

[Authorised English Translation]

HARYANA GOVERNMENT

LOCAL GOVERNMENT DEPARTMENT

Notification

The 8th May, 1997

No. GSR. 32/Const/Art, 309/97.—In exercise of the 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. (1) 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 Services 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 recognised by the Government for the purpose of these rules ;

(f) "recognised 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 recognised university, for the purpose of these rules;

(g) "recruitment authority" means the Subordinate Services 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 be comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall effects 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.

Nationality,
domicile and
character of can-
didates 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 Toganyika 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 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.

Age.

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 date of submission of application to the Board.

Appointing
Authority.

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

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 persons appointed other 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% at the discretion of the Boards 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 these 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 ;
by transfer or deputation of an official 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 Stenographers ; 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 the Assistants ; or

(ii) by transfer or deputation of an official already in the service of any State Government or Government of India.

(d) In the case of Junior Engineer,—

(i) 50% by promotion from amongst-Draftsmen ; and

(ii) 50% by direct recruitment ; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

- (e) In the case of Draftsman,—
- (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official 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 Clerks 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-typists, 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-typists —
- (i) 75% by direct recruitment ; or
 - (ii) 25% by promotion from amongst the clerks or
 - (iii) 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 ;

(1) 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 seniority-cum-merit basis and 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 appointments, 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 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 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 services; and

(b) if such person is appointed otherwise than by direct recruitment—

(i) revert him to his former post ; and

(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 ; 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 his 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 the members of the Service shall be 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 a member 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 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 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 accordingly 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.

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.

Liability to service.

(2) A member of the Service may also be deputed to service 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 with in 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 organisation, an autonomous body not controlled by the Government or by a private body :

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation 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 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 appeals) 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) or rule 9 of the Haryana Civil Services (Punishment and Appeals) Rules, 1987 and Appellate authority shall be as specified in Appendix-D to these rules.

Vaccination.

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

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 India and to the Constitution of India as by law established.

Power of relaxation.

17. Where the Government 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 person.

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 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 the orders issued by the State Government in this regard, from time to time :

Provided that the total percentage of reservations, 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 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)

Serial No.	Designation of Post	Number of Posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Section Officer	..	1	1	Rs. 2000-60-2300-EB-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. 950-20-1150-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	Stenographer 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)

Serial No.	Designation of posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other by direct recruitment
1	2	3	4
1	Section Officer	—	S. A. S. qualified
2	Personnal 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 recognised University or institution. (ii) Hindi upto Matric	(i) Diploma in Civil Engineering (ii) Five years experience as Draftsman
5	Draftsman	(i) Two years diploma Course in Draftsman Civil from a recognised institution or its equivalent recognised by Haryana Government and Matric with Hindi from a recognised University/board or its equivalent	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 recognised 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.

1

2

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- | | | |
|---------------------------------|---|--|
| 8 Driver | (i) Middle pass and should have a heavy/light vehicle licence and should be able to read and write in Hindi ;

(ii) Five years experience of driving. | Three years experience as Restorer, Daftri or peon and possesses driving licence of heavy/light vehicle and should be able to read and write in Hindi. |
| 9 Steno-typist | (i) Matric of recognised University or Board or its equivalent ; and

(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 ;

(iii) Knowledge of Hindi upto Matric Standard. | (i) Five years experience as clerk; and

(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 ;

Note :- The Test will be of 5 minutes duration and 8% mistakes will be allowed to qualify the test. |
| 10- Registration Inspector | --- | One year experience as Clerk-cum-Registration Clerk or Muharrir. |
| 11 Clerk-cum-Registration Clerk | (a) Matric of a recognised University or Board or its equivalent ;

(b) Knowledge of Hindi up to Matric Standard ;

(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. | (a) Matric of a recognised University or Board or its equivalent ;

(b) Five years experience as Restorer or Peon ;

(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 ;

(d) Knowledge of Hindi upto Matric. |

1	2	3	4
12 Moharrir	(a) Matric of a recognised University or Board or its equivalent ; (b) Knowledge of Hindi up to Matric Standard ; (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.	(a) Matric of a recognised University or 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 Operator	—		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.

APPENDIX C

[See rule 14(1)]

Sl. No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	1st Appellate authority	Second and final appellate authority, if any.
1	2	3	4	5	6	7
Minor penalties :						
1	Sectional Officer	Director	(i) warning with a copy in the personal file (Character role) ;	Director	Secretary to Government, Haryana, Local Government Department	Government
2	Personal Assistant		(ii) censure ;			
3	Deputy Superintendent		(iii) withholding of promotion ;			
4	Junior Engineer		(iv) recovery from pay or 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 accompany 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 ;			
5	Draftsman					
6	Assistant					
7	Senior Scale Stenographer					
8	Driver					
9	Steno-typist					
10	Registration Inspector					
11	Clerk-cum-Registration Clerk					
12	Moharrir		(v) withholding of increments of pay without cumulative effect ;			
13	Gestetner Operator					
Major penalties :						
14	Restorer		(v)(a) withholding of increments of pay with cumulative effect ;			

1	2	3	4	5	6	7
			(vi) reduction to a lower stage in the time scale of pay for a specified period with further direction 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 the future increments of his pay ;	Director	Secretary to Government, Haryana, Local Government Department	Government
			(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 ;			
			(viii) compulsory retirement ;			
			(ix) removal from service which shall not be a disqualification for future employment under the Government ;			
			(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.			

Note:—Regarding the post of Sectional Officer the punishing authority shall be the parent department.

APPENDIX D

[See rule 14(2)]

Sr. No.	Designation of post	Nature of order	Authority empowered to make the order	1st Appellate 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 of pension admissible under the rules governing pension ;	Director	Secretary to Government Haryan, Local Government Department.	[Govern- ment
2	Personal Assistant				
3	Deputy Superintendent				
4	Junlor Engineer	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.			
5	Draftsman				
6	Assistant				
7	Senior Scale Stenographer	<i>Note</i> :—Regarding the post of Sectional Officer the punishing authority shall be the parent department.			
8	Driver				
9	Steno-Typist				
10	Registration Inspector				
11	Clerk-cum-Registration Clerk				
12	Moharrir				
13	Gestetnor Operator				
14	Restorer				

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