By transfer or deputation of an official already in the service of any State Government or he Government of India.
- (e) In the case of Draftsman; or
 - (i) By direct recruitment; or
 - (iii)By transfer or deputation of an officer already in the service of the State Government or the Government of India;
- (f) In the case of Assistant. –
 - (i) by promotion from amongst the Steno-typists Registration Inspectors Clerk-cum-Registration Clerk or Moharrir,
or
 - (ii) by transfer or deputation of an official already in the service of the State Government or the Government of India.
- (g) In case of Senior Scale Stenographer, -
 - (i) 50% by promotion from Steno-typist, and
 - (ii) 50% by direct recruitment; or
 - (iii)by transfer or deputation of an official already in the service of the State Government or the Government of India.
- (h) In the case of Driver, -
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any state Government or Government of India.
- (i) In the case of Steno-typist -
 - (i) 75% by direct recruitment; or
 - (ii) 25% by promotion from amongst the clerks or
 - (iv)by transfer or deputation of an official already in the service of the State Government or the Government of India.
- (j) In the case of Registration Inspector, -
 - (i) by promotion from amongst the Clerk-cum-Registration Clerk or Moharrir; or
 - (ii) by transfer of an official already in the service of the State Government or the Government of India.

- (k) In the case of Clerk-cum-Registration Clerks and Moharrir, -
(i) 80% by direct recruitment; and
(ii) 20% by promotion from amongst the Restorer Daftri Peons; or
(iii) By transfer of an Official already in the service of the State Government or the Government of India;
- (l) In the case of Gestentor Operator –
(i) by promotion amongst the Daftri, Peon, Chowkidar, Sweeper

Note:- Preference will be given to Daftri and if Daftri will not be found eligible for this Promotion, then peon, Chowkidar, Sweeper will be considered for promotion; or

- (ii) by transfer of an official already in service of the State Government or the Government of India.
- (m) In the case of Restorer. –
(i) by promotion amongst the Daftri, Peon, Chowkidar, Sweeper, Preference will be given to Daftri and if Daftri will not be found eligible for this promotion then peon Chowkidar and Sweeper will be considered for this promotion; or
(ii) by transfer of an official already in service of the state Government or Government of India.

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

Probation. 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

Provided that –

- (a) Any period, after such appointment, spent on deputation on corresponding or a higher post shall count towards the period of probation;
- (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 officiating 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 probation is not satisfactory, it may, -

(a) if such person is appointed by direct recruitment, dispense with his service; and

(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 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 this 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; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(c) if his work or conduct has, in its opinion, been not satisfactory, -

(i) dispense with his Service, 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.

11. Seniority, inter- se, of members of the Service shall determined by the length of continuous Service on any post in the Service:

Seniority.

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 merit determined by the Board or any other recruiting authority, as the case may be, 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 the 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.

Liability to serve.

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 to do so by the appointing authority.

(2) A member of the 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 clause(ii) or clause (iii) except with his consent.

Pay, leave, Pension and other matters

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 competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, Penalties and appeals.

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:

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 the Appellate Authority shall be as specified in Appendix D to these rules.

15. Every member of the Service, shall get himself vaccinated as and when the Government so directs by the 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 it is necessary or expedient to do so, it may be order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category or persons.

Power of relaxatio

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 Provision

19. Nothing contained in these rules shall after reservations and other concessions 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 order issued by the State Government in this regard, from time to time:

Reservations.

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

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:

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 corresponding provisions of these rules.

APPENDIX A
(See rule 3)

Serial No.	Designation of Posts	Number of Posts		Total	Scale of Pay
		Permanent	Temporary		
1	2	3	4	5	6
1.	Section Officer	-	1	1	Rs. 2000-60-2300EB-75 3200+100 Special Pay
2.	Personal Assistant	-	1	1	Rs. 1640-60-2600-EB-75 2900+150 Special Pay
3.	Deputy Superintendent	1	-	1	Rs. 1640-60-2300-EB-75 2900
4.	Junior Engineer	-	1	1	Rs. 1640-60-2600-EB-75 2900
5.	Draftsman	1	2	3	Rs. 1400-40-1600-EB- 2300-EB-60-2600
6.	Assistant	3	19	22	Rs. 1400-40-1600-EB- 2300-EB-60-2600
7.	Senior Scale Stenographer	-	2	2	Rs. 1400-40-1600-50-2300- EB-60-2600
8.	Driver	-	5	5	Rs. 1200-30-1560- EB-40- 2040+200 Special Pay
9.	Steno-Typist	2	9	11	Rs. 90-20-1150- EB-25- 1500+100 Special Pay
10.	Registration Inspector	1	2	3	Rs. 950-20-1150- EB-25- 1500+50 Special Pay
11.	Clerk-cum-Registration Clerk	16	14	30	Rs. 950-20-1150- EB-25-1500
12.	Moharrir	1	-	1	Rs. 950-20-1150- EB-25-1500
13.	Gestetnor Operator	1	1	2	Rs. 950-20-1150- EB-25-1500
14.	Restorer	1	1	2	Rs. 950-20-1150- EB-25-1500

APPENDIX B

(See rule 7)

Sr. No	Designation of Posts	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.	Section Officer	-	S.A.S qualified
2.	Personal Assistant	-	Five Years experience as Senior Scale Stenographer
3.	Deputy Superintendent	-	Five Years experience as Assistant
4.	Junior Engineer	(i) Three years diploma in Civil Engineering from a recognized University or Institution. (ii) Hindi upto Matric.	(i) Diploma in Civil Engineering (ii) Three years experience as Draftsman
5.	Draftsman	(i) Two years diploma course in Draftsman Civil from a recognized institution or its equivalent recognized by Haryana Government and Matric with Hindi from a recognized University / board or its equivalent.	(ii) Three years experience as Draftsman.
6.	Assistant	-	(i) Five years experience as Steno-typist including two years experience as Clerk or (ii) Five years experience as Registration Inspector or Clerk-cum-Registration Clerk or Moharrir.
7.	Senior Scale Stenographer	Matriculate with Hindi from a recognized University or Board or equivalent and 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 thereof at the speed of 15 and 20 words per minute respectively.	5 years experience as Steno-typist and should have qualified the test in Hindi shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute and English shorthand at the speed of 100 words per minutes and transcription thereof at the speed of 20 words minutes.

8.	Driver	<p>(i) Middle pass and should have a heavy / light vehicle license and should be able to read and write in Hindi;</p> <p>(ii) Five years experience of driving.</p>	Three years experience as Restorer, Daftri or peon and possesses driving license of heavy / light vehicle and should be able to read and write in Hindi.
9.	Steno – Typist	<p>(i) Matric of recognized University or Board or its equivalent; and</p> <p>(ii) Should qualify the test in Hindi Shorthand at the Speed of 64 words per minute and transcription thereof at the speed of 11 words per minute or English Short hand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>	<p>(i) Five years experience as clerk; and</p> <p>(ii) Should have qualified test in Hindi shorthand at the speed of 64 words per minute and transcription thereof at the speed of 11 words per minute or shorthand in English at the Speed of 80 words per minute and transcription thereof at the speed of 15 words per minute.</p> <p>Note:- The test will be of 5 minute duration and 8% mistakes will be allowed to qualify the test.</p>
10.	Registration Inspector	-	One year experience as Clerk-cum-Registration Clerk or Moharrir.
11.	Clerk-cum-Registration Clerk	<p>(a) Matric of recognized University or Board or its equivalent ;</p> <p>(b) Knowledge of Hindi up to Matric Standard;</p> <p>(c) Have to qualify the departmental type test either in Hindi or in English with a speed of 25 or 30 words per minute and will be entitled for annual increment only</p>	<p>(a) Matric of a recognized University of Board or its equivalent.</p> <p>(b) Five years experience as Restorer or Peon;</p> <p>(c) Have to qualify the departmental type test either in Hindi or in English with a speed of 25 or 30 words per minute and will be entitled for annual increment only after qualifying the type test;</p> <p>(d) Knowledge of Hindi upto matric.</p>

		after qualifying the type test.	
12	Moharrir	(a) Matric of a recognized University or Board or its equivalent;	(a) Matric of a recognized University of Board or its equivalent. (b) Five years experience as Restorer or Peon; (c) Knowledge of Hindi upto Matric; (d) Have to qualify the departmental type test either in Hindi or in English with a speed of 25 or 30 words per minute and will be entitled for annual increment only after qualifying the type test.
13.	Gestetner	-	Three years experience as Daftri, Peon, Chowkidar or Sweeper Preference will be given to the Daftri.
14.	Restorer	-	Three years experience as Daftri, Peon, Chowkidar or Sweeper, Preference will be given to the Daftri.

AAPPENDIX C						
[(See rule 14(1))]						
Sr. No.	Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	1 st Appellant authority	Second and final appellate authority, if any,
1	2	3	4	5	6	7
1.	Sectional Officer	Director	<p>1. Minor Penalties :-</p> <p>(i) warning with a copy in the personal file (character role);</p> <p>(ii) Censure;</p> <p>(iii)With – holding of promotion;</p> <p>(iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence 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 legal authority or University set up by an Act of Parliament or of the Legislature of a State and</p> <p>(v) Withholding of increments of pay without cumulative effect.</p> <p>2. Major Penalties:-</p> <p>(v) (a) withholding of increments of pay with cumulative effect);</p> <p>(vi) 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 such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing</p>	Director	Secretary to Government Haryana, Local Government Department	Government
2.	Personal Assistant					
3.	Deputy Superintendent					

4.	Junior Engineer	<p>the future increment of his pay;</p> <p>(vii) 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 or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(viii) compulsory retirement.</p> <p>(ix) removal from service which shall not be disqualification for future employment under the Government;</p> <p>(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p> <p>Note:- Regarding the post of Sectional Officer the punishing authority shall be the parent departmental.</p>			
5.	Draftsman				
6.	Assistant				
7.	Senior Scale Stenographer				
8.	Driver				
9.	Steno-Typist				
10.	Registration Inspector				
11.	Clerk-cum-Registration Clerk				
12.	Moharrir				
13.	Gestetner				
14.	Restorer				

APPENDIX D

[(See rule 14(2)]

Sr. No.	Designation of posts	Nature of Order	Authority empowered to make the order	1 st Appellant authority	Second and final appellate authority, if any,
1	2	3	4	5	6
1.	Sectional Officer	(i)reducing or withholding the amount of ordinary addition pension admissible under the rules Governing pension; (ii) terminating the appointment otherwise than upon his attaining the age fixed for superannuation. Note: - Regarding the post of Sectional Officer the punishing authority shall be the parent department.	Director	Secretary to Government Haryana, Local Government Department	Government
2.	Personal Assistant				
3.	Deputy Superintendent				
4.	Junior Engineer				
5.	Draftsman				
6.	Assistant				
7.	Senior Scale Stenographer				
8.	Driver				
9.	Steno-Typist				
10.	Registration Inspector				
11.	Clerk-cum-Registration Clerk				
12.	Moharrir				
13.	Gestetner				
14.	Restorer				