

*Haryana Backward Classes & Economically Weaker Sections Kalyan Nigam
(A State Govt. Undertaking)
SCO No. 813-14, Sector 22-A, Chandigarh*

**Rules, Instructions, Regulations, Notifications etc. relating to the
Employees of HBCKN**

To regulate the service conditions of its employees, all Service Rules of the Haryana Government, Orders & Instructions issued by the Haryana Government, from time to time, have been adopted by the Nigam for its employees.

***Approved by Board of Directors of the Nigam on 20.02.1981 in its
1st Meeting.***

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**Categorywise Sanctioned/ Filledup Vacant & Abolished Post as on
27.03.2015**

| Sr. No | Category | Post Name | Pay Scale | Total Sanction Post | Filled Post | Vacant Post | Abolish |
|--------|----------|---------------------------|-------------------------------------|---------------------|------------------------|-------------|---------|
| 1 | A | Chairman | As Sanctioned By Government | 1 | --- | 1 | --- |
| 2 | A | Managing Director | As per Haryana Government Pay Scale | 1 | 1 Additional Charge | --- | --- |
| 3 | A | Company Secretary | As per Haryana Government Pay Scale | 1 | --- | 1 | --- |
| 4 | B | Divisional Manager | 9300-34800+ 4200 G.P. | 2 | --- | --- | 2 |
| 5 | B | Administrative Officer | 9300-34800+ 4200 G.P. | 1 | 1 | --- | --- |
| 6 | B | Superintendent | 9300-34800+ 4200 G.P. | 1 | --- | 1 | --- |
| 7 | B | Accounts Officer (SAS) | 9300-34800+ 4200 G.P. | 1 | --- | 1 | --- |
| 8 | C | Section Officer (SAS) | 9300-34800+ 4200 G.P. | 3 | --- | 3 | --- |
| 9 | B | District Manager | 9300-34800+ 4200 G.P. | 16 | 10 | 4 | 2 |
| 10 | B | Accounts Assistant | 9300-34800+ 4200 G.P. | 2 | --- | 2 | --- |
| 11 | C | Cashier-cum-Assistant | 9300-34800+ 3200 G.P. | 1 | --- | 1 | --- |
| 12 | C | Accounts Clerk | 9300-34800+ 2400 G.P. | 12 | --- | 12 | --- |
| 13 | C | Senior Scale Stenographer | As per Haryana Government Pay Scale | 1 | --- | 1 | --- |
| 14 | C | Junior Scale Stenographer | As per Haryana Government Pay Scale | 1 | --- | 1 | --- |
| 15 | C | Steno Typist | 5200-20200+ 1900 G.P. | 3 | --- | 3 | --- |
| 16 | C | Daftri | | 1 | --- | 1 | --- |

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|-----------|---|------------------------------|------------------------|------------|-----------|-----------|----------|
| 17 | C | Personal Assistant | 9300-34800+ 3600 G.P. | 2 | --- | 2 | --- |
| 18 | C | Accountant | 9300-34800+ 3200 G.P. | 3 | --- | 3 | --- |
| 19 | C | Assistant | 9300-34800+ 3200 G.P. | 7 | 2 | 5 | --- |
| 20 | C | Field Officer | 9300-34800+ 3200 G.P. | 12 | 2 | 10 | --- |
| 21 | C | Clerk-cum Typist | 5200-20200+ 1900 G.P. | 18 | 2 | 16 | --- |
| 22 | C | Driver | 5200-20200 + 2400 G.P. | 3 | 2 | 1 | --- |
| 23 | C | Gestetnor Operator | 5200-20200 + 1900 G.P. | 1 | --- | --- | 1 |
| 24 | D | Peon | 4440-7440 +1300 G.P. | 24 | 11 | 13 | --- |
| 25 | D | Sweeper - cum - Chowkidar | 4440-7440+ 1300 G.P. | 12 | 2 | 10 | --- |
| 26 | D | Chowkidar | 4440-7440+ 1300 G.P. | 1 | --- | 1 | --- |
| | | Total | | 131 | 33 | 93 | 5 |

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**Details of Qualifications & Experience for Direct Recruitment
in the Nigam**

| Sr. No. | Category | Name of Post | Grade | Qualification & Experience |
|----------------|-----------------|---------------------|-------------------------------------|---|
| 1 | A | Chairman | As Sanctioned By Government | Appointment by the Haryana Government. |
| 2 | A | Managing Director | As per Haryana Government Pay Scale | Appointment by the Haryana Government. |
| 3 | A | Company Secretary | As per Haryana Government Pay Scale | <p>i) Should be an Associate Member of the Institute of Company Secretaries of India.</p> <p>ii) 2 years experience in an executive capacity in the Secretarial Department of a reputed public sector or private company. Experience will be counted after passing of the final examination of Company Secretary.</p> |
| 4 | B | Divisional Manager | 9300-34800+ 4200 G.P. | <p><u>Essential:-</u> Graduate with 5 years experience in administration/ accounts in a Govt. public sector undertaking, Bank or in a reputed firm.</p> <p><u>Preferential:-</u></p> <p>i) Post graduate in Social Science or Economics.</p> <p>ii) Practical experience of two years in handling welfare schemes in a Govt. or Semi Government organization.</p> |

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|-----------|---|--------------------------|-----------------------|--|
| 5 | B | Administrative Officer | 9300-34800+ 4200 G.P. | At least five years service as superintendent with experience of Budget & Plg. Establishment and Store purchase etc. |
| 6 | B | Superintendent | 9300-34800+ 4200 G.P. | To be taken on deputation from Haryana Government offices. |
| 7 | B | Accounts Officer (SAS) | 9300-34800+ 4200 G.P. | To be taken on deputation from Finance Department. |
| 8 | C | Section Officer (SAS) | 9300-34800+ 4200 G.P. | To be taken on deputation from Finance Department. |
| 9 | B | District Manager | 9300-34800+ 4200 G.P. | <p>i) M.A. (Economics), MBA, M.Com.</p> <p>ii) Two years experience in administration planning, management of scheme in reputed firm. Preferably in social sector.</p> <p>iii) Basic knowledge of computer (MS- Word, MS-Excel & Internet).</p> |
| 10 | B | Accounts Assistant | 9300-34800+ 4200 G.P. | Three years experience of Accounts work as Assistant. |
| 11 | C | Cashier- cum - Assistant | 9300-34800+ 3200 G.P. | To be taken on deputation from Haryana Government offices. |
| 12 | C | Accounts Clerk | 9300-34800+ 2400 G.P. | <p>i) B.Com with one year experience in Accounts in Govt./ Semi Govt. or private reputed organization.</p> <p>ii) Basic knowledge of Computer (MS- Word, MS-Excel & Internet) and computerized accounts preferably Tally.</p> |

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|-----------|---|---------------------------|-------------------------------------|---|
| 13 | C | Senior Scale Stenographer | As per Haryana Government Pay Scale | <p>i) One year experience as JSS.</p> <p>ii) English shorthand at 100 w.p.m. & transcription thereof at 20 w.p.m. & Hindi Shorthand at 80 w.p.m. & transcription thereof at 15 w.p.m.</p> |
| 14 | C | Junior Scale Stenographer | As per Haryana Government Pay Scale | Matric 1 st Division/ Higher Secondary IInd Division/ Intermediate IInd Division/ Graduate or equivalent. Knowledge of Hindi upto Matric Standard. English shorthand 100w.p.m. & transcription thereof at 20 w.p.m. Hindi shorthand 80 w.p.m. and transcription thereof at 15 w.p.m. |
| 15 | C | Steno Typist | 5200-20200+ 1900 G.P. | Matric with Hindi (2) English shorthand at the speed of 80 w.p.m. and or Hindi shorthand at the speed of 65 w.p.m. |
| 16 | C | Daftri | | Middle with Hindi having one year experience in maintaining record in Govt. Organization. |
| 17 | C | Personal Assistant | 9300-34800+ 3600 G.P. | Graduate with 7 years experience out of which 5 years as senior scale steno |
| 18 | C | Accountant | 9300-34800+ 3200 G.P. | <p>i) B.Com with two years experience in Accounts in Govt./ Semi Govt. or private reputed organization.</p> <p>ii) Basic knowledge of computer (MS- Word, MS-Excel & Internet) and knowledge of computerized accounts preferably tally.</p> |

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|-----------|---|---------------------|-----------------------|---|
| 19 | C | Assistant | 9300-34800+ 3200 G.P. | <p>i) Graduation from Recognized University.</p> <p>ii) Hindi upto Matric Standard.</p> <p>iii) Two years office experience.</p> <p>iv) Basic knowledge of computer (MS- Word, MS-Excel & Internet).</p> |
| 20 | C | Field Officer | 9300-34800+ 3200 G.P. | <p>i) Graduation from recognized University.</p> <p>ii) Two years experience of Field Work in loaning Finance or social projects in some Govt. or private organization or reputed firm.</p> <p>iii) Hindi up to Matric standard.</p> <p>iv) Basic knowledge of computer (MS- Word, MS-Excel & Internet).</p> |
| 21 | C | Clerk-cum Typist | 5200-20200+ 1900 G.P. | <p>i) 10+2 with 50% marks or Graduate.</p> <p>ii) Hindi/Sanskrit upto Matric Standard.</p> <p>iii) He/ She will qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) from HARTRON within the probation period of 2 year extendable by one year. He/ She shall not be entitled to earn any increment in his/her pay scale till he/ she qualifies the said test failing which the services of such employees shall be dispensed with.</p> <p>The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer</p> |

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|-----------|---|-----------------------|-----------------------|---|
| | | | | <p>Appreciation and Applications (SETC):-</p> <p>i) M.Tech/B.Tech (Computers), MCA, BCA or Diploma in Computers form recognized Institutions e.g. Polytechnics;</p> <p>ii) Basic Computer Literacy Certificate from any recognized center established under the National Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society];</p> <p>iii) Haryana State – Certificate in Information Technology [HS-CIT] form the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>iv) Candidates/employees who have already passed the SETC and the same are valid at the time of joining the service.</p> <p>v) Physically disabled candidates.</p> |
| 22 | C | Driver | 5200-20200 +2400 G.P. | Five years experience of driving staff car, preferably Middle Pass. |
| 23 | C | Gestetnor Operator | 5200-20200 +1900 G.P. | Middle with Hindi having one year experience in handling Electrically operated cyclostyling Machines. |
| 24 | D | Peon | 4440-7440 +1300 G.P. | Middle for working in the office as peon. Should be literate knowing Hindi. |
| 25 | D | Sweeper-cum-Chowkidar | 4440-7440+ 1300 G.P. | Knowledge of Reading & Writing Hindi. |
| 26 | D | Chowkidar | 4440-7440+ 1300 G.P. | Knowledge of Reading & Writing Hindi. |

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Details of Qualification & Experience for Promotion

| Sr. No. | Cate- gory | Name of Post | Grade | Qualification & Experience |
|----------------|-----------------------|------------------------------|--|---|
| 1 | A | Chairman | As Sanctioned By Government | Appointed by the Haryana Government. |
| 2 | A | Managing Director | As per Haryana Government Pay Scale | Appointed by the Haryana Government in IAS Cadre. |
| 3 | A | Company Secretary | As per Haryana Government Pay Scale | No provision for promotion as per rules. |
| 4 | B | Divisional Manager | 9300-34800+ 4200 G.P. | No rules framed for promotion. |
| 5 | B | Administrative Officer | 9300-34800+ 4200 G.P. | To be filled from District Managers. |
| 6 | B | Superintendent | 9300-34800+ 4200 G.P. | No provision for promotion as per rules. |
| 7 | B | Accounts Officer (SAS) | 9300-34800+ 4200 G.P. | To be taken on deputation from Finance Department. |
| 8 | C | Section Officer (SAS) | 9300-34800+ 4200 G.P. | To be taken on deputation from Finance Department. |
| 9 | B | District Manager | 9300-34800+ 4200 G.P. | Seven years experience on the post of Field Officer/ Assistant/ Accountant. |
| 10 | B | Accounts Assistant | 9300-34800+ 4200 G.P. | No provision for promotion as per rules. |
| 11 | C | Cashier-cum- Assistant | 9300-34800+ 3200 G.P. | No provision for promotion as per rules. |
| 12 | C | Accounts Clerk | 9300-34800+ 2400 G.P. | No provision for promotion as per rules. |
| 13 | C | Senior Scale Stenographer | As per Haryana Government Pay Scale | No provision for promotion as per rules. |

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|-----------|---|---------------------------|-------------------------------------|---|
| 14 | C | Junior Scale Stenographer | As per Haryana Government Pay Scale | <p>i) One year experience as Steno-Typist English or Hindi.</p> <p>ii) English shorthand at 100 w.p.m. & Hindi shorthand at 80 w.p.m. English transcription at 20 w.p.m. & Hindi at 15 w.p.m.</p> |
| 15 | C | Steno Typist | 5200-20200+ 1900 G.P. | One year experience as Clerk. Knowledge of Hindi & English shorthand. |
| 16 | C | Daftri | | Under Matric & 3 years experience as Peon. |
| 17 | C | Personal Assistant | 9300-34800+ 3600 G.P. | Five years experience as Senior Scale Stenographer. |
| 18 | C | Accountant | 9300-34800+ 3200 G.P. | <p>i) B.Com with two years experience in Accounts in Govt./ Semi Govt. or private reputed organization.</p> <p>ii) Basic knowledge of computer (MS- Word, MS-Excel & Internet) and knowledge of computerized accounts preferably tally.</p> |
| 19 | C | Assistant | 9300-34800+ 3200 G.P. | Five years experience on the post of Clerk & Steno-Typist or Jr. Scale Stenographer. |
| 20 | C | Field Officer | 9300-34800+ 3200 G.P. | Seven years experience on the post of Clerk-cum-typist. |
| 21 | C | Clerk-cum Typist | 5200-20200+ 1900 G.P. | Five years experience as Class-IV. |
| 22 | C | Driver | 5200-20200 +2400 G.P. | Three years old Driving Licence. Read & write the Log Book. |

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|-----------|---|-----------------------|-----------------------|---|
| 23 | C | Gestetnor Operator | 5200-20200 +1900 G.P. | Middle Pass & 5 years experience as Peon. |
| 24 | D | Peon | 4440-7440 +1300 G.P. | Middle for working in the office as peon. Should be literate knowing Hindi. |
| 25 | D | Sweeper-cum-Chowkidar | 4440-7440+ 1300 G.P. | Knowledge of Reading & Writing Hindi. |
| 26 | D | Chowkidar | 4440-7440+ 1300 G.P. | Knowledge of Reading & Writing Hindi. |

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Existing Rules for promotion to the post of District Managers

The Nigam has not prepared its service bye-laws. So the promotion policy considered by the Board of Directors from time to time is as under:-

| Sr. No. | Date | Policy | Decision |
|----------------|-------------|---|--|
| 1 | 24.12.86 | The Field Officers/ Accountant/ Assistants of the Nigam should be promoted as District Managers. | " It was decided to approve the promotion policy in principal subject to the formulation of necessary qualifications, experience etc. by the Managing Director " |
| 2 | 27.04.87 | Qualification/ Experience for the promotion of Field officers to the post of District Managers. 5 years experience on the post of Field Officer. | Approved. Approved. |
| 3 | 28.09.93 | 7 years experience on the post of Field Officer. These posts will be filled 50% by direct recruitment and 50% by promotion. | Deferred and directed to put up in the next meeting. |
| 4 | 04.07.95 | Item was discussed with the permission of the Chairman. | A four members committee was appointed under the Chairman for deciding promotion policy. 1. Chairman 2. Sh. S.K. Gulati, IAS, Joint Secretary (Finance Department) 3. Sh. Dharm Singh Kamboj for Managing Director |

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|-----------|----------|--|---|
| 5. | 27.09.95 | Formulation of promotion policy for Field Officer / Accountants / Assistants. | <p>It was approved that a Common Cadre of Field Officer/Assistant/Accountant be made.</p> <p>To implement the decision, Chairman and Managing Director were authorized to decide Joint Seniority list and transfers between Field Office and Headquarter employees.</p> |
| 6. | 07.07.98 | <p>Inter-se-seniority of Accountants / Field Officer / Assistants circulated but Field Officers raised objection. The legal opinion was sought which read as</p> <p>I have gone through the Board decision dated 27.9.95 where in Field Officer / Accountants and Assistants were made eligible for promotion as District Manager. Since no ratio has been fixed. In the absence of any ratio, all the three categories are to be mixed on the basis of length of service. So seniority rightly prepared in accordance with law. There is no force in the legal notice and the same is entitled to be filed.</p> | <p>The Board of Directors examined and sought following information to be produced in the next meeting:-</p> <p>Proposal of Management for deciding ratio among three categories.</p> <p>As per existing policy how much average time is taken for promotion.</p> <p>Cadre posts under which all the three categories of employees can be considered for promotion.</p> |

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| 7. | 28.08.01 | Ratio of direct and promotion posts proposed 25:75 Ratio among Field Officer / Assistant & Accountants proposed as 4:2:1. | Promotion be done among Field Officer / Assistants/ Accountants in the ratio 60:25:15. 75% posts be filled through promotion and 25% through direct recruitment. |
| 8. | 08.07.03 | As per Agenda Field Officer/ Assistant/ Accountant may be considered for promotion in the ratio 4:2:1. It was also mentioned that promotion policy is under consideration from 24.12.86 and final decision has been taken on 20.8.01. During this period 4 Field Officers have been promoted as District Manager. The case was put up before the Board of Directors for deciding the category to be considered for next promotion. | The Nigam prepare its service-by-laws and till its implementation, promotion be done as per already existing policy and promotion policy be adopted from the year 1986 in the decided ratio. |

The promotion policy was put up before the Board of Directors in eight meetings and ultimate decision to be considered for promotion is as under:-

- 1.** The appointments be made between direct and promotion posts in the ratio of 25:75.
- 2.** All the three categories i.e. Field Officer / Assistant and Accountant working in the same pay-scale be considered for promotion to the post of District Managers.
- 3.** The promotion among the three categories i.e. Field Officer: Assistant: Accountant be made in the ratio of 60:25:15 i.e. 4:2:1 respectively.
- 4.** Promotion Policy be adopted from the year 1986 in deciding the ration and service-by-laws of Nigam be also prepared.

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5. Experience

As per decision taken in the 27th meeting of the Board of Directors, **five years experience on the post of Field Officer** for promotion to the post of District Manager was decided.

In the 82nd meeting on 28.08.2001, it was proposed that **seven years experience** on the post of Field Officer be considered for promotion and promotions be made on 50:50 ratio between direct and promotion posts.

The Committee appointed by Board of Directors recommended that **at least ten years experience be considered for promotion from the post of Field Officer/ Assistants/ Accountants** and that quota of promotional post be enhance to 75% from 50%

In the 86th meeting 28.08.2003 ration of promotion among the employees and percentage of promotion between direct and promotional post was decided, but experience part was not clarified in the meeting.

It is pertinently mentioned that four promotions of post of District Manager were made on 31.01.2012(N.P.59) keeping seven years experience as Field Officer/ Assistant/ Accountant as per the decision taken in 82nd of Board of Directors on 28.08.2001.