

[Authorised English Translation]

**HARYANA GOVERNMENT**  
**FOOD AND SUPPLIES DEPARTMENT**  
 (Legal Metrology Organisation)

**Notification**

The 5th April, 2001

No. G.S.R. 11/Const./Art. 309/2001.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Food and Supplies Department (Legal Metrology Organisation)-sub-office (Group C) Service, namely :-

(1) These rules may be called the Haryana Food and Supplies Department (Legal Metrology Organisation)-sub-office (Group C) Service Rules, 2001.

Short Title

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

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

Definitions

- (a) "Commission" means the Haryana Staff Selection Commission;
- (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 Government of India or any State Government;
- (c) "Controller" means the Controller Legal Metrology Organisation, Haryana;
- (d) "Government" means the Haryana Government in the Administrative Department;
- (e) "recognised University" means :—
  - (i) any University incorporated by law in India; or
  - (ii) in the case of 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;
- (f) "institution" means :-
  - (i) any institution established by law in force in the State of Haryana; or

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character of posts

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appointed to  
service.

- (ii) any other institution recognised by Government for the purpose of these rules;
- (g) "Service" means the Haryana Food and Supplies Department (Legal Metrology Organisation)-sub-office (Group C) Service.

3. The Service shall comprise the posts shown in Appendix A to these rules and the members of the service shall draw pay in the scale of pay mentioned there against:

Provided that nothing in these rules shall affect 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.

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

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) A Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

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

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any and similar certificate from two other responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.



5. No person shall be appointed to any post in the Service by direct recruitment who is less than seventeen years or more than forty years of age on the last date of submission of application to the Commission or any other recruiting authority.

Age

6. Appointment to the posts in the Service shall be made by the Controller.

Appointing  
authority

7. No person shall be appointed to any post in the Service unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment:

Qualifications

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

8. No person is;

Disqualifications

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person;

shall be eligible for appointment to any post in the Service :

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

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

Method of  
recruitment

(a) in the case of Deputy Superintendent—

- (i) by promotion from amongst Assistant-cum-Accountant of Legal Metrology Organisation; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(b) in the case of Assistant-cum-Accountant—

- (i) by promotion from amongst Clerks of Legal Metrology Organisation; 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 Inspector Legal Metrology,—
- (i) 20% by promotion from amongst Manual Assistants; and
  - (ii) 80% 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;
- (d) in case of Equipment Repairer,—
- (i) by direct recruitment; or
  - (ii) 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 Steno-typist,—
- (i) 50% by promotion from amongst clerks; 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;
- (f) in the case of Clerk,—
- (i) 20% by promotion from amongst Daftri/Peons/Chowkidars working in the Legal Metrology Organisation; and
  - (ii) 80% by direct recruitment; or
  - (iii) by transfer or on deputation of an official already in the service of any State Government or of the Government of India;
- (g) in the case of Manual Assistant,—
- (i) 20% by promotion from amongst Daftri/Peons/Chowkidars of the Legal Metrology Organisation; and
  - (ii) 80% 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.

(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 is to be filled in.

(3) Except as otherwise provided all promotions from one post to another



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 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 the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
  - (c) any period of officiating appointment shall be reckoned as period spent on probation but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may,—
- (a) if such person is appointed by direct recruitment dispense with his service; and
  - (b) if such person is appointed otherwise than by direct recruitment—
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may—
- (a) if his work or conduct has, in 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 Service, if appointed by direct recruitment, if appointed otherwise revert him to the former post or deal with him in such other manner as the terms and conditions of previous appointment permit; or
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation including extension, if any, shall not exceed three years.

#### Seniority

11. Seniority interse of the members of the Service shall be determined by the length of continuous service on any post in the Service :

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of 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 members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointment 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 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 serve.

(2) A member of the service may also be deputed to serve as 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, municipal corporation or a local authority or university within the State of Haryana; or
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
- (iii) any other State Government or an international organisation, 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 Government or any other State Government or any organisation or body referred to in clauses (ii) or (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, member of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) 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) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and the appellate authority shall be as specified in Appendix D to these rules.

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

Vaccination.

**Oath of  
allegiance.**

16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to 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 so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**Special  
provisions.**

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

**Reservations.**

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Serviceman, 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 are in force immediately before the commencement of these rules, is hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**Appendix A**

(See Rule 3)

Number of Posts

Serial No.	Designation of posts	Permanent	Temporary	Total	Scale of pay
1	2	3	4	5	6
1.	Deputy Superintendent	1	—	1	Rs. 5500-175-8300-EB-175-9000
2.	Assistant-cum-Accountant	1	—	1	Rs. 5000-150-7100-EB-150-7850
3.	Inspector Legal Metrology	16	9	25	Rs. 5000-150-7100-EB-150-7850
4.	Equipment Repairer	1	—	1	Rs. 5000-150-7100-EB-150-7850
5.	Steno-Typist	1	—	1	Rs. 3050-75-3950-EB-80-4590+ Rs. 100/- Special pay.
6.	Clerk	6	—	6	Rs. 3050-75-3950-EB-80-4590
			7	26	Rs. 3050-75-3950-EB-80-4350



## 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 than by direct recruitment
1	2	3	4
1.	Deputy Superintendent	—	<p><b>By Promotion</b></p> <p>Seven years experience as Assistant-cum-Accountant in Legal Metrology Organisation.</p> <p><b>By Transfer or Deputation</b></p> <p>(i) Seven years experience as Assistant-cum-Accountant</p> <p>(ii) Knowledge of Hindi upto Matric standard.</p>
2.	Assistant-cum-Accountant	—	<p><b>By Promotion</b></p> <p>Eight years experience as Clerk in Legal Metrology Organisation.</p> <p><b>By Transfer or Deputation</b></p> <p>(i) Eight years experience as clerk.</p> <p>(ii) Knowledge of Hindi upto Matric standard.</p>
3.	Inspector Legal Metrology	<p>(i) Graduate of a recognised University (with physics as one of the subjects), technology or engineering, or holds a recognised diploma in engineering, and</p> <p>(ii) Knowledge of Hindi upto Matric standard.</p> <p>(iii) The persons appointed to the post of inspector shall have to successfully complete the basic training course at the</p>	<p><b>By Promotion</b></p> <p>(i) Seven years experience as Manual Assistant; and</p> <p>(ii) Graduate of a recognised University (with physics as one of the subjects), technology or engineering, or holds a recognised diploma in engineering; and</p> <p>(iii) The persons appointed to the post of Inspector shall have to successfully complete the basic training</p>

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1	2	3	4
		Indian Institute of Legal Metrology established by the Central Government under section 76 of the Standards of Weights and Measures Act, 1976 (Act 60 of 1976), before he is considered for confirmation to the post.	course at the Indian Institute of Legal Metrology established by the Central Government under section 76 of the Standards of Weights and Measures Act, 1976 (Act 60 of 1976) before he is considered for confirmation to the post.
			(iv) Nothing in sub-rule (1) of rule 20 of the Haryana Standards of Weights and Measures (Enforcement) Rules, 1995, shall apply to persons who have been working as Inspectors or are eligible for promotion as Inspectors before the commencement of these rules.
			<b>By Transfer or Deputation</b>
			(i) Graduate of a recognised University (with physics as one of the subjects), technology or engineering, or holds a recognised diploma in engineering; and
			(ii) Knowledge of Hindi upto Matric Standard.
			(iii) The persons appointed to the post of Inspector shall have to successfully complete the basic training course at the Indian Institute of Legal Metrology established by the Central Government under section 76 of the Standards of Weights and Measures Act, 1976 (Act



1	2	3	4
			60 of 1976), before he is considered for confirmation to the post.
4. Equipment Repairer	(i) Diploma in Mechanical Engineering or, graduate with physics from a recognised University; (ii) Knowledge of Hindi upto Matric Standard.	(i) Diploma in Mechanical Engineering or, graduate with physics from a recognised University; (ii) Knowledge of Hindi upto Matric Standard.	
5. Steno-typist	(i) Matric or its equivalent; (ii) Knowledge of Hindi upto Matric Standard; (iii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute.	<b>By Promotion</b> (i) Three years experience as Clerk in Legal Metrology Organisation; and (ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute.  <b>By Transfer or Deputation</b> (i) Matric or its equivalent; (ii) Knowledge of Hindi upto Matric Standard; (iii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute.	
6. Clerk	(i) Matric and its equivalent; (ii) Knowledge of Hindi upto Matric Standard; (iii) Should have to qualify the departmental type test in Hindi	<b>By Promotion</b> (i) Matric with Hindi, or its equivalent; (ii) Five years experience as Daftri/Peon/Chowkidar or	

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1	2	3	4
		or English typewriting at a speed of 25/30 words per minute, respectively, within a year from the date of appointment. He will be allowed annual increment only after qualifying the above test.	combined experience as such. <b>By Transfer or Deputation</b> (i) <u>Matric</u> and its equivalent; (ii) Knowledge of Hindi upto Matric Standard. The officials appointed to the post of clerks will have to qualify the departmental type test in Hindi or in English with a speed of 25/30 words per minute, respectively, within a year of the date of their appointment. They will be allowed annual increment only after qualifying the above test. <b>By Promotion</b> (i) Matric with Hindi or its equivalent, (ii) Five years experience as Daftri/Peon/Chowkidar or combined experience as such. <b>By Transfer or Deputation</b> (i) Matric or its equivalent; (ii) Knowledge of Hindi upto Matric Standard; (iii) Preferably having working experience of weight and measures.
7. Manual Assistant		(i) Matric or its equivalent; (ii) Knowledge of Hindi upto Matric Standard; (iii) Preferably having working experience of weight and measures.	(i) Matric with Hindi or its equivalent, (ii) Five years experience as Daftri/Peon/Chowkidar or combined experience as such. <b>By Transfer or Deputation</b> (i) Matric or its equivalent; (ii) Knowledge of Hindi upto Matric Standard; (iii) Preferably having working experience of weight and measures.



**Appendix C**  
(See Rule 14(1))

Sr. No.	Designation of posts	Appointing authority	Name of penalty	Authority empowered to impose penalty	Appellate authority	Second appellate authority, if any
1	2	3	4	5	6	7
1.	Deputy Superintendent	Controller	(1) Minor Penalties	Controller	Government	—
2.	Assistant-cum-Accountant		(i) warning with copy in the personal file, (character roll);			
3.	Inspector Legal Metrology		(ii) censure;			
4.	Equipment Repairer		(iii) withholding of promotion;			
5.	Steno-typist		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or to 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; and			
6.	Clerk		(v) withholding of increments of pay without cumulative effect;			
7.	Manual Assistant		(2) Major Penalties			
			(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 earn increments of			

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1	2	3	4	5	6	7
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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; and
- (xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.



## Appendix D

[See Rule 14 (2)]

Sr. No.	Designation of Posts	Nature of order	Authority empowered to make order	Appellate authority	Final and appellate authority; if any
1	2	3	4	5	6
1.	Deputy Superintendent	(i) Reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension; and	Controller	Government	—
2.	Assistant-cum-Accountant				
3.	Inspector Legal Metrology				
4.	Equipment Repairer	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation			
5.	Steno-typist				
6.	Clerk				
7.	Manual Assistant				

DHARAMVIR

Commissioner & Secretary to Government, Haryana,  
Food & Supplies Department, Chandigarh.