



**JAIL DEPARTMENT, HARYANA**

**Punjab Jails Department State Service  
(Class III-Executive)  
Rules, 1963**

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PART III  
HOME (JAILS) DEPARTMENT

NOTIFICATION

The 22nd May, 1963

No. GSR-124/Const./Art. 309/63.—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 Punjab is pleased to make the following rules regulating the recruitment, and conditions of service, of persons appointed, to the Punjab Jails Department State Service (Class III—Executive), namely :—

1. *Short title and enforcement.*—(1) These rules may be called the Punjab Jails Department State Service (Class III—Executive) Rules, 1963.

(2) They shall come into force at once.

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

\*(a) "Commission" means Haryana Public Service Commission;

\*\* (b) "Department" means the Haryana Jails Department;

(c) "direct appointment" means an appointment made by competitive selection and otherwise than by promotion within the cadre of the same Service or by transfer of an official already in the service of Government of India or of a State Government;

\*\*\* (d) "Government" means Government of the State of Haryana

\*\*\*\* (e) "Inspector-General" means the Inspector-General of Prisons, Haryana.

(f) "recognised university" means any university—

(i) incorporated by law in any of the States of India; or

(ii) in the case of Degree or Diploma 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 purposes of these rules;

\*\*\*\*\* (g) "Service" means the Haryana Jails Department State Service (Class III—Executive);

(h) "Superintendent headquarters Jail" means the Superintendent of the Jail at the headquarters of the circle to which a jail belongs for the purpose of the management of its warder establishment; and

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\*Amended w.e.f. 25th July, 1969

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\*\*\*\*\*Amended w.e.f. 25th July, 1969.

- (i) "Superintendent" means the Officer appointed as such by Government to hold the charge of a jail.

3. *Number and character of posts.*—The service shall comprise the posts shown in Appendix 'A' to these rules :

Provided that nothing in these rules shall be deemed to affect the right of Government to make additions to or reductions in the cadre of the Service whether permanently or temporarily.

4. *Nationality, domicile and character of Candidates.*—(1) No person shall be appointed to the Service, unless he is—

- (i) a citizen of India, or
- (ii) a subject of Sikkim, or
- (iii) a subject of the State of Pondicherry, or
- (iv) a person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India ;

Provided that, subject to the issue of a certificate of eligibility in his favour a subject of Nepal, or a Tibetan who came over to India before the 1st January, 1962, with the intention of permanently settling in India, may also be appointed to any post in the service :

Provided further that a candidate belonging to category (iii) or (iv) above must be a person in whose favour a certificate of eligibility has been given by the competent authority, and if he belongs to category (iv) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

\*(2). No person—

- (a) who has more than two children and has not got himself or herself or his or her spouse sterilised; or
- (b) who, having got more than two children, does not give an undertaking not to have more than two children, shall be allowed to join the Service.

(3) A breach of undertaking under clause (b) of sub-rule (2) shall render the Government employee liable to removal from Service".

(2) A candidate 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, on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

(3) No person shall be recruited to the Service by direct appointment unless he produces a certificate of character from the principal

\*These have effect from 21st May, 1976.

\*\*Substituted w.e.f. 25th July, 1975.

academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in private life and are unconnected with his university, college, school or institution.

(4). No person who has more than one wife living or is married to a person who already has a wife living, shall be eligible for appointment to any post in the Service, unless the Government, after being satisfied that there are special grounds for doing so, exempts such person from the operation of this provision.

5. *Appointing Authority*.—Appointments to posts in the Service shall be made by the authority shown against each post in Appendix 'A' to these rules.

6. *Age*.—Unless the Government otherwise directs no person shall be recruited by direct appointment to any post in the Service if he does not fulfil the conditions of age as prescribed for that post in column No. 7 of Appendix 'A' to these rules ;

Provided that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes, the maximum age limit shall be such as may be fixed by Government from time to time :

Provided further that the Inspector-General may, in special circumstances, to be recorded in writing, appoint a person who is more than the prescribed age.

7. *Method of appointment*.—Appointments to posts in the Service shall be made as under :—

\*(1) in the case of Probation Officers, by promotion from amongst the Assistant Superintendents or Welfare Officers or Probation Officers appointed under the Probation of offenders Act, 1958 or Sub-Assistant Superintendent or Assistant Probation Officers having an experience of working on any of these posts for a minimum period of three years ;

\*\* (2) in the case of Assistant Superintendents or Welfare Officers or Probation Officers appointed under the Probation of offenders Act, 1958 ;

(i) by direct appointment ; or

(ii) by transfer or deputation from any other service of the State, or

(iii) by promotion from amongst Sub-Assistant Superintendents and Assistant Probation Officers having an experience of working on any of these posts for a minimum period of three years :

Provided that not less than 75 per cent of the posts will be filled in

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\* & \*\* These have effect from 16th May, 1975.

the manner specified in sub-clause (i) and not more than 25 per cent in the manner specified in sub-clause (ii) and (iii) ;

\* (3) in the case of Sub Assistant Superintendent :—

- (i) by promotion from amongst the Assistant Probation Officers, Head Warders and Warders who have an experience of working on the warder staff for a minimum period of three years and who have passed the Matriculation or Higher Secondary or any other equivalent examination from a recognised university, or
- (ii) by promotion from amongst clerks of the Department having an experience of working on the post of clerk for a minimum period of five years.
- (iii) by promotion from clerks/warders of the Department who have combined experience for a minimum period of five years in the clerical and warders line (including not less than two years in the warders line)

Provided that not less than 50 percent of the posts will be filled in the manner specified in sub-clause ( ) and 25 percent each in the manner specified in sub-clause (ii) and (iii)".

- (4) in the case of Assistant Probation Officers, by transfer or deputation of Clerks of the Department having an experience of working as Clerk for a minimum period of three years;
- (5) in the case of Head Warders I Grade, by promotion from amongst Head Warders II Grade, Gate-keepers having an experience of working on any of these posts for a minimum period of three years;
- (6) in the case of Head Warders II Grade/Gate-keepers, by promotion from amongst Selection Grade Warders having an experience of working as Selection Grade Warder for a minimum period of five years;
- (7) in the case of Selection Grade Warders,—
  - (i) by direct appointment; or
  - (ii) by promotion from amongst literate Ordinary Grade Warders having an experience of working as Warder for a minimum period of three years ;

Provided that 10 per cent of the posts shall be filled in the manner specified in sub-clause (i) ;

- (8) in the case of Ordinary Grade Warders, by direct appointment;
- (9) in the case of Matrons, by direct appointment;

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\*Substituted w.e.f. 3rd August, 1966.

- (10) in the case of Armourer,—  
 (i) by direct appointment; or  
 (ii) by promotion of Assistant Armourer;

(11) in the case of Assistant Armourer, by direct appointment :

Provided that whenever any vacancy occurs the appointing authority shall determine the manner in which it shall be filled.

*Note 1.*—All promotions, whether from one grade to another or from one class of service to another shall be made by selection based on merit and taking into consideration seniority and seniority alone shall not give any right of appointment.

*Note 2.*—Preference will be given to those persons who are sportsmen and are otherwise eligible for appointment in accordance with the provisions of these rules.

8. *Conditions for direct appointment.*—No person shall be eligible for direct appointment, unless he—

(i) possesses the educational qualifications prescribed for the post as shown in column 6 of Appendix 'A' to these rules; and

(ii) has the following physical standard :—

(a) In the case of Assistant Superintendents or Welfare Officers or Probation Officers appointed under the Probation of Offenders Act, 1958—Height—5'7" (5'—5" in case of Dogras and Gurkhas). Chest—33" unexpanded—34½ expanded.

(b) In the case of Selection Grade Warders, Ordinary Grade Warders—Height—5'6" (5'—4½" in case of Dogras and Gurkhas). Chest girth—33" (minimum) Vision—Normal in both eyes.

*Note :—*The above noted physical standard shall not be applicable in the case of women candidates.

••9. *Departmental Examination.*—Every Assistant Superintendent or Welfare Officer or Probation Officer appointed under the Probation of Offenders Act, 1958 and Sub-Assistant Superintendent shall be required to pass a departmental test within a period of two years from the date of his promotion or appointment to the Service in accordance with the provisions of the Punjab Departmental Examination (Jail Department) Rules.

(2) In the case of an Assistant Superintendent/Welfare Officer who does not pass the test within the prescribed period of two years, the Inspector General may—

(a) supersede him in the matter of confirmation and promotion by his juniors who have passed the test or have been exempted taking the test; or

(b) revert him to the parent department, if appointed by transfer from another department; or

\* & \*\* Amended w.e.f. 16th May, 1975.

- (c) discharge him from service if recruited by direct appointment;
- (d) postpone his grade increment till he passes the test and in that case he shall not be entitled to any arrears of increment".

(3) No officer will be qualified for confirmation till he passes the test: Provided that the Government may exempt any officer from passing the test or may extend the period prescribed for passing the same.

\*\*\*"Provided further that the Sub Assistant Superintendents who were allotted to the Haryana State at the time of Reorganisation on 1st November, 1966, or may be allotted hereinafter shall be given additional time for passing the Departmental Examination which shall be double that of the ordinary permissible time and their promotion will not be withheld on account of their not having passed the Departmental Examination till the expiry of the time so allowed :

Provided further that the Sub Assistant Superintendents who shall be of 45 years or more on the date of publication of this notification shall be exempted from passing the Departmental Examination and they shall be eligible for promotion without passing the Departmental Examination".

10. *Probation of members of Service.*—(1) Persons appointed to the Service shall remain on probation for a period of two years :

Provided that—

- (a) any period, after appointment to the Service spent on deputation on a corresponding or a higher post shall count towards the period of probation fixed under this rule;
- (b) in the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to the Service may, at the discretion of the appointing authority be allowed to count towards the period of probation fixed under this rule; and
- (c) an officiating appointment in the Service shall be reckoned as a period spent on probation but no member who has thus officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent post.

(2) If the work or conduct of a person appointed to the Service during the period of probation is, in the opinion of the appointing authority, not satisfactory, it may—

- (a) dispense with his services, if recruited by direct appointment; or

\*Substituted vide Notification dated 9th June, 1972.  
 \*\*Added w.e.f. 25th August, 1972.

(b) if recruited otherwise—

- (i) revert him to his former post; or
- (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may—

- (a) confirm such person from the date of his appointment or any date following such appointment from which a permanent vacancy exists;
- (b) if no permanent vacancy exists declare that he has completed his probation satisfactorily; or
- (c) if his work or conduct has, in its opinion, not been satisfactory, dispense with his services, if recruited by direct appointment and if recruited 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
- (d) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of Probation ;

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

11. *Seniority*.—The seniority *inter se* of members of the Service shall be determined by the dates of their continuous appointments in the Service :

Provided that in the case of members appointed directly the order of merit determined by the \*Commission shall not be disturbed and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of a subsequent selection :

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 recruited by direct appointment shall be senior to a member recruited otherwise ;
- (b) a member recruited by promotion shall be senior to a member recruited by transfer ;
- (c) in the case of members recruited by promotion or 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 recruited by transfer from different cadres their seniority shall be determined according to pay,

\*Substituted w.e.f. 25th July 1969.

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 their length of service in those appointments; and if the length of such service is the same, an older member shall be senior to a younger member:

*Note. 1.* Deleted w. e. f. 13th August, 1975.

*Note. 2.* Deleted w. e. f. 13th August, 1975.

Provided that if the order of appointment of any candidate is cancelled and such candidate is subsequently appointed to the Service, the date of his appointment to the Service for the purpose of this rule shall be the date of such subsequent appointment.

12. *Pay of members.*—Members of the Service shall be entitled to such pay scales as may be authorised by Government from time to time. The pay scales at present in force are given in Appendix 'A' to these rules.

\*13. *Liability to serve.*—(1) A member of the Service shall be liable to serve under the State Government at any place whether within or outside the State of Haryana.

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

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority within the State of Haryana;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
- (iii) any other State Government, an international 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 clauses (ii) and (iii) except with his consent.

14. *Leave, pension and other matters.*—In respect of leave, pension and other cognate 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 framed by competent authority under Article 309 of the Constitution of India or any law or rules made thereunder.

15. *Discipline.*—(1) In matters relating to discipline, penalties and appeals, the members of the Service excepting the Probation Officers,

\*Substituted w.e.f. 23rd May, 1975.

Assistant Probation Officers, Armourer and Assistant Armourer shall be governed by the Punjab Jail Department Executive Staff (Punishment and Appeal) Rules, 1943 as amended from time to time and the Probation Officers, Assistant Probation Officers, Armourer and Assistant Armourer by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, subject to the provisions that the nature of the penalties that may be imposed, the authority competent to impose such penalties and appellate authority shall be as specified in Appendix 'B' to these rules.

(2) The authority competent to pass an order under clauses (d) and (f) of sub-rule (1) of rule 23 of the Punjab Jail Department Executive Staff (Punishment and Appeal) Rules, 1943, and clauses (c) and (d) of sub-rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, and the appellate authority shall be as specified in Appendix 'C' to these rules.

16. *Liability for vaccination and revaccination.*—Every member of the Service shall get himself vaccinated and revaccinated when Government so directs by a special or general order.

\*17. *Power of relaxation.*—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.

\*\*18. *Saving.*—Nothing contained in these rules shall affect reservations and other concessions required to be provided for scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the Constitution.

\*\*\*19. *Special Provisions.*—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.

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\*Substituted w.e.f. 7th July 1965.

\*\*Added w.e.f. 11th Feb., 1972.

\*\*\*Inserted w.e.f. 27th October, 1977.

**APPENDIX "A"**  
(referred to in rules 3, 5, 6, 8 and 12)

| Sr.No.                                       | Designation of the post                                                                                                   | Number of Posts |    | Scale of pay                   | Authority competent to make appointment | Minimum qualifications for direct recruitment                                                                                                                                                 | Age for direct appointment                                                                                                                                      |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------|----|--------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |                                                                                                                           | P               | T  | Total                          |                                         |                                                                                                                                                                                               |                                                                                                                                                                 |
| 1                                            | 2                                                                                                                         | 3               | 4  | 5                              | 6                                       | 7                                                                                                                                                                                             |                                                                                                                                                                 |
| <b>SECTION I SUPERVISORY EXECUTIVE STAFF</b> |                                                                                                                           |                 |    |                                |                                         |                                                                                                                                                                                               |                                                                                                                                                                 |
| (a)                                          | Probation Officers under the Good conduct Prisoners Probation Release Act.                                                | 2               | .. | Rs.<br>2 150-10-250/<br>15-370 | Inspector-General                       | No direct appointment                                                                                                                                                                         | ..                                                                                                                                                              |
| •(b)                                         | Assistant Superintendents or Welfare Officers or Probation Officers appointed under the Probation of Offenders Act, 1958. | 46              | 15 | 61 100-10-200/<br>10-300       | Ditto                                   | A degree in Arts, Science, Agriculture, and Commerce from a recognised university                                                                                                             | (i) from 21 years to 25 years<br>(ii) in case of Government servants who have not less than 5 years service under Government upper age limit shall be 35 years. |
|                                              |                                                                                                                           |                 |    |                                |                                         | Preference will be given to candidates having experience or additional qualifications in social and correctional works, Social Sciences, Penology, Psychology, or Criminology                 |                                                                                                                                                                 |
|                                              |                                                                                                                           |                 |    |                                |                                         | 2. Other things being equal preference will be given to a candidate, who has himself worked for the cause of National Independence or has rendered some outstanding social or public service. |                                                                                                                                                                 |

*Note*—4 posts of Senior Assistant Superintendents carry a special pay at Rs. 25 per mensem.

\*Substituted w.e.f. 16th May, 1975.

# APPENDIX "A" - contd

(Referred to in rules 3, 5, 6, 8 and 12)

| Sr. No.                                | Designation of the post | Number of Posts |    | Scale of pay           | Authority competent to make appointment                                 | Minimum qualifications for direct recruitment | Age for direct appointment |
|----------------------------------------|-------------------------|-----------------|----|------------------------|-------------------------------------------------------------------------|-----------------------------------------------|----------------------------|
|                                        |                         | P               | T  |                        |                                                                         |                                               |                            |
| 1                                      | 2                       | 3               | 4  | 5                      | 6                                                                       | 7                                             |                            |
|                                        |                         |                 |    |                        |                                                                         |                                               |                            |
| (c) Sub-Assistant Superintendents      |                         | 5               | 21 | Rs. 90-5-180           | Inspector-General                                                       | No direct appointment                         | ..                         |
| (d) Assistant Probation Officers       |                         | 2               | .. | 60-4-80/5-120/5-175    | Ditto                                                                   | Ditto                                         | ..                         |
| SECTION II WARDER STAFF                |                         |                 |    |                        |                                                                         |                                               |                            |
| (a) Head Warders I Grade               |                         | 3               | 1  | 4 100 fixed per mensem | Superintendent Headquarters Jail with the approval of Inspector-General | No direct recruitment                         | ..                         |
| (b) Head Warders II Grade/Gate-keepers |                         | 76              | 20 | 96 60-3-90             | Ditto                                                                   | Ditto                                         | ..                         |

| 1                           | 2 | 3   | 4   | 5            | 6                                                                                                                      | 7                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|---|-----|-----|--------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             |   |     |     |              |                                                                                                                        | (a) From 18 years to 25 years                                                                                                                                                                                                                                                                                                                                      |
| (c) Selection Grade Warders |   | 170 | 208 | 50-1-60/2-80 | Matriculate/Higher Secondary Examination of the Punjab University or equivalent examination of a recognised university | (2) In the case of candidates belonging to following categories upper age limit shall be as noted against each :—<br>(i) Pensioned soldiers of the Indian Army—40 years<br>(ii) Men who have resigned the Army after at least 3 years service—30 years<br>(iii) Men who have spent 5 years or more in the Police Force—30 years<br>(iv) Army Reserve men—35 years. |
|                             |   |     |     |              |                                                                                                                        | Ditto                                                                                                                                                                                                                                                                                                                                                              |
| (d) Ordinary Grade Warders  |   | 758 | 169 | 927          | 45-1-60                                                                                                                | (1) From 21 years to 25 years                                                                                                                                                                                                                                                                                                                                      |
| (e) Matrons                 |   | 19  | 1   | 20           | 45-1-60                                                                                                                | (2) In the case of the candidates, belonging to the following categories the upper age limit shall be 35 years :—<br>(i) Widows.<br>(ii) Women who are legally separated from their husbands or have been divorced.                                                                                                                                                |

\*Substituted w.e.f. 28th July, 1978.

\*\*Substituted w.e.f. May, 1965

\*\*\*Substituted w.e.f. 24th Oct., 1975.

**APPENDIX 'A'—Concld.**  
(Referred to in rules 3,5,6,8 and 12)

| Sr. No.                                                                                                                                                                                                                                                                                    | Designation of the post | NUMBER OF POSTS |   |                                             | Scale of pay          | Authority competent to make appointment                                                                                                                                                                                                  | Minimum qualifications for direct recruitment | Age for direct appointment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------|---|---------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------|
|                                                                                                                                                                                                                                                                                            |                         | P               | T | Total                                       |                       |                                                                                                                                                                                                                                          |                                               |                            |
| 1                                                                                                                                                                                                                                                                                          | 2                       |                 | 3 |                                             | 4                     | 5                                                                                                                                                                                                                                        | 6                                             | 7                          |
| (c)— <i>concl'd.</i>                                                                                                                                                                                                                                                                       |                         |                 |   |                                             |                       |                                                                                                                                                                                                                                          |                                               |                            |
| <p>(iii) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them.</p> <p>(iv) Women who have, because of their desertion been living separately from their husbands for more than two years, and</p> <p>(v) Women whose husbands have remarried.</p> |                         |                 |   |                                             |                       |                                                                                                                                                                                                                                          |                                               |                            |
| (f) Armourer                                                                                                                                                                                                                                                                               | 1                       | ..              | 1 | 55-2-65<br>plus Rs. 15<br>as Special<br>Pay | Inspector-<br>General | <p>(i) Trained from the E.M.E. Centres, should know the names and uses of all components, tools and stores, referred to in the equipment tables of Civil Police and Jails</p> <p>(ii) Should be Middle and literate in Hindi/Punjabi</p> |                                               |                            |
| (g) Assistant Armourer                                                                                                                                                                                                                                                                     | 1                       | ..              | 1 | Ditto                                       | Ditto                 | As in the case of Selection Grade Warders/Ordinary Grade Warders                                                                                                                                                                         |                                               |                            |

## APPENDIX 'B'

[Referred to in Rule 15(1)]

| Serial No. | Designation                                                                                                                                               | Nature of penalty  | Punishing authority                                                     | Appellate authority        | 2nd Appellate authority |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------|----------------------------|-------------------------|
| 1          | 2                                                                                                                                                         | 3                  | 4                                                                       | 5                          | 6                       |
| 1.         | Probation Officers                                                                                                                                        | (a) and (e) to (j) | Inspector-General                                                       | Government                 | ..                      |
| 2.         | Assistant Superintendents or Welfare Officers or Probation Officers appointed under the Probation of Offenders Act, 1958 or Sub-Assistant Superintendents | (a) to (j)         | Ditto                                                                   | Do                         | ..                      |
| 3.         | Assistant Probation Officers                                                                                                                              | (a) and (e) to (j) | Ditto                                                                   | Do                         | ..                      |
| 4.         | Head Warders I Grade.                                                                                                                                     | (a) to (f)         | Superintendent, Headquarter Jail                                        | Inspector-General          | Government              |
|            | (a) Head Warder II Grade Gate-keepers                                                                                                                     | (g) to (j)         | Superintendent, Headquarter Jail with the approval of Inspector-General | Government                 | ..                      |
|            | (b) Selection Grade Warders                                                                                                                               | (a) to (f)         | Superintendent Jail                                                     | Superintendent Headquarter | Inspector-General       |
|            | Ordinary Grade Warders, and Matrons                                                                                                                       | (g) to (j)         | Superintendent Headquarter Jail                                         | Inspector-General          | Government              |
| 5.         | Armourer and Assistant Armourer                                                                                                                           | (a), (e) and (f)   | Superintendent Jail                                                     | Ditto                      | Do                      |
|            |                                                                                                                                                           | (g) to (j)         | Inspector-General                                                       | Government                 | ..                      |

Explanation of the letters (a) to (j) used in Column 3 above

- (a) Censure.
- (b) In the case of any such officer, who is subject to discipline in the nature of military discipline, extra drill up to a maximum period of one or a day, for not more than seven consecutive days, confinement to barracks for a period not exceeding 15 days, extra guard or fatigue duty for a period not exceeding 7 days in a month.
- (c) Deprivation or stoppage of leave for any period except leave on medical grounds.
- (d) Entry to Black Mark.
- (e) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.
- (f) Suspension for any period not exceeding six months.
- (g) Withholding of increments or promotion including stoppage at efficiency bar, if any.
- (h) Reduction to a lower post or time scale, or to a lower stage in a time scale.
- (i) Removal from the Civil Service of the Government, which does not disqualify from future employment.
- (j) Dismissal from the Civil Service of the Government which ordinarily disqualifies from future employment.

\*Amended vide Notification dated 16th May, 1975.

## APPENDIX 'C'

[Referred to in Rule 15(2)]

| Designation of official                            | Nature of the orders                                                                                                                                                                                                                                                                                                                                                                                               | Authority empowered to pass orders                        | Appellate authority         |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------|
| 1                                                  | 2                                                                                                                                                                                                                                                                                                                                                                                                                  | 3                                                         | 4                           |
| Whole staff as shown in Section I of Appendix 'A'  | (a) Reducing or withholding the maximum pension admissible to him under the rules governing pensions :—<br>(i) In cases where the cut is imposed on grounds of inefficiency or loss of Government funds<br>(ii) In cases where nominal cut is imposed on grounds of corruption or doubtful integrity<br>' In cases where cut is imposed above the nominal limit on grounds of corruption or doubtful integrity     | Inspector-General<br><br>Ditto<br>Government              | Government<br><br>Do<br>..  |
|                                                    | (b) Terminating the appointment of a member of the service, otherwise than upon his reaching the age fixed for superannuation.                                                                                                                                                                                                                                                                                     | Inspector-General                                         | Government                  |
| Whole staff as shown in Section II of Appendix 'A' | (a) Reducing or withholding the maximum pension admissible to him under the rules governing pensions :—<br>(i) In cases where the cut is imposed on grounds of inefficiency or loss of Government funds<br>(ii) In cases where nominal cut is imposed on grounds of corruption or doubtful integrity<br>(iii) In cases where cut is imposed above the nominal limit on grounds of corruption or doubtful integrity | Superintendent<br>Head-quarters<br>Jail<br><br>Government | Inspector-General<br><br>.. |

| Designation of official                                                                                                                          | Nature of the orders                                                                                                         | Authority empowered to pass orders                                      | Appellate authority |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------|
| 1                                                                                                                                                | 2                                                                                                                            | 3                                                                       | 4                   |
| Whole staff as shown in section II of Appendix 'A' except Head Warders I grade, Head Warders II grade/Gate-keepers, Armourer, Assistant Armourer | (b) Terminating the appointment of a member of the service otherwise than upon his reaching the age fixed for superannuation | Superintendent Headquarters Jail                                        | Inspector-General   |
| Head Warders I grade and Head Warders II grade/Gate-keepers                                                                                      | Ditto                                                                                                                        | Superintendent Headquarters Jail with the approval of Inspector-General | Government          |
| Armourer, Assistant Armourer                                                                                                                     | Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation.    | Inspector-General                                                       | Government          |

[No. 8370-2JL-63]

A.N. KASHYAP,  
Commissioner for Home Affairs and  
Secretary to Government Punjab,  
Home Department.

[Authorised English Translation]

**HARYANA GOVERNMENT**

**JAILS DEPARTMENT**

**Notification**

The 20th December, 2011

**No. G.S.R. 18/Const./Art. 309/2011.**—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 further to amend the Punjab Jails Department State Service (Class III-Executive) Rules, 1963, in their application to the State of Haryana, namely :—

1. These rules may be called the Punjab Jails Department State Service (Class III-Executive) Haryana Amendment Rules, 2011.

2. In the Punjab Jails Department State Service (Class III-Executive) Rules, 1963 (hereinafter called the said rules), in rule 7,—

(a) sub-rule (5) shall be omitted;

(b) for sub-rule (6), the following sub-rule shall be substituted, namely :—

“(6) in case of Head Warder, by promotion amongst Warder, having an experience of five years.”;

(c) sub-rule (7) shall be omitted; and

(d) for sub-rule (8), the following sub-rule shall be substituted, namely :—

“(8) in case of Warder, hundred per cent by direct recruitment.”.

3. In the said rules, in rule 8, for sub-clause (b) of clause (ii), the following sub-clause shall be substituted, namely :—

“(b) in case of Warder - Height 5’-6”, Chest girth - 33”(minimum).  
Vision - Normal in both Eyes.”.

4. In the said rules, in Appendix “A”, in SECTION II WARDER STAFF, under columns 1, 2, 3, 4, 5, 6 and 7, for existing items at (a), (b), (c) and (d) the following items and entries thereagainst shall be substituted, namely :—

Age

| 1   | 2              | 3    | 4    | 5                                            | 6                                            | 7                                                                                                                                                                       |                                  |
|-----|----------------|------|------|----------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| (a) | Head<br>Warder | 79   | 176  | 255                                          | Pay Band<br>5200-20200<br>+2400<br>Grade pay | Superinten-<br>dent Head-<br>quarters<br>Jail with<br>the<br>approval<br>of<br>Inspector<br>General                                                                     | No<br>direct<br>recruit-<br>ment |
| (b) | Warder 928     | 1440 | 2368 | Pay Band<br>5200-20200<br>+1900<br>Grade pay | Superin-<br>tendent<br>Head-<br>quarter Jail | (i) Matriculate<br>or equiva-<br>lent with<br>knowledge<br>of Hindi/<br>Sanskrit<br>from any<br>Board/<br>University<br>recognized<br>by Govern-<br>ment of<br>Haryana. | 25-<br>45<br>years"              |
|     |                |      |      |                                              |                                              | (ii) At least 5<br>years ex-<br>perience in<br>the State<br>Police Force.                                                                                               |                                  |

5. In the said rules, in Appendix "B", under columns 1 and 2, for serial number 4, and existing entries thereagainst, the following said serial numbers and entries shall be substituted, namely :—

| 1 | 2 |
|---|---|
|---|---|

- "4. (a) Head Warder  
(b) Warder and Matrons".

SAMIR MATIUR,  
Financial Commissioner and Principal  
Secretary to Government Haryana,  
Jails Department.