

**HARYANA GOVERNMENT  
FOOD AND SUPPLIES DEPARTMENT****Notification**

The 12th March, 1998

**No.GSR 113/Const./Art-309/98.**—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 the service of persons appointed to the Haryana State Consumer Disputes Redressal Commission, and the District Consumer Disputes Redressal Forum State (Group C) Service, namely :—

**Part -I GENERAL****Short title and Commencement.**

1. (1) These rules may be called the Haryana State Consumer Disputes Redressal Commission and the District Consumer Disputes Redressal Forum (Group C) Service Rules, 1998,

(2) They shall come into force on the date of publication in official gazette.

**Definitions.**

2. In these rules, unless the context otherwise requires,—

- (a) "Commission" means Staff Selection Commission, 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) "District Forums" means Consumer Disputes Redressal Forum ;
- (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) "President State Commission" means the President State Consumer Disputes Redressal Commission, Haryana ;
- (g) "President District Forum" means the President District Consumer Disputes Redressal Forums ;
- (h) "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 recognised university for the purpose of the rules ;
- (i) "State Commission" means Haryana State Consumer Disputes Redressal Commission ;
- (j) "Service" means the Haryana State Consumer Disputes Redressal Commission and the District Consumer Disputes Redressal Forum State (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 reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

### Nationality domicile and Character of Candidates appointed to service.

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

- (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, Shri Lanka or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika Zanzibar) Zambia, Malawi, Zaira and Ethopia with 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 Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment unless he produces a certificate of character from 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.



**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 or before the first day of the month next preceding the last date of submission of application to the Commission.

**Appointing Authority.**

6. Appointment to the posts in the Service shall be made by the President, State Commission.

**Qualifications.**

7. No person shall be appointed to any post in Service unless he is in possession of qualifications and experience specified in column 3 of the 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 otherwise than by direct recruitment :

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

**Disqualifications.**

8. (1) No person,

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

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

**Method of recruitment.**

9. (1) Recruitment to the Service shall be made,—  
 (I) in the case of Assistant,—

- (i) by promotion from amongst the Stenotypists ; or
- (ii) by transfer or deputation of any official already in the Service of any State Government or Government of India ;
- (II) in the case of Accountant,—
- (i) by promotion of from amongst the Steno-typists ; or

- (ii) by transfer or deputation of any official already in the Service of any State Government or Government of India ;

**(III) in case of Steno-typists,—**

- (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.

**(IV) in the case of driver,—**

- (i) by promotion from amongst Peon, Sweeper-cum-Chowkidar ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of a State Government or Government of India.

**District Consumer Disputes Redressal Forum :**

**(I) in case of Assistant,—**

- (i) by promotion from amongst the Steno-typists ; or
- (ii) by transfer or deputation of any official already in the Service of any State Government or Government of India ;

**(II) in case of Accountant,—**

- (i) by promotion from amongst the Steno-typists ; or
- (ii) by transfer or deputation of any official already in the service of any State Government or Government of India ;

**(III) in case of Reader,—**

- (i) by promotion from amongst the Steno-typists ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

**(IV) in case of Senior Scale Stenographer,—**

- (i) by promotion from amongst the Steno-typists ;
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

**(V) (1) in the case of Steno typists,—**

- (i) by direct recruitment ; or



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

(2) When a vacancy occurs or is about to occur in the Service, the appointing authority shall except as otherwise provided, determine the manner in which the same may be filled in.

(3) Except as otherwise provided, all promotions from one grade to another, shall be made by selection based on seniority-cum-merit and seniority alone shall not give any right of promotion.

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 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 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 ;
  - (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If in the opinion of the appointing authority, the work or conduct of a person during the period of 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 ; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if his work or conduct has, in its opinion, been satisfactory ;
    - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
    - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
    - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or

**Special Provision :**

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.

**Reservation :**

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

Provided that the total percentage of reservations so made shall not exceed 50 per cent at any time.

**Repeal and Savings :**

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

Provided that any order made or action taken under the rule 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			Pay Scales
		Permanent	Temporary	Total	
State Commission					
1	Assistant	—	2	2	Rs. 1400—40—1600—50— 2300—EB—60—2600
2	Accountant	—	1	1	Rs. 1400—40—1600— 50—2300—EB—60— 2600
3	Driver	—	1	1	Rs. 1200—2040+200 Special Pay
4	Steno-typist	—	1	1	Rs. 950—1500+100 Special Pay
District Forum					
1	Assistant	—	17	17	Rs. 1400—40—1600—50— 2300—EB—60—2600
2	Accountant	—	17	17	Rs. 1400—40—1600— 50—2300—EB—60— 2600
3	Readers	—	17	17	Rs. 1400—40—1600— 50—2300—EB—60— 2600
4	Senior Scale Stenographer	—	17	17	Rs. 1400—40—1600— 50—2300—EB—60— 2600
5	Steno-typist	—	17	17	Rs. 950—1500+100 Special Pay



(b) 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 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.

#### Seniority :

11. 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 Commission, 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 a member appointed by promotions 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 appointment, 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 so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve,—

(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 ;
- (iii) any other State Government, an international Organisation, 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 Organisation or body referred to in clause (ii) or (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 also be as specified in Appendix D to these rules.

#### **Vaccination :**

15. Every member of the Service shall get himself vaccinated and revaccinated 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 persons.

1	2	3	4
		words per minute and transcription thereof at a speed of 20 words per minute;	<p><b>By transfer/deputation :</b></p> <p>(i) One year 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) Knowledge of Hindi upto Matric Standard.</p> <p><b>By promotion :</b></p>
2	Reader	<p>(i) Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/ Graduate or its equivalent ;</p> <p>(ii) Knowledge of Hindi upto Matric standard</p>	<p>(i) Three years experience as Steno-typist ;</p> <p><b>By transfer or deputation:</b></p> <p>(i) Three years experience as Steno-typist ;</p> <p>(ii) Knowledge of Hindi upto Matric standard .</p> <p><b>By promotion :</b></p>
5	Steno-typist	<p>(i) Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/Graduate or its equivalent ;</p> <p>(ii) Knowledge of Hindi upto matric standard.</p> <p>(iii) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute .</p>	<p>(i) One year experience as Clerk ;</p> <p>(ii) Shall have to possess the departmental test in shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute ;</p> <p>(iii) knowledge of Hindi upto matric standard.</p>



## APPENDIX C

[See Rule 14 (1)]

Serial No.	Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6

## State Consumer Disputes Redressal Commission

1	Assistant	President State Commission	(a) Minor Penalties— (i) Warning with a copy on the personal file (character roll) (ii) Censure; (iii) Withholding of promotion ; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach of orders to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an act of Parliament or of the Legislature of a State ; (v) Withholding of increments of pay without cumulative effect.	President, State Commission	<u>Government</u>
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APPENDIX B

(See rule 7)

Serial No.	Designation of post	Academic qualifications and experience if any, for direct recruitment	Academic qualifications and experience if any, for appointment other than direct recruitment
1	2	3	4
1	Assistant	State Commission	<p><b>By Promotion:</b> Five years experience as steno-typist</p> <p><b>By Transfer/Deputation :</b></p> <p>(i) Two years experience as Assistant ;</p> <p>(ii) Knowledge of Hindi upto Matric Standard</p>
2	Accountant	—	<p><b>By Promotion:</b> Five years experience as Steno-typist</p> <p><b>By Transfer/Deputation :</b></p> <p>(i) Two years experience as Accountant ;</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p>
3	Driver	<p>(i) Matric Pass ;</p> <p>(ii) Should possess a driving licence for light vehicle</p> <p>(iii) Two years experience in driving ;</p> <p>(iv) Knowledge of Hindi upto Matric Standard.</p>	<p>(i) Middle Pass ;</p> <p>(ii) Must possess driving licence of light vehicle ;</p> <p>(iii) Knowledge of Hindi upto Middle Standard ;</p> <p>(iv) Two years experience as Peon-Seweeper-cum-Chowkidar.</p>
4	Steno-typist	<p>(i) Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd division Graduate or its equivalent ;</p>	<p><b>By Transfer/ Deputation:</b></p> <p>(i) One year experience as steno-typist ;</p> <p>(ii) Required to pass departmental test in</p>



**APPENDIX B**

(See rule 7)

Serial No.	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than direct recruitment
1	2	3	4

**District Consumer Disputes  
Redressal Forums**

1 Assistant

—

**By promotion :**

- (i) Five years experience as Steno-  
typist.

**By transfer or deputation :**

- (i) Two years experience as Assistant ;  
(ii) Knowledge of Hindi upto Matric  
Standard.

2 Accountant

—

**By promotion :**

- (i) Five years experience as Steno-  
typist.

**By transfer or deputation:**

- (i) Two years experience as Account-  
tant ;  
(ii) Knowledge of Hindi upto Matric  
standard.

3 Senior Scale Steno-  
grapher

- (i) Matric 1st Divi-  
sion/Higher Second-  
ary 2nd Division/  
Intermediate 2nd  
Division/Graduate  
or its equivalent

- (ii) English shorthand  
at a speed of 100

**By promotion :**

- (i) One year experience as Steno-  
typist ;  
(ii) English shorthand at a speed of  
100 words per minute and trans-  
cription there of at a speed of  
20 words per minute.

1	2	3	4	5	6
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(b) Major penalties—

- (vi) Withholding of increments of pay with cumulative effect ;
- (vii) reduction to a lower state 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 the future increments of his pay ;
- (viii) reduction to a lower scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the 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 ;
- (ix) Compulsory retirement ;
- (x) removal from service which shall not be a disqualification for future employment under the Government ;
- (xi) dismissal from service which shall ordinarily be a disqualification future employment under the Government.



1	2	3	4	5	6
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**District Consumer Disputes Redressal Forums :****(a) Minor Penalties—**

- |   |                               |                                     |       |   |                                 |                                 |
|---|-------------------------------|-------------------------------------|-------|---|---------------------------------|---------------------------------|
| 1 | Assistants                    | } President,<br>State<br>Commission | (i)   | Warning<br>with a copy<br>on the<br>personal file<br>(character roll) ;   | President<br>District<br>Forums | President<br>State<br>Commissio |
| 2 | Accountants                   |                                     |       |   |                                 |                                 |
| 3 | Reader                        |                                     | (ii)  | Censure ;   |                                 |                                 |
| 4 | Senior Scale<br>Stenographers |                                     | (iii) | Withholding of<br>promotion ;   |                                 |                                 |
| 5 | Steno-typists                 |                                     | (iv)  | recovery from pay of<br>the whole or part of<br>any pecuniary loss caused<br>by negligence or<br>breach of orders to the<br>central Government or a<br>State Government or to a<br>company and association<br>or a body of individuals<br>whether incorporated or<br>not, which is wholly or<br>substantially owned or<br>Controlled by the<br>Government or to a local<br>authority or university set<br>up by an Act of Parliament<br>or of the Legislature of<br>a State ; |                                 |                                 |
|   |                               |                                     | (v)   | withholding of increments<br>of pay without cumu-<br>lative effect ;  |                                 |                                 |

**(b) Major Penalties—**President, Government  
State

- (vi) Withholding of  
increments of pay  
with cumulative  
effect
- (vii) reduction to a  
lower stage in  
the time scale of  
pay for a specified  
period, with further  
directions as to whether  
or not the Government  
employee will

1	2	3	4	5	6
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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 ;

(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar 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, post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;

(ix) Compulsory retirement ;

(x) removal from service which shall not be a disqualification for future employment under the Government ;

(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.