



**HARYANA FOREST DEVELOPMENT CORPORATION LIMITED**  
(A STATE GOVERNMENT UNDERTAKING)

**SERVICE BYELAWS**

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**THE HARYANA FOREST DEVELOPMENT CORPORATION  
EMPLOYEES' SERVICE BYELAWS**

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## **THE HARYANA FOREST DEVELOPMENT CORPORATION EMPLOYEES' SERVICE BYELAWS**

### **1. PREAMBLE**

In exercise of the general powers conferred by Article 32 (23) of Memorandum and Articles of Association of Haryana Forest Development Corporation Limited the Board of Haryana Forest Development Corporation Limited in its 5th meeting held on 25th March, 1991 had approved the byelaws w.e.f. 1<sup>st</sup> October, 1990 for regulating the recruitment and conditions of service of the employees appointed to various posts under the Haryana Forest Development Corporation Limited. Keeping in view of the necessary amendments made by the Government from time to time these byelaws have been amended and prepared for its regulations and implementations.

#### **1.1 SHORT TITLE AND COMMENCEMENT**

- i. These byelaws shall be known as the Haryana Forest Development Corporation Employees' Service Byelaws.
- ii. These byelaws shall come into force with effect from 1<sup>st</sup> January, 2014.

#### **1.2 APPLICATION**

These byelaws shall apply to all the employees appointed in the Haryana Forest Development Corporation Limited except that:

- i. In case of employees on deputation from the State Government or any other authority, they shall apply subject to their terms and conditions of deputation,
- ii. In case of persons engaged on adhoc/contract/daily wage/job work etc. they shall apply subject to the terms and conditions of the agreement and
- iii. In case of casual workers/labourers etc. working in workshop/factory/depos shall be governed by the respective provisions of rules/acts for the time being in force.

#### **1.3 DEFINITIONS**

In these byelaws, unless the context otherwise requires:

- a. "Appointing Authority" means the Authority competent to make appointments. Whether it is a State Service Selection Commission or any other agency prescribed by the State Government.
- b. "Board" means the Board of Directors of the Haryana Forest Development Corporation Limited, Panchkula.
- c. "Chairman" means the Chairman of the Board.

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- d. "Byelaws" mean the Haryana Forest Development Corporation Employees' Service Byelaws for the time being in force.
- e. "Corporation" means the Haryana Forest Development Corporation Limited, represented by the Board of Directors or duly authorised officers of the Corporation.
- f. "Direct Appointment" means an appointment made otherwise, than by promotion from within the service or by transfer or by deputation from the State Government or any other authority.
- g. "Duty" means the period of service which counts for pay, leave and other emoluments includes probationary period and joining time, but does not include any period of suspension or extra ordinary leave without medical.
- h. "Employees" means a person (whether an officer or any other employee) appointed on regular basis in the Corporation but does not include person appointed on adhoc/contract/daily wage/job work basis/casual workers/labourers etc.
- i. "Family" means an employee, spouse, unmarried sons, unmarried daughters and parents wholly dependent upon him/her and actually residing with the employee.
- j. "Forest Department" means the Haryana Forest Department.
- k. "Government" means the Haryana Government in the Administrative Department.
- l. "Honorarium" means the recurring or non-recurring payment granted to any person from the funds of the Corporation as remuneration for special work of an occasional or intermittent character.
- m. "Managing Director" means the officer, appointed by the Government to the post of Managing Director of the Corporation and includes any a Director or officer who is authorized to exercise powers and functions of the Managing Director during the temporary absence of the Managing Director.
- n. "Posts" means the posts sanctioned/to be sanctioned by the Board from time to time with the approval of the Government.
- o. "Permanent Employee" means an employee appointed substantively to a permanent post.
- p. "Probationer" means an employee appointed on probation in or against a substantive vacancy in the cadre of the Corporation.
- q. "Recognized university" means any university incorporated by the law in India or 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 any other university which is declared by the Government to be a recognized university for the purpose of these rules.



- r. "Service" means Haryana Forest Development Corporation Service.
- s. "Temporary Employee" means an employee appointed in a temporary or officiating capacity to a temporary post carrying a definite rate of pay sanctioned for a specified or unspecified period.

1.4 The Board shall have powers to make from time to time such additions, deletions, alternations or amendments in these byelaws as it may deem fit subject to the approval of the Government.

1.5 The Board may confer on the Managing Director or any other officer of the Corporation any of its powers in these byelaws. The Managing Director may with the approval of the Board confer on any officer of the Corporation any of his powers including his delegated powers, shall be exercised subject to such conditions and limits as may be prescribed in the resolution or authorisation by the Board.

## 2. NUMBER AND CHARACTER OF POSTS

2.1. The sanction of staff for the Corporation was accorded to create the 140 posts in the Corporation vide letter No. 32-FT-IV-2004/1595, dated 23<sup>rd</sup> January, 2004 having ex-post-facto sanction of 66 posts since inception of the Corporation and 74 posts w.e.f 1<sup>st</sup> January, 2003 to be filled up on deputation from Forest Department and other Government Departments/Haryana Civil Secretariat/State Public Enterprises. The sanction was also accorded to create the 7 posts in the Corporation vide letter No. 4061-FT-IV-2001/15009, dated 13<sup>th</sup> August, 2001.

There are only 10 employees working on the permanent establishment of the Corporation who were regularized against various vacant posts according to the direction of Hon'ble Court or based on the regularization policies issued by the Government from time to time.

2.2 The various categories of posts and their nomenclature, sanctioned strength and pay scales are described in **Annexure 'A'**.

Provided that the Board shall be competent to add or delete any post or revise the scale of pay of any or all posts or add or reduce the number of posts with the approval of the Government.

## 3. NATIONALITY, DOMICILE AND CHARACTER

3.1. 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 day of January, 1962, with the intention of permanently settling in India; or

- e. a person of Indian origin who has migrated from Pakistan, Burma, Srilanka or any of the East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi Zaire and Ethpia 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

3.2 A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

3.3 No person shall be appointed to any post in the service by direct recruitment unless he/she 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/her relatives who are well acquainted with him in this private life and are unconnected with his/her university, college, school or institution.

#### 4 AGE

4.1 No person shall be appointed to any post in the service by direct recruitment who is less than seventeen years or more than forty years of age on or before the last date of submission of application to Commission or Board subject to the instructions issued by the Government from time to time.

The relaxation in the upper-age limit in respect of Scheduled Castes, Backward Classes, other Backward Classes, Ex-servicemen and Physically Handicapped categories will be provided in accordance with the instructions issued by the Government from time to time.

#### 5. APPOINTING AUTHORITY

5.1 Appointment to all designation of the posts shall be made by the Managing Director of the Corporation. The Board shall be competent to review the appointments and appointing authority shall act under the directions of the Board subject to the instructions issued by the Government from time to time.

5.2 Appointment to the service by promotion shall be made on the basis of seniority-cum-merit and other conditions regarding promotion imposed by the State Government from time to time and no employee shall have the right to get promotion by virtue of seniority alone.

#### 6. QUALIFICATIONS

6.1 No person shall be appointed to any post in the Service unless he/she is in possession of minimum qualifications and experience specified in column 3 of **Annexure-B** in case of direct recruitment and those specified in column 4 of the aforesaid Annexure in case of appointment other than by direct recruitment.

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## 7. DISQUALIFICATIONS

### 7.1 No person:-

- a. who has entered into or contracted a marriage with a person having a spouse living; or
- b. Whose character antecedent not found satisfactory.
- c. who having a spouse living, has entered 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.

## 8. METHOD OF RECRUITMENT

8.1 The State Government was accorded sanction vide memo No. 633-Ft-II-91/1400, dated 5<sup>th</sup> February, 1991 for the setting up of the Corporation subject to the condition that no new staff will be required for the Corporation and whatever staff will be required for running the Corporation, the same will be taken from out of the existing establishment of the Forest Department.

8.2 Recruitment to the various posts under the Corporation shall be made by the following methods:-

- i. By deputation from Forest Department and other Government Departments/Haryana Civil Secretariat/State Public Enterprises.
- ii. By promotion amongst the employees of the Corporation, who fulfills qualification and experience of the post as prescribed in these byelaws and instructions issued by the Government from time to time.

8.3 The Corporation shall engage the IT Professionals as per policy for engagement of Computer Professionals on job work/contract basis through HARTRON Informatics Limited (HIL) as per approved IT Plan of the Corporation to be prepared in accordance with the guidelines of Information Technology Policy 2000 of the Government as amended from time to time. The qualification and fee/remuneration of IT Professionals should be adopted in accordance with the instructions issued by the Government from time to time.

8.4 The Corporation shall engage persons, wherever required for better and efficient delivery of services, on contract basis through service provider as per guidelines of the Policy for engaging/outsourcing of service/activities 2006 of the Government as amended from time to time.

8.5 (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographer and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and application (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the tying test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typist, Junior Scale Stenographer and Senior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Application (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.

(3) The Government of Haryana hereby authorize the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfillment of the prescribed condition in the Service Rules.

(4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.

(5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

(6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-

- (i) M.Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State – Certificate in Information Technology [HS-CIT] from the Authorized Learning Centres (ALCs) of the HKCL;



- (iv) Candidate/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and applications (SETC) passed by any candidates earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government and;
- (v) Physically disabled candidates i.e. amputation of hand (Left and Right) Amputation of upper limbs. Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous systems which cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciations (SETC).

## 9. PROBATION

9.1 Persons appointed to any posts 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 a 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 officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

9.2 If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory may:-

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

9.3 On the completion of the period of probation of a person, the appointing authority may:-

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- a) if his/her work or conduct has, in its opinion, been satisfactory:-
- i. confirm such person from the date of his/her appointment, if appointed against 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/her probation satisfactorily if there is no permanent vacancy; or
- b) if his/her work or conduct has in its opinion, been not satisfactory:-
- i. dispense with his/her service, if appointed by direct recruitment, if appointed otherwise, revert him to his/her former post or deal with him in such other manner, as the terms and conditions of his/her previous appointment permit; or
  - ii. extend his/her 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.

## 10. SENIORITY

10.1 Seniority, inter se of 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 merit determined by the appointing authority 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 member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- d. in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his/her 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 the such service is also the same the older member shall be senior to the younger member.

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## 11. PROMOTIONS

11.1 Promotions of eligible employee shall be made by the Appointing authority from lower post(s) to higher post(s) in the manner as specified in the **Annexure-B** of these Byelaws and instructions issued by the Government from time to time.

Provided that as and when the promotion of the employees of the Corporation falls due and if they fulfill other conditions of service then the eligible employee of the Corporation shall be promoted from lower post to higher post and the employee who is on deputation from Forest Department and other Government Departments/Haryana Civil Secretariat/State Public Enterprises on such post shall be repatriated with immediate effect to facilitate the employee of the Corporation.

The employees of the Corporation who gets the promotion from lower post to higher post, the post which vacated on promotion such post(s) will be got filled up amongst the eligible employees of the Corporation. If employee of the Corporation is not found eligible, then the post will be filled up on deputation from Forest Department and other Government Departments/Haryana Civil Secretariat/State Public Enterprises as the case may be.

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

Provided that the Appointing authority shall be competent to relax qualification and experience, if any, in case of appointment other than by direct recruitment with the approval of the Board.

## 12. 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, where the Corporation operates or intends to operate its activities, on being ordered so to do by the appointing Authority.

12.2 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, a municipal corporation or a local authority or University within the Status of Haryana;
- ii. the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
- iii. any other State Government, an international organization, an autonomous body not controlled by the Government, or a private body:

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

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12.3 In case of closer or winding up of the Corporation, the employees of the Corporation will be absorbed in the Forest Department and other Government Departments/Haryana Civil Secretariat/State Public Enterprises in the same pay scale and designation and their seniority will be taken into account as such for their promotions at par with their counterpart employees of the Forest Department and other Government Departments/Haryana Civil Secretariat/State Public Enterprises.

### **13. LEAVE OR OTHER MATTERS**

13.1 The leave and joining time shall be admissible to any officer or other employees as governed by the provisions of Haryana Civil Services Rules as applicable to the employees of their counterpart in the Government and instructions issued by the Government from time to time.

13.2 The travel allowance, daily allowance, travelling entitlement etc. shall be admissible to any officer or other employees as governed by the provisions of Haryana Civil Services (Travelling Allowance) Rules, 1987 as applicable to the employees of their counterpart in the Government and instructions issued by the Government from time to time.

13.3 The leave travel concession shall be admissible to any officer or other employees as governed by the provisions of rules as applicable to the officer or employees of their counterpart in the Government and instructions issued by the Government from time to time.

### **14. RECORDS OF SERVICE**

The following records of service of every employee shall be maintained as per rules and instructions issued by the Government from time to time:-

- i. personal files,
- ii. service book and
- iii. confidential reports file

Files at numbers (i) and (ii) shall be maintained by the respective office and the file at number (iii) shall remain in the custody of Managing Director or any other officer authorized by him. The Managing Director may authorize any officer serving under him to attest entries in the service book of an employee.

The Board shall be the competent authority to authorize reporting, reviewing and accepting authority for recording of confidential reports of the employees as per rules and instructions issued by the Government from time to time.

### **15. CONDUCT & DISCIPLINE AND PENALTIES & APPEAL**

15.1 In matters relating to conduct, discipline, penalties and appeals, members of service shall be governed by provisions of the Government Employees (Conduct) Rules, 1966 and the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and instructions issued by the Government from time to time.

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15.2 An appeal against an order made by the appointing authority on imposing any minor penalty, vested with the Board within six months of the date of serving of such order and the decision of the Board shall be final.

Where a major penalty is imposed by the appointing authority on approval of the Board, the aggrieved employee on whom the penalty has been imposed may appeal to the Board for consideration or repeal of such decision within three months of the date of serving of such order and the decision of the Board shall be final.

15.3 All employees shall be at work at their respective places at the time fixed and notified to them by the general or special orders issued by the Managing Director. Any employee who is found absent from his/her proper place of work during the working hours without the permission or reason shall be treated absent from the duty.

## **16. PAY AND OTHER ALLOWANCES**

16.1 In matters relating to pay and allowances or other financial benefits, members of service shall be governed by the Haryana Civil Services (Revised Pay) Rules, 2008 as amended from time to time.

16.2 Increment at the efficiency stage shall be considered and allowed by the competent authority on the basis of annual confidential reports and in accordance with the instructions issued by the Government from time to time.

16.3 In matters relating to grant ACP, members of service shall be governed by the Haryana Civil Services (Assured Career Progression) Rules, 2008 as amended from time to time.

16.4 The standard allowances such as Dearness Allowance, House Rent Allowance, Medical Allowance and Children Education Allowance etc. shall be applicable to the employees as per rules and instructions issued by the Government from time to time.

16.5 Acting allowance or special pay as determined by the appointing authority shall be allowed to that employee on holding independent charge of the higher post in addition to his/her own duties for a period exceeding one month or above provided that the total emoluments of the employee shall not be less than the initial pay and also not more than the maximum pay of such higher post.

16.6 The loan and advances shall be applicable to the employees as per rules and instructions issued by the Government from time to time.

16.7 The payment of bonus to the employees, where applicable, at the statutory rate of 8.33% shall be granted with approval of the Board subject to the guidelines issued by the Government from time to time.

16.8 The token gift shall be allowed to the employees on the occasion of Diwali with the approval of the Board subject to the guidelines issued by the Government from time to time.

**17. MEDICAL REIMBURSEMENT**

17.1 The medical reimbursement or other financial benefits shall be allowed to the employees and their family members as governed by the provisions of Punjab Services (Medical Attendance) Rules, 1940 and instruction/policy/regulation issued by the Government from time to time.

17.2 The medical reimbursement for indoor treatment or other financial benefits shall also be allowed to the retire employees and their family members without any ceiling as per instruction/policy/regulation issued by the Government from time to time.

**18. HONORARIUM AND AWARD**

18.1 The Board may grant an honorarium or retaining fee to any person for any service rendered by him/her or work done by him/her for the Corporation.

18.2 The appointing authority may, in recognition or exceptionally good service of an employee, grant an award not exceeding three month's pay immediately preceding the grant of award of such employee and upto three increments in the time scale of his/her post.

Provided that the Board may award any amount of money or grant any number of increments.

**19. EMPLOYEES' PROVIDENT FUNDS**

19.1 Every employee shall be entitled to membership of the contributory provident fund schemes with immediate effect under the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and employer and employee's contribution shall be made irrespective of the pay drawn by the employees.

19.2 The Corporation shall pay the leave salary & pension contribution or any other liability to the Government in respect of all its employees taken on deputation in accordance with the instructions issued by the Government from time to time.

**20. EX-GRATIA**

The ex-gratia grant and other facilities to the families of employees who die while in service shall be applicable as per scheme/policy formulated by the Government and as amended from time to time.

**21. RETIREMENT**

21.1 Except as otherwise provided in other clauses of these rule, every employee shall retire from service on the afternoon of the last day of the month in which he/she attains the age of fifty eight or sixty years, as the case may be or as amended from time to time.

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Provided further that a employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight or sixty years, as the case may be or as amended from time to time.

21.2 He/she must not be retained in service after the age of retirement, except in exceptional circumstances with the sanction of the competent authority, which must be recorded in writing.

21.3 In matters relating to general conditions of service, members of service shall be governed by the Haryana Civil Services Rules and instructions issued by the Government from time to time.

## **22. GRATUITY**

22.1 The payment of gratuity to the employees shall be governed as per the provisions of the Haryana Civil Services Rules. Every employee on completing minimum service of five years or superannuation, retirement or resignation, death or disablement shall be entitled to a gratuity subject to the maximum of rupees ten lacs or as amended by Government from time to time.

22.2 The Corporation may consider adopting the approved Group Gratuity Scheme from any of the insurance companies registered with IRDA at own discretion with the approval of the Board.

## **23. LEAVE ENCASHMENT**

23.1 The benefit of leave encashment shall be granted to the employees, if due at the time of superannuation or retirement including pre-mature retirement, resignation, termination, transfer/absorption, disablement, in the case of death of employee while in service, to the family of the deceased, subject to the maximum limit of three hundred days or as amended by Government from time to time.

23.2 The Corporation may adopt the approved Group Leave Encashment Scheme from any of the insurance companies registered with IRDA at their own discretion with the approval of the Board.

## **24. VACCINATION**

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

## **25. OATH OF ALLEGIANCE**

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

**26. POWER OF RELAXATION**

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 byelaws with respect of any class or category of persons with the approval of the Government.

**27. SPECIAL PROVISIONS**

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

**28. RESERVATIONS**

Nothing contained in these byelaws shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, other Backward Classes, Ex-servicemen, Physically handicapped persons or any other class or category of persons in accordance with the orders issued by the Government from time to time.

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

**29. INTERPRETATION**

Where these byelaws are silent, the provisions of Haryana Civil Services Rules and Haryana Forest Department Service Rules and instructions issued by the Government from time to time will apply. If any doubt arises at any time as to the interpretation of these byelaws or their application notwithstanding anything contained in these byelaws, the matter will be referred to the Board, whose decision shall be final.

**30. SAVING CLAUSE**

Notwithstanding, anything done or any action taken prior to the commencement of these byelaws (including any notification, order, direction, nomination, appointment, power conferred, duty imposed or officer specified) shall be deemed to have been done or taken under the corresponding provisions of these service byelaws as if these byelaws were in force when such thing was done or action was taken.

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## ANNEXURE-A

S. No.	Designation of the posts	Number of posts	Scale of pay (P.B.+G.P.) w.e.f. 01.01.2006 (Rs.)	Remarks
1		3	4	5
1	PCCF -cum- Managing Director	1	75500-80000	To be filled up on deputation from Forest Department in the rank of Principal Chief Conservator of Forest.
2	Chief General Manager	1	37400-67000+8900	To be filled up on deputation from Forest Department in the rank of Conservator of Forest.
3	General Manager	6	9300-34800+4600	To be filled up on deputation from Forest Department in the rank of Haryana Forest Service.
4	Company Secretary	1	-	To be filled up on part time basis by engaging the services of qualified Company Secretary.
5	Marketing Expert	1	-	To be filled up on contract basis on fixed remuneration after taking the approval of the Government.
6	Superintendent	1	9300-34800+4200	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
7	Private Secretary	1	9300-34800+4200	To be filled up on deputation from Haryana Civil Secretariat; or to be filled up by promotion amongst the employees of the Corporation.
8	Dy. Superintendent	3	9300-34800+3600	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
9	Personal Assistant	1	9300-34800+3600	To be filled up on deputation from Haryana Civil Secretariat; or to be filled up by promotion amongst the employees of the Corporation.
10	Assistant	6	9300-34800+3200	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
11	Accountant*	6	9300+34800+3200	3 posts to be filled up on deputation from Forest Department and 3 posts retained by the employees of the Corporation.
12	S. S. Stenographer	1	9300-34800+3200	To be filled up on deputation from Forest Department or to be filled up by promotion amongst the employees of the Corporation.
13	Steno Typist	3	5200-20200+1900 +100 S.P.	To be filled up on deputation from Forest Department or to be filled up by promotion amongst the employees of the Corporation.

P.S.

14	Clerk*	18	5200-20200+1900	6 posts to be filled up on deputation from Forest Department and 10 posts from other Government Departments/State Public Enterprises and 2 posts retained by the employees of the Corporation.
15	Forest Ranger	6	9300-34800+3600	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
16	Deputy Ranger	2	9300-34800+3200	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
17	Forester	12	5200-20200+2800	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
18	Forest Guard*	42	5200-20200+1800	41 posts to be filled up on deputation from Forest Department and 1 post retained by the employees of the Corporation.
19	Driver*	7	5200-20200+2400	2 posts to be filled up on deputation from Forest Department and 3 posts from other Government Departments/State Public Enterprises and 2 posts retained by the employees of the Corporation.
20	Peon*	17	4440-7440+1300	13 posts to be filled up on deputation from Forest Department and 2 posts from other Government Departments/State Public Enterprises and 2 posts retained by the employees of the Corporation.
21	Chowkidar	11	4440-7440+1300	9 posts to be filled up on deputation from Forest Department and 2 posts from other Government Departments/State Public Enterprises.
	<b>Total</b>	<b>147</b>		

\* There are only 10 employees i.e. 3 Accountants, 2 Clerks, 1 Forest Guard, 2 Drivers and 2 Peons working on the permanent establishment of the Corporation who were regularized against various vacant posts according to the direction of Hon'ble Court or based on the regularization policies issued by the Government from time to time.

ANNEXURE-B

S. No.	Designation of the posts	Minimum academic qualifications and experience for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1	PCCF -cum- Managing Director	-	By deputation: To be filled up on deputation from Forest Department in the rank of Principal Chief Conservator of Forest. By promotion: -	-
2	Chief General Manager	-	By deputation: To be filled up on deputation from Forest Department in the rank of Conservator of Forest. By promotion: -	-
3	General Manager	-	By deputation: To be filled up on deputation from Forest Department in the rank of Haryana Forest Service. By promotion: -	-
4	Company Secretary	Bachelor's degree or equivalent from recognized university with Associate Company Secretary from Institute of Company Secretaries of India and should have three years experience in Corporations/autonomous institutions/public sector undertakings.	By deputation: - By promotion: -	To be filled up on part time basis by engaging the services of qualified Company Secretary.



5	Marketing Expert	Master's degree or equivalent from recognized university with Master of Business Administration and should have three years experience in Corporations/autonomous institutions/public sector undertakings.	By deputation: - By promotion: -	To be filled up on contract basis on fixed remuneration after taking the approval of the Government.
6	Superintendent	-	By deputation: To be filled up on deputation from Forest Department. By promotion: Three years experience as Deputy Superintendent or Personal Assistant.	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
7	Private Secretary	-	By deputation: To be filled up on deputation from Haryana Civil Secretariat. By promotion: One year experience as Personal Assistant or eight years experience as Senior Scale Stenographer.	To be filled up on deputation from Haryana Civil Secretariat; or to be filled up by promotion amongst the employees of the Corporation.
8	Dy. Superintendent	-	By deputation: To be filled up on deputation from Forest Department. By promotion: Five years experience as Assistant or Accountant or Senior Scale Stenographer.	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.

			<p>Provided that the Senior Scale Stenographer should worked as Assistant for a period of two years on existing vacancies or by sharing the work of an Assistant. The specific orders of a Senior Scale Stenographer to work on the post of an Assistant shall be issued by the competent authority in writing.</p>	
9	Personal Assistant	-	<p>By deputation: To be filled up on deputation from Haryana Civil Secretariat.</p> <p>By promotion: Five years experience as Senior Scale Stenographer.</p>	To be filled up on deputation from Haryana Civil Secretariat; or to be filled up by promotion amongst the employees of the Corporation.
10	Assistant	-	<p>By deputation: To be filled up on deputation from Forest Department.</p> <p>By promotion: Five years experience as Clerk or Steno-typist.</p>	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
11	Accountant	-	<p>By deputation: To be filled up on deputation from Forest Department.</p> <p>By promotion: Five years experience as Clerk or Steno-typist.</p>	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.

12	S. S. Stenographer	<p>i) 10+2 or Graduation (for Ex-servicemen 10+2 only);</p> <p>ii) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute;</p> <p>iii) Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute;</p> <p>iv) Knowledge of Hindi or Sanskrit upto Matric standard; and</p> <p>v) Shall have to pass State Eligibility Test in Computer Appreciation and Application (SETC) from Haryana State Electronics Development Corporation Limited (HARTRON) within the period of probation.</p>	<p>By deputation: To be filled up on deputation from Forest Department.</p> <p>By promotion:</p> <p>i) Five years experience as Steno-typist;</p> <p>ii) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute;</p> <p>iii) Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute; and</p> <p>iv) Shall have to pass State Eligibility Test in Computer Appreciation and Application (SETC) from Haryana State Electronics Development Corporation Limited (HARTRON) within the period of probation.</p>	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
13	Steno Typist	<p>i) 10+2 or Graduation (for Ex-servicemen 10+2 only);</p> <p>ii) English and Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute;</p> <p>iii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute;</p>	<p>By deputation: To be filled up on deputation from Forest Department.</p> <p>By promotion:</p> <p>i) One year service as Clerk;</p> <p>ii) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute;</p>	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.

14	Clerk	<p>iv) Knowledge of Hindi or Sanskrit upto Matric standard; and v) Shall have to pass State Eligibility Test in Computer Appreciation and Application (SETC) from Haryana State Electronics Development Corporation Limited (HARTRON) within the period of probation.</p>	<p>iii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute; and iv) Shall have to pass State Eligibility Test in Computer Appreciation and Application (SETC) from Haryana State Electronics Development Corporation Limited (HARTRON) within the period of probation.</p>	To be filled up on deputation from Forest Department and other Government Departments/ State Public Enterprises; or to be filled up by promotion amongst the employees of the Corporation.
		<p>i) 10+2 or Graduation (for Ex-servicemen 10+2 only); ii) Knowledge of Hindi or Sanskrit upto Matric standard; iii) He/she shall have to pass the type test in Hindi/English at a speed of 15/30 words per minute respectively within one year from the date of appointment. He/she will be allowed annual increment only after qualifying the above test; and iv) Shall have to pass State Eligibility Test in Computer Appreciation and Application (SETC) from Haryana State Electronics Development Corporation Limited (HARTRON) within the period of probation.</p>	<p>By deputation: To be filled up on deputation from Forest Department and other Government Departments/State Public Enterprises.  By promotion: i) 10+2; ii) Five years experience on the post of Group D employee or Three years experience as Group C employees whose pay scale and responsibilities are lower than that of a Clerk; iii) He/she shall have to pass the type test in Hindi/English at a speed of 15/30 words per minute respectively within one year from the date of appointment. He/she will be allowed annual increment only after qualifying the above test;</p>	



15	Forest Ranger	<p>(a) Bachelor of science, with any two of the following subjects:  (i) Physics, (ii) Chemistry, (iii) Mathematics/Statistics, (iv) Zoology, (v) Botany, (vi) Geology; or B.Sc (Agriculture); or B.Sc. (Horticulture); or B.Sc. (Forestry); or Degree in Civil/Environmental Engineering/Environmental Science from a recognized University;  (b) Knowledge of Hindi or Sanskrit up to Matric standard;  (c) Minimum physical standard:</p> <table border="1" data-bbox="1149 1051 1328 1529"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>i) Height</td> <td>163 cm</td> <td>150 cms</td> </tr> <tr> <td>ii) Chest:</td> <td></td> <td></td> </tr> <tr> <td>Unexpanded</td> <td>79 cms</td> <td>74 cms</td> </tr> <tr> <td>Expanded</td> <td>84 cms</td> <td>79 cms</td> </tr> </tbody> </table>		Male	Female	i) Height	163 cm	150 cms	ii) Chest:			Unexpanded	79 cms	74 cms	Expanded	84 cms	79 cms	<p>iv) A written test of Hindi and English language of the 10+2 will be taken by the Managing Director and only on being qualified shall be promoted to the post of Clerk; and  v) Shall have to pass State Eligibility Test in Computer Appreciation and Application (SETC) from Haryana State Electronics Development Corporation Limited (HARTRON) within the period of probation.</p>	
	Male	Female																	
i) Height	163 cm	150 cms																	
ii) Chest:																			
Unexpanded	79 cms	74 cms																	
Expanded	84 cms	79 cms																	
		<p>By deputation:  To be filled up on deputation from Forest Department.  By promotion:  (i) Seven years experience as Deputy Ranger;  (ii) Must have passed Forester training in accordance with Haryana State Forest Executive Section (Group-C) Service Rules, 1998 as amended from time to time.</p>		<p>To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.</p>															





16	Deputy Ranger	<p>iii) Walking test of 25 kms for males and 14 km for females to be completed in four hours.</p> <p>(a) Intermediate Science or 10+2 or its equivalent with any three of the following subjects:  i) Chemistry, (ii) Physics, (iii) Mathematics, (iv) Zoology (v); Botany (vi) Geology, (vii) Agriculture, (viii) Forestry, from a recognized Board or University or equivalent or Diploma in Civil/Environment Engineering/ Environmental Science from a recognized Board or University or equivalent;  (b) Knowledge of Hindi or Sanskrit upto Matric standard;  (c) Minimum physical standard:</p> <table border="1" data-bbox="1008 1051 1187 1529"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>i) Height</td> <td>168 cm</td> <td>155 cms</td> </tr> <tr> <td>ii) Chest:</td> <td></td> <td></td> </tr> <tr> <td>Unexpanded</td> <td>79 cms</td> <td>74 cms</td> </tr> <tr> <td>Expanded</td> <td>84 cms</td> <td>79 cms</td> </tr> </tbody> </table> <p>iii) Walking test of 25 kms for males and 14 km for females to be completed in four hours.</p>		Male	Female	i) Height	168 cm	155 cms	ii) Chest:			Unexpanded	79 cms	74 cms	Expanded	84 cms	79 cms	<p>By deputation:  To be filled up on deputation from Forest Department.</p> <p>By promotion:  (i) Five years experience as Forester.  (ii) Must have passed Forestry training in accordance with Haryana State Forest Executive Section (Group-C) Service Rules, 1998 as amended from time to time.</p>	<p>To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.</p>
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i) Height	168 cm	155 cms																	
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Unexpanded	79 cms	74 cms																	
Expanded	84 cms	79 cms																	



17	Forester	<p>(a) Intermediate in Arts/Science or 10+2 in science Group/Arts/Commerce of its equivalent from a recognised University. Boar provided he has passed matriculation or its equivalent examination with Science/General Science as one of the subjects.</p> <p>(b) Knowledge of Hindi or Sanskrit upto Matric standard;</p> <p>(c) Minimum physical standard:</p> <table border="1" data-bbox="633 1048 812 1344"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>i) Height</td> <td>168 cm</td> <td>155 cms</td> </tr> <tr> <td>ii) Chest:</td> <td></td> <td></td> </tr> <tr> <td>Unexpanded</td> <td>79 cms</td> <td>74 cms</td> </tr> <tr> <td>Expanded</td> <td>84 cms</td> <td>79 cms</td> </tr> </tbody> </table> <p>iii) Walking test of 25 kms for males and 14 km for females to be completed in four hours.</p>		Male	Female	i) Height	168 cm	155 cms	ii) Chest:			Unexpanded	79 cms	74 cms	Expanded	84 cms	79 cms	<p>By deputation: To be filled up on deputation from Forest Department.</p> <p>By promotion: (i) Ten years experience as Forest Guard; (ii) Must have passed Forest Guard training in accordance with Haryana State Forest Executive Section (Group-C) Service Rules, 1998 as amended from time to time.</p>	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
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18	Forest Guard	<p>(a) Matriculate or equivalent examination from a recognized State Education Board/University;</p> <p>(b) Knowledge of Hindi or Sanskrit upto Matric standard;</p> <p>(c) Minimum physical standard:</p> <table border="1" data-bbox="1193 1048 1372 1344"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>i) Height</td> <td>168 cm</td> <td>155 cms</td> </tr> <tr> <td>ii) Chest:</td> <td></td> <td></td> </tr> <tr> <td>Unexpanded</td> <td>79 cms</td> <td>74 cms</td> </tr> <tr> <td>Expanded</td> <td>84 cms</td> <td>79 cms</td> </tr> </tbody> </table>		Male	Female	i) Height	168 cm	155 cms	ii) Chest:			Unexpanded	79 cms	74 cms	Expanded	84 cms	79 cms	<p>By deputation: To be filled up on deputation from Forest Department.</p> <p>By promotion: (i) Matriculation or its equivalent examination from a recognized State Education Board/University; (ii) Five years experience as a Mali/Head Mali;</p>	To be filled up on deputation from Forest Department; or to be filled up by promotion amongst the employees of the Corporation.
	Male	Female																	
i) Height	168 cm	155 cms																	
ii) Chest:																			
Unexpanded	79 cms	74 cms																	
Expanded	84 cms	79 cms																	

19	Driver	<p>iii) Walking test of 25 kms for males and 14 km for females to be completed in four hours.</p>	<p>(iii) Knowledge of Hindi or Sanskrit upto Matric standard. (iv) Minimum physical standard:</p> <table border="1" data-bbox="354 540 532 1021"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>a) Height</td> <td>168 cm</td> <td>155 cms</td> </tr> <tr> <td>b) Chest:</td> <td></td> <td></td> </tr> <tr> <td>Unexpanded</td> <td>79 cms</td> <td>74 cms</td> </tr> <tr> <td>Expanded</td> <td>84 cms</td> <td>79 cms</td> </tr> </tbody> </table> <p>c) Walking test of 25 kms for males and 14 kms for females to be completed in four hours.</p>		Male	Female	a) Height	168 cm	155 cms	b) Chest:			Unexpanded	79 cms	74 cms	Expanded	84 cms	79 cms	
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a) Height	168 cm	155 cms																	
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Unexpanded	79 cms	74 cms																	
Expanded	84 cms	79 cms																	
20	Peon	<p>i) Middle Pass; ii) License for driving light traffic vehicle; iii) Working knowledge of handling Petrol, Electrical Diesel Engines; iv) Should be able to read and write Hindi.</p>	<p>By deputation: To be filled up on deputation from Forest Department and other Government Departments/State Public Enterprises. By promotion: Five years experience as Tractor Driver/Cleaner or Group-D employee having license for driving light traffic vehicle.</p>	<p>To be filled up on deputation from Forest Department and other Government Departments/State Public Enterprises; or to be filled up by promotion amongst the employees of the Corporation.</p>															
20	Peon	<p>i) Middle Pass; ii) Knowledge of Hindi upto Middle.</p>	<p>By deputation: To be filled up on deputation from Forest Department and other Government Departments/State Public Enterprises. By promotion: 5 years experience as Chowkidar</p>	<p>To be filled up on deputation from Forest Department and other Government Departments/State Public Enterprises; or to be filled up by promotion amongst the employees of the Corporation.</p>															

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21	Chowkidar	i) Primary Pass; ii) Knowledge of Hindi.	By deputation: To be filled up on deputation from Forest Department and other Government Departments/State Public Enterprises.  By promotion:	To be filled up on deputation from Forest Department and other Government Departments/State Public Enterprises.
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