हरियाणा सरकार

आबकारी व कराधान विभाग

अधिसूचना

23 दिसम्बर, 1987

संख्या सा.का.नि. 104/संवि./अनु 309/87.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदान की गई शक्तियों का प्रयोग करते हुए, हरियाणा राज्यपाल के द्वारा हरियाणा आबकारी व कराधान आयुक्त कार्यालय (ग्रुप ख) सेवा के नियुक्त व्यक्तियों की भर्ती तथा उनकी सेवा की शर्तों को विनियमित करने वाले निम्नलिखित नियम बनाते हैं, अर्थात्:—

भाग I—सामान्य

1. ये नियम हरियाणा आबकारी तथा कराधान आयुक्त कार्यालय (ग्रुप ख) सेवा नियम, 1987 कहे जा सकते हैं। संक्षिप्त नाम।

2. इन नियमों में जब तक संदर्भ से अन्यथा अपेक्षित न हो,— परिभाषाएं।

(क) "आयोग" से अभिप्राय है, हरियाणा लोक सेवा आयोग ;

(ख) "आयुक्त" से अभिप्राय है, आबकारी तथा कराधान आयुक्त, हरियाणा ;

(ग) "सीधी भर्ती" से अभिप्राय है, कोई भी नियुक्ति जो सेवा में से पदोन्नति या भारत सरकार या किसी राज्य सरकार की सेवा में पहले से लगे किसी पदधारी के स्थानान्तरण से अन्यथा की गई हो ;

(घ) "सरकार" से अभिप्राय है, अवसंरचना विभाग में हरियाणा सरकार;

(ङ) "सेवा" से अभिप्राय है, हरियाणा आबकारी तथा कराधान आयुक्त कार्यालय (ग्रुप ख) सेवा ;

(च) "मान्यताप्राप्त विश्वविद्यालय" से अभिप्राय है,—

(i) भारत में विधि द्वारा निगमित कोई विश्वविद्यालय, या

(ii) 15 अगस्त, 1947 से पूर्व हुई परीक्षा के परिणामस्वरूप प्राप्त उपाधि, उपाधि-पत्र (डिप्लोमा) या प्रमाण-पत्र की दशा में पंजाब, सिन्ध या ढाका विश्वविद्यालय, या

(iii) कोई अन्य विश्वविद्यालय जो इन नियमों के प्रयोजन के लिए सरकार

(घ) "राज्य" के अभिप्राय है,—

(i) हरियाणा राज्य में लागू विधि द्वारा स्थापित कोई संस्थान, या

(ii) इन नियमों के प्रयोजन के लिये सरकार द्वारा अभिनिर्दिष्ट कोई अन्य संस्थान ।

भाग II—सेवा में भर्ती

पदों की संख्या तथा वेतनमान।

3. सेवा में वेतनमान के परिशिष्ट "क" में बनाये गये पद होंगे :

परन्तु इन नियमों की कोई भी बात ऐसे पदों की संख्या में वृद्धि या कमी करने या विभिन्न पदनामों और वेतनमानों वाले नये पद स्थाई अथवा अस्थाई रूप से बनाने के सरकार के सन्निहित अधिकारों पर प्रभाव नहीं डालेगी ।

सेवा में नियुक्त किये गये उम्मीदवारों की राष्ट्रीयता, अधिवास तथा नागरिकता।

4. (1) कोई भी व्यक्ति सेवा में किसी पद पर नियुक्त नहीं किया जायेगा, जब तक कि वह निम्नलिखित न हो:—

(क) भारत का नागरिक, या

(ख) नेपाल की प्रजा, या

(ग) भूटान की प्रजा, या

(घ) तिब्बत का शरणार्थी, जो पहली जनवरी, 1962 से पहले भारत में स्थायी रूप से बसने के आशय से आया हो, या

(ङ) भारतीय मूल का व्यक्ति जो पाकिस्तान, बर्मा, श्रीलंका तथा कीनिया, युगांडा तथा तंजानिया के संयुक्त गणराज्य (यूनाइटेड टांगानीका एंड जंजीबार), जांबिया, मलावी, जायरे और ईथोपिया के किसी पूर्वी अफ्रीकी देश से प्रव्रजित होकर भारत में स्थायी रूप से बसने के आशय से आया हो :

परन्तु खण्ड (ख), (ग), (घ) तथा (ङ) से सम्बन्धित व्यक्ति ऐसा व्यक्ति होगा जिसके पक्ष में भारत सरकार द्वारा पात्रता का प्रमाण-पत्र जारी किया गया हो।

(2) कोई भी व्यक्ति जिसकी दशा में पात्रता का प्रमाण-पत्र आवश्यक हो आयोग या किसी अन्य भर्ती प्राधिकरण द्वारा संचालित परीक्षा या साक्षात्कार के लिये उपस्थित किया जा सकता है किन्तु नियुक्ति का प्रस्ताव उसे सरकार द्वारा आवश्यक पात्रता प्रमाण-पत्र जारी किये जाने के बाद ही दिया जा सकता है।

(3) कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा जब तक कि वह कलिम अस्थियों के विश्वविद्यालय, महाविद्यालय, विद्यालय या ऐसी संस्था के, यदि कोई हो, भारतीय शैक्षणिक प्रमाणपत्रों से सांस्कृतिक प्रमाण-पत्र या ऐसे अन्य निम्नेतर शैक्षणिक प्रमाणपत्रों का धारक न हो, किन्तु इस के अतिरिक्त कोई भी उपयुक्त अभ्यर्थी, जिसने विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था से सांस्कृतिक प्रमाण-पत्र प्राप्त किया है, उसी प्रकार के प्रमाण-पत्र प्रस्तुत न करे ।

आयु।

5. कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा जो आयोग या भर्ती प्राधिकरण, जैसा भी स्थिति हो, * * * को आवेदन-पत्र प्रस्तुत करने की अन्तिम तिथि को ठीक पहले की तिथि को 21 वर्ष की आयु से कम का या 30 वर्ष की आयु से अधिक का हो ।

नियुक्ति प्राधिकारी।

6. सेवा में पदों पर नियुक्तियां सरकार द्वारा की जायेंगी ।

अर्हतायें।

7. कोई भी व्यक्ति सेवा में किसी पद पर तब तक नियुक्त नहीं किया जायेगा जब तक कि वह सीधी भर्ती की दशा में इन नियमों के परिशिष्ट "ख" के खाना 3 में विनिर्दिष्ट तथा सीधी भर्ती से भिन्न नियुक्ति की दशा में पूर्वोक्त परिशिष्ट के खाना 4 में विनिर्दिष्ट अर्हतायें तथा अनुभव न रखता हो :

परन्तु सीधी भर्ती द्वारा नियुक्ति की दशा में अनुभव सम्बन्धी अर्हताओं में आयोग या अन्य भर्ती प्राधिकरण के विवेक पर इस प्रतिशत सीमा तक ढील दी जा सकेगी, यदि अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों तथा शारीरिक रूप से विकलांग उम्मीदवारों के अतिरिक्त अनुभव रखने वाले उम्मीदवारों की पर्याप्त संख्या उनके लिए आरक्षित रिक्तियों को भरने के लिये उपलब्ध न हो। ऐसा करने के लिए लिखित रूप में कारण दिये जायेंगे ।

निरर्हताएं।

8. कोई भी व्यक्ति,—

(क) जिसने जीवित पति/पत्नी वाले व्यक्ति से विवाह कर लिया है या विवाह की संविदा कर ली है, या

(ख) जिसने पति/पत्नी के जीवित होते हुये किसी अन्य व्यक्ति से विवाह कर लिया है या विवाह की संविदा कर ली है, सेवा में किसी भी पद पर नियुक्ति का पात्र नहीं होगा ।

परन्तु यदि सरकार की संतुष्टि हो जाये कि ऐसे व्यक्ति द्वारा विवाह के दूसरे पक्ष पर लागू रूढ़ि तथा विधि के अधीन ऐसा विवाह अनुज्ञेय है तथा ऐसा करने के अन्य आधार भी हैं तो वह किसी व्यक्ति को इस नियम के अधीन होने से मुक्त दे सकती है।

भर्ती का ढंग ।

9. (1) सेवा में भर्ती निम्नलिखित ढंग से की जायेगी:—

(क) रिक्तता की दशा में,—

(i) अधीक्षकों में से पदोन्नति द्वारा, या

(ii) किसी राज्य सरकार या अन्य सरकार की सेवा में पहले से ही लगे किसी अधिकारी के स्थानान्तरण पर प्रतिनियुक्ति द्वारा।

(ख) अधीनस्थों की दशा में—

(i) सहायक या वरिष्ठ वैज्ञानिक अधिकारियों में से पदोन्नति द्वारा ; या

(ii) राज्य सरकार या भारत सरकार की सेवा में पहले से ही लगे किसी अधिकारी के स्थानान्तरण पर प्रतिनियुक्ति द्वारा।

(ग) तात्पर्यीय अधिकारी की दशा में,—

(i) सीधी भर्ती द्वारा, या

(ii) सांख्यिकीय सहायकों में से पदोन्नति द्वारा, या

(iii) राज्य सरकार या भारत सरकार की सेवा में पहले से ही लगे सांख्यिकीय अधिकारी के स्थानान्तरण या प्रतिनियुक्ति द्वारा।

(2) सेवा में जब कोई रिक्ति होती है या होने वाली होती है, तो नियुक्ति प्राधिकारी निश्चित करेगा कि उसे किस रीति से भरा जाएगा।

(3) पदोन्नति द्वारा नियुक्ति वरिष्ठता या योग्यता के आधार पर की जाएगी और कोई भी व्यक्ति केवल वरिष्ठता के आधार पर पदोन्नति का दावा करेगा। हकदार नहीं होगा।

परिवीक्षा।

10. (1) सेवा के किसी भी पद पर नियुक्त व्यक्ति, यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो दो वर्ष की अवधि के लिए और यदि अन्यथा नियुक्त किया गया हो, तो एक वर्ष की अवधि के लिए परिवीक्षा पर रहेगा :

परन्तु—

(क) ऐसी नियुक्ति के बाद किसी पदोन्नत या उच्चतर पद पर प्रतिनियुक्ति पर व्यक्ति को कोई कार्य-परिवीक्षा की अवधि में गिनी जाएगी,

(ख) स्थानान्तरण द्वारा किसी नियुक्ति की दशा में, सेवा में किसी पद पर नियुक्ति से पहले किसी समान या उच्चतर पद पर किए गए कार्य की कोई अवधि, नियुक्ति प्राधिकारी के विवेक पर इस नियम के अधीन नियत परिवीक्षा की ओर गिनने की जा सकती है, और

(ग) स्थानापन्न नियुक्ति की कोई अवधि परिवीक्षा पर गणना की गई अवधि [illegible] वह किसी स्थायी पद पर नियुक्त [illegible] पुष्टि [illegible] नहीं होगा।

(2) यदि नियुक्ति प्राधिकारी की राय में परिवीक्षा की अवधि के दौरान किसी व्यक्ति का कार्य या आचरण संतोषजनक न रहा हो तो वह,

(क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उसकी सेवाओं से अलग कर सकता है, और

(ख) यदि ऐसा व्यक्ति सीधी भर्ती से अन्यथा नियुक्त किया गया हो तो,—

(i) उसे उसके पूर्व पद पर प्रतिस्थापित कर सकता है, या

(ii) उसके सम्बन्ध में किसी ऐसी अन्य रीति में कार्रवाई कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धनों तथा शर्तों के अनुकूल हो।

(3) किसी व्यक्ति की परिवीक्षा अवधि पूरी होने पर नियुक्ति प्राधिकारी,—

(क) यदि उसकी राय में उसका कार्य या आचरण संतोषजनक रहा हो तो,

(i) ऐसे व्यक्ति को, यदि वह स्थायी रिक्ति पर नियुक्त किया गया हो, उसकी नियुक्ति की तिथि से पुष्टि कर सकता है, या

(ii) यदि कोई स्थायी रिक्ति न हो, तो घोषित कर सकता है कि उसने अपनी परिवीक्षा अवधि संतोषजनक ढंग से पूरी कर ली है, या

(ख) यदि उसकी राय में उसका कार्य तथा आचरण संतोषजनक न रहा हो तो,—

(i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे सेवा से अलग कर सकता है, यदि अन्यथा नियुक्त किया गया हो तो उसे उसके पूर्व पद पर प्रतिस्थापित कर सकता है या उसके सम्बन्ध में ऐसी अन्य रीति में कार्रवाई कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धनों तथा शर्तों के अनुकूल हो, या

(ii) उसकी परिवीक्षा अवधि बढ़ा सकता है और उसके बाद ऐसे आदेश कर सकता है जो वह परिवीक्षा की प्रथम अवधि की समाप्ति पर कर सकता था :

परन्तु परिवीक्षा की कुल अवधि जिसमें बढ़ाई गई अवधि भी, यदि कोई है, शामिल है, तीन वर्ष से अधिक नहीं होगी।

ज्येष्ठता।

11. [illegible] के सदस्यों की परस्पर [illegible] नियमों के अनुसार निर्धारण किया जाएगी --

परन्तु जहां सेवा में नियमित सेवाएं हों, वहां ज्येष्ठता प्रवेश पदों के लिए अलग-अलग निश्चित की जाएगी :

परन्तु यह और कि सीधी भर्ती द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता नियत करते समय ऐसी भी रिक्तियां हों, अर्थात् या किसी अन्य भर्ती प्राधिकरण द्वारा निश्चित योग्यता का परिपालन नहीं किया जाएगा :

परन्तु एक ही तिथि को नियुक्त दो या दो से अधिक सदस्यों की दशा में, उनकी ज्येष्ठता निम्नलिखित रूप से निश्चित की जाएगी:

(क) सीधी भर्ती द्वारा नियुक्त सदस्य पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा ;

(ख) पदोन्नति द्वारा नियुक्त सदस्य स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा ;

(ग) पदोन्नति द्वारा अथवा स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता, नियुक्तियों में ऐसे सदस्यों की ज्येष्ठता के अनुसार निश्चित की जाएगी जिनसे वे पदोन्नत या स्थानान्तरित किए गए थे, और

(घ) विभिन्न संवर्गों से स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में उनकी ज्येष्ठता वेतन के अनुसार निश्चित की जाएगी, अधिमान ऐसे सदस्य को दिया जाएगा जो अपनी पहले की नियुक्ति में उच्चतर वेतन पर वेतन ले रहा था, और यदि मिलने वाले वेतन की दर भी समान हो तो उनकी नियुक्तियों में उनके सेवा काल के अनुसार, और यदि सेवा काल भी समान हो तो आयु में बड़ा सदस्य छोटे सदस्य से ज्येष्ठ होगा।

सेवा करने का दायित्व।

12. (1) सेवा का कोई सदस्य, नियुक्ति प्राधिकारी द्वारा हरियाणा राज्य में अथवा उसके बाहर किसी भी स्थान पर, सेवा करने के लिए आदेश दिए जाने पर, ऐसा करने के लिए बाध्य होगा।

(2) सेवा के किसी सदस्य को निम्नलिखित के अधीन सेवा करने के लिए भी प्रतिनियुक्त किया जा सकता है,--

(i) किसी कम्पनी, संगम या व्यष्टि निकाय, चाहे वह निगमित हो या नहीं, जिसका पूर्ण या अधिकांश स्वामित्व या नियंत्रण राज्य सरकार के पास हो, हरियाणा राज्य के भीतर अथवा निकाय या स्थानीय प्राधिकरण या विभाग-

(ii) केन्द्रीय सरकार या एसी [illegible] नियंत्रण हो या नहीं [illegible] केन्द्रीय सरकार के पास हो ; अथवा

(iii) किसी अन्य राज्य सरकार, स्थानीय प्राधिकरण, स्थानीय निकाय या नियंत्रण सरकार के पास हो अथवा और सरकारी निकाय ;

परन्तु सेवा के किसी भी सदस्य को उसकी सहमति के बिना (ii) या खण्ड (iii) में निर्दिष्ट केन्द्रीय या अन्य निकाय में सेवा करने के लिए प्रतिनियुक्त नहीं किया जाएगा ।

वेतन, छुट्टी, पेंशन तथा अन्य मामले।

13. वेतन, छुट्टी, पेंशन तथा सभी अन्य मामलों के सम्बन्ध में जिनका इन नियमों में स्पष्ट रूप से उपबन्ध नहीं किया गया है, सेवा के सदस्य ऐसे नियमों तथा विनियमों द्वारा नियंत्रित होंगे जो सक्षम प्राधिकारी द्वारा भारत के संविधान के अधीन अथवा राज्य विधान मण्डल द्वारा बनाई गई तथा उस समय लागू किसी विधि के अधीन अपनाए या बनाए गए हों अथवा इसके बाद अपनाये या बनाए जाएं।

अनुशासन, शास्तियां तथा अपीलें।

14. (1) अनुशासन, शास्तियों तथा अपीलों से सम्बन्धित मामलों में सेवा के सदस्य समय-समय पर तथा संशोधित हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987 द्वारा नियंत्रित होंगे ;

परन्तु ऐसी शास्तियों का स्वरूप, जो लगाई जा सकती हैं, ऐसी शास्तियां लगाने के लिए सक्षम प्राधिकारी तथा अपील प्राधिकारी, भारत के संविधान के अनुच्छेद 309 के अधीन बनाई गई किसी विधि या नियमों के उपबन्धों के अधीन रहते हुए वे होंगे जो इन नियमों के परिशिष्ट "ग" में विनिर्दिष्ट हैं।

(2) हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987 के नियम 9 के उप नियम (1) के खंड (ग) या खंड (घ), (ङ) के अधीन आदेश करने के लिए सक्षम प्राधिकारी तथा अपील प्राधिकारी भी वह होगा जो इन नियमों के परिशिष्ट "ग" में बताया गया हो ।

ठेका लगवाना।

15. सेवा का प्रत्येक सदस्य, जब सरकार किसी विशेष या साधारण आदेश द्वारा ऐसा निदेश करे, ठीका लगवाएगा तथा पुनः ठीका लगवाएगा ।

शपथ की शपथ।

16. सेवा के प्रत्येक सदस्य से, जब तक उसने पहले ही भारत के प्रति तथा विधि द्वारा तथा स्थापित भारत के संविधान के प्रति सत्यनिष्ठा की शपथ न ले ली हो ऐसा करने की अपेक्षा की जाएगी ।

छोड़ देने की शक्ति।

17. जहां सरकार की राय में इन नियमों के किसी उपबन्ध में ढील देना आवश्यक या उचित हो, वहां वह कारण लिखकर आदेश द्वारा व्यक्तियों के किसी वर्ग या प्रवर्ग के बारे में ऐसा कर सकती है।

शक्ति प्रत्यायोजन।

19. [illegible] किसी भी किसी बात के होते हुये भी नियुक्ति प्राधिकारी [illegible] निर्देश आदेश में विशेष निबन्धन तथा शर्तें लगाना उचित समझे तो वह ऐसा कर सकता है।

आरक्षण।

19. इन नियमों में दी गई कोई बात राज्य सरकार द्वारा इस सम्बन्ध में समय समय पर जारी किये गये आदेशों के अनुसार अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों, अन्य विकलांग व्यक्तियों या व्यक्तियों के किसी वर्ग या वर्गों को दिये जाने के लिये आरक्षित आरक्षणों तथा अन्य रियायतों को प्रभावित नहीं करेगी :

परन्तु इस प्रकार किये गये आरक्षणों की कुल प्रतिशतता किसी भी समय पचास प्रतिशत से अधिक नहीं होगी।

निरसन तथा व्यावृत्ति।

20. सेवा को लागू कोई नियम तथा इन नियमों में से किसी के अनुरूप कोई नियम जो इन नियमों के प्रारम्भ से तुरन्त पहले लागू हो, इसके द्वारा निरसित किया जाता है :

परन्तु इस प्रकार से निरसित नियम के अधीन किया गया कोई आदेश या की गई कोई कार्यवाई इन नियमों के अनुरूप उपबन्धों के अधीन किया गया आदेश अथवा की गई कार्यवाई समझी जाएगी।

परिशिष्ट क

[विशिष्ट नियम 3]

क्र. सं.	पद नाम	पदों की संख्या स्थाई	अस्थाई	जोड़	वेतनमान
1	2	3	4	5	6
1	स्थापना अधिकारी	1	—	1	2000—60—2300 व. रो. 75—3200—100—3500
2	अधीक्षक	5	—	5	2000—60—2300 व. रो. 75—3200—100—3500
3	सांख्यिकीय अधिकारी	1	—	1	1640—60—2600 व. रो. 75—2900

परिशिष्ट ख

(देखिए नियम 7)

क्र. सं.	पद नाम	सीधी भर्ती के लिए शैक्षिक अर्हताएं तथा अनुभव, यदि कोई हो	मौके भर्ती से अथवा नियुक्ति के लिये शैक्षिक अर्हताएं तथा अनुभव यदि कोई हो
1	2	3	4
1	स्थानीय अधिकारी		अध्यापक के रूप में दो वर्ष का अनुभव।
2	अध्यापक		(1) पदोन्नति द्वारा नियुक्ति की दशा में:— सहायक या वरिष्ठ वेतनमान आनुलिपिक के रूप में दस वर्ष का अनुभव। वरिष्ठ वेतनमान आनुलिपिक की दशा में बारह वर्ष के अनुभव में से वह सहायक रूप में कम से कम दो वर्ष का अनुभव रखता हो। (2) स्थानान्तरण या प्रतिनियुक्ति द्वारा नियुक्ति की दशा में:— (क) सहायक के रूप में दस वर्ष का अनुभव, या (ख) उप-अधीक्षक के रूप में एक वर्ष का अनुभव।

1	2	3	4
3	सांख्यिकीय अधिकारी	(1) किसी मान्यता प्राप्त विश्वविद्यालय से अर्थशास्त्र या कृषि अर्थशास्त्र या गणित या वाणिज्य में निष्णात उपाधि (मास्टर डिग्री) जिस में या तो निष्णात स्तर पर या बी.ए. आनर्स स्कूल स्तर पर, यदि उम्मीदवार गणित या अर्थशास्त्र में भी आनर्स स्कूल में स्नातक हो, तो सांख्यिकी का विषय लिया हो या सांख्यिकी में निष्णात उपाधि (मास्टर डिग्री); (2) किसी मान्यताप्राप्त संस्था या कार्यालय में कम से कम सांख्यिकी में एक वर्ष का प्रशिक्षण; तथा (3) किसी सरकारी सांख्यिकी कार्यालय या किसी अन्य मान्यताप्राप्त संस्था में अर्थशास्त्र तथा सांख्यिकीय सामग्री में कम से कम दो वर्ष का अनुभव।	(1) किसी मान्यता प्राप्त विश्वविद्यालय से अर्थशास्त्र या कृषि अर्थशास्त्र या गणित या वाणिज्य में निष्णात उपाधि (मास्टर डिग्री) जिसमें या तो निष्णात स्तर पर या बी.ए. आनर्स स्कूल स्तर पर, यदि उम्मीदवार गणित या अर्थशास्त्र में भी आनर्स स्कूल में स्नातक हो, तो सांख्यिकी का विषय लिया हो या सांख्यिकी में निष्णात उपाधि (मास्टर डिग्री)। (2) पदोन्नति की दशा में सांख्यिकी सहायक के रूप में सात वर्ष का अनुभव। (3) स्थानान्तरण या प्रतिनियुक्ति द्वारा नियुक्ति की दशा में सांख्यिकीय अधिकारी के रूप में दो वर्ष का अनुभव।

परिशिष्ट "ग"

[देखिए नियम 14(1)]

क्रम संख्या	पद नाम	नियुक्ति प्राधिकारी	शास्ति का स्वरूप	शास्ति लगाने के लिये सशक्त प्राधिकारी	अपील प्राधिकारी
1	2	3	4	5	6
			(1) छोटी शास्तियां		
1	स्थापना अधिकारी	सरकार	(क) वैयक्तिक फाइल (आचरण पंजी) पर प्रति रखते हुए चेतावनी ;	आयुक्त	सरकार
2	अधीक्षक		(ख) परिनिन्दा ;		
			(ग) पदोन्नति रोकना ;		
3	नोडियबीज अधिकारी		(घ) उपेक्षा या आदेशों के उल्लंघन द्वारा सरकार को हुई किसी धन संबंधी पूरी हानि की या उसके भाग की वेतन से वसूली ;		
			(ङ) समय मान में निम्नतर स्केल पर अवनति		
			(2) बड़ी शास्तियां		
			(छ) निम्नतर वेतनमान, ग्रेड, पद या सेवा पर अवनति	सरकार	
			(ज) अनिवार्य सेवा-निवृत्ति		

1	2	3	4	5	6
			(झ) पदोन्नति से हटाया जाना, जो भावी नियोजन के लिये निरर्हित नहीं करता		
			(ञ) सेवा से पदच्युति जो भावी नियोजन के लिये सामान्य निरर्हित करता है		

टिप्पणी.—शास्तियां हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987 के नियम 4 के उप-नियम (1) में यथा परिभाषित के अनुसार होंगी।

परिशिष्ट क

[देखिये नियम 14(2)]

क्र. सं.	पदनाम	आदेश का स्वरूप	आदेश करने के लिये सशक्त प्राधिकारी
1	2	3	4
1	व्यापार प्राधिकारी	(i) पेंशन को नियंत्रित करने वाले नियमों के अधीन उसे अनुदेय सामान्य/अतिरिक्त पेंशन की राशि में कमी करना या रोकना।	सरकार
2	प्रशासक	(ii) संघ के किसी सदस्य की उसके अधिवर्षिता के लिये नियत आयु के होने से पूर्व नियुक्ति की समाप्ति।	
3	सांख्यिकीय प्राधिकारी		

एस० एम० बोपल,

सचिव, हरियाणा सरकार,
आबकारी तथा कराधान विभाग।

(Authorised English Translation)

ANNEXURE 'A'

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 23rd December, 1987

No. G.S.R.104/Const./Art.309/87.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Excise and Taxation Commissioner's Office (Group B) service, namely:—

PART I—GENERAL.

1. These rules may be called the Haryana Excise and Taxation Commissioner's Office (Group B) Service Rules, 1987. Short title.

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

(a) "Commission" means the Haryana Public Service Commission ;

(b) "Commissioner" means the Excise and Taxation Commissioner, Haryana ;

(c) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or of any State Government ;

(d) "Government" means the Haryana Government in the Administrative Department ;

(e) "Service" means the Haryana Excise and Taxation Commissioner's Office (Group B) Service ;

(c) "University" means—

(i) any university established by law in India; or

(ii) in the case of a degree, diploma or other academic award as a result of the examination last 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;

(d) "institution" means—

(i) any institution established by law in force in the State of Haryana; or

(ii) any other institution recognised by the Government for the purpose of these rules.

PART II—RECRUITMENT TO SERVICE

Number and character of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Qualifications required to be possessed by candidates for appointment to the Service.

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 per-

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East Africa 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 one of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

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

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from 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 the said university, college, school or institution.

Age.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than twenty one years or more than thirty years of age, on or before the last date of submission of applications to Commission or the recruiting authority, as the case may be.

Appointments, how made.

6. Appointments to the posts in the service shall be made by the Government.

Qualifications.

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.

Provided that in the case of direct recruitment, the

[illegible] of 50% in the [illegible] of the Commission or any other recognised [illegible] in case, sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and physically [illegible] applicants possessing the requisite experience are not available to fill up the vacancies, reserved for them, after recording reasons for so doing in writing.

Disqualifications

8. No person :

(a) who has entered into or contracted a marriage with a person having a spouse living, or

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

shall be eligible for appointment to any post in 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.

Method of recruitment

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

(a) in the case of Establishment Officer--

(i) by promotion from amongst the Superintendents ; or

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

(b) in the case of Superintendents-

(i) by promotion from amongst the Assistants or Senior Scale Stenographers ; or

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

(c) in the case of Statistical Officer

(i) by direct recruitment ;

(ii) by promotion from amongst the Statistical Assistants ; or

(iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India.

(2) When any vacancy occurs or is about to occur in the Service, the appointing authority shall determine the method by which the same shall be filled in.

(3) Appointment by promotion shall be made on the basis of seniority cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.

Probation

10. (1) Persons appointed to any post in the Service shall remain on probation, for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise.

Provided that

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank, prior to appointment to 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.

[illegible]

(b) if such person is appointed by direct recruitment, dispense with his services; and

(c) 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 services, if appointed by direct recruitment; if appointed otherwise revert him to his former post or deal with him in such other manner, as the terms and conditions of his previous appointment permit,

[illegible]

Provided that [illegible] extension, if any, shall not exceed [illegible] years.

12. Seniority [illegible] 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 or any other recruiting authority, as the case may be, shall not be disturbed in fixing the seniority:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :-

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in the previous appointment ; and if the rates of pay drawn are also the same, then by the length of their service in the appointments

and if on the expiry of such service is also the same the other member shall be senior to the younger member.

Liability to serve.

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve 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 local authority or university within the State of Haryana ;

(ii) the Central Government, or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; 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) or clause (iii) except with his consent.

Pay, leave, pension and other matters.

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties [illegible] members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix-C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 the appellate authority shall also be as specified in Appendix D to these rules.

Vaccination.

15. Every member of the Service, shall get himself vaccinated and re-vaccinated if and when the Government so directs by a special or general order.

Oath of allegiance.

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

Power of relaxation.

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Special provision.

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

Reservation.

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

Provided that the total percentage of reservations so made shall not exceed [illegible] at any time.

Repeal.

23. Any rule applicable to the Service and corresponding to any of these rules which is 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]

Serial Number	Designation of posts	Number of posts: Permanent	Temporary	Total	Scale of pay
1	2	3	4	5	6
1	Inspector of Stamps (Office)	1	..	1	Rs. 2,000-100-2,500-EB-75-3,000-125-3,500
2.	Superintendent	5	..	5	Rs. 3,000-60-2,200-EB-75-3,200-100-3,500
3.	Stamp Level Officer	1	..	1	Rs. 1,600-50-1,800-EB-75-2,000

Discipline, penalties and ..

APPENDIX B

(See Table 7)

Serial Number	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment either by, by direct recruitment
1	2	3	4
1.	Establishment Officer	[illegible]	Ten years experience as Superintendent. (1) In case of appointment by promotion— (a) Ten years experience as Assistant, or Senior Scale Stenographer. In case of Senior Scale Stenographer, out of ten years experience, he should have at least two years experience as an Assistant. (2) In case of appointment by transfer or deputation. (a) Ten years experience as Assistant; or (b) Ten years experience as Deputy Superintendent.
2.	Superintendent	(1) Master's degree from a recognised university in Economics or Agricultural Economics or Mathematics or Commerce, with Statistics as one of the subjects either at the Master's level or at the B.A. Honours School level, in case the candidate has also graduated in the Honours School of Mathematics or Economics or Master's degree in Statistics.	(1) Master degree from a recognised university in Statistics or Agricultural Statistics or Mathematics or Commerce, with Statistics as one of the subjects either at the Master's level or at the B.A. Honours School level, in case the candidate has also graduated in the Honours School in Mathematics or Economics or Master's degree in Statistics.

Serial Number	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment either by, by direct recruitment
1	2	3	4
		(2) At least one year teaching in the Statistics at any recognised institution; Office; and (3) Ten years experience of dealing with Economic and Statistical matters in a Government Statistical Office/any other recognised institution.	(2) Seven years experience as Statistical Assistant in case of promotion. (3) Two years experience as Statistical Officer in case of appointment by transfer or deputation.

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
1	[illegible]	[illegible]	Government
2	[illegible]	[illegible]	Government
3	[illegible]	[illegible]	Government

[illegible] defined in subparts (1) of rule 4 of the [illegible] Department & Agencies [illegible]

PART III

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

The 5th March, 1982

No. G.S.R. 23/Const./Art.309/82.—In exercise of the powers conferred by 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 the conditions of service of persons appointed to the Haryana Excise and Taxation Department (Group A) Service, namely :—

PART I—GENERAL

1. These rules may be called the Haryana Excise and Taxation Department (Group A) Service Rules, 1982. Short title.

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

(a) "Appendix" means an Appendix to these rules ;

(b) "Commission" means the Haryana Public Service Commission ;

(c) "Government" means the Haryana Government in the Administrative Department ;

(d) "Service" means the Haryana Excise and Taxation Department, (Group A) Service.

PART II—RECRUITMENT TO SERVICE

3. The Service shall comprise the posts shown in Appendix A ; Number and Character of posts.

Provided that nothing in these rules shall affect the right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scale of pay, either permanently or temporarily.

4. Appointments to the posts in the Service shall be made by the Government. Appointing Authority.

5. (1) Recruitment to the Service shall be made— Method of recruitment.

(a) in the case of Joint Excise and Taxation Commissioner,—

(i) by promotion from amongst the Deputy Excise and Taxation Commissioners having worked as such for a minimum period of two years ; or

(ii) by transfer or deputation of an officer already in the service of Government of India or of the State Government ;

(b) in the case of Deputy Excise and Taxation Commissioner,—

(i) by promotion from amongst Excise and Taxation Officers having worked as such for a minimum period of five years ;

(ii) by transfer or deputation of an officer already in the service of the Government of India or of a State Government.

(2) Appointment by promotion to any post in the Service shall be made on merit basis with due regard to seniority.

Disqualifications.

6. (1) No person—

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

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

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

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

Probation.

7. (1) Persons appointed to any post in the Service shall remain on probation for a period of one year :

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 the 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 laid 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 and conduct of a person during the period of probation is not satisfactory, it may revert him to his former post or 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) 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 his opinion, been not satisfactory —

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

(ii) 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 two years.

8. Seniority inter-se of members of the Service shall be determined separately 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 two or more members appointed on the same day, the seniority shall be determined as follows :—

(a) a member appointed by promotion shall be senior to a member appointed by transfer ;

(b) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(c) 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 the previous appointment, and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

Liability to serve.

9. A member of the Service shall be liable to serve under the State Government in any place whether within or outside the State of Haryana, as he is ordered so to do by the Government.

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 ; or

(ii) the Central Government or a company, association or 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 required to serve the Centre or any other State Government or any organisation or bodies referred to in clauses (ii) or (iii) except with his consent.

Pay, leave, pension or other matters.

10. 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.

Disciplinary penalties and appeals.

11. (1) In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time :

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties 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 B.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 10 of the said rules shall be as specified in Appendix C.

Vaccination.

12. Every officer of the Service shall get himself vaccinated and re-vaccinated if and when the Government so directs by a special or general order.

Oath of Allegiance.

13. 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 Dispensation.

14. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Repeal and saving.

15. The provisions contained in the Punjab Excise and Taxation Department (State Service Class-II) Rules, 1956, in so far as they apply to the post of Deputy Excise and Taxation Commissioner, are 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 provision of these rules.

Special Provisions.

16. 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.

APPENDIX A

(See rule 3)

Serial No.	Description of posts	Number of posts			Scale of pay (Rs.)
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Joint Excise and Taxation Commissioner	2	2	4	As 1,700—50—2,000—75—2,150 plus Rs. 250 Special Pay for Jt. E.T.C. (H.Q.) and Principal, Training School.
2	Deputy Excise and Taxation Commissioner.	7	7	16	As. 1,400—50—1,850—60—1,950 plus Rs. 150 Special Pay for E.T.C. (H.Q.) and Principal, H.Q.

APPENDIX B

[See rule 11(1)]

Serial No.	Description of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty
1	Joint Excise and Taxation Commissioner	Government	(a) Warning with a copy on personal file ;	Government
2	Deputy Excise and Taxation Commissioner		(b) censure ;	
			(c) withholding of increments or promotion including stoppage at an efficiency bar,	
			(d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders;	
			(e) reduction to a lower post or to a time scale or to a lower stage in a time scale ;	
			(f) removal from the service which does not disqualify from future employment ;	
			(g) dismissal from the service which does ordinarily disqualify from future employment	

भाग III

हरियाणा सरकार

सरकारी तथा कराधान विभाग

अधिसूचना

दिनांक 26 जून, 1983

सं० सा०का०नि० 44 संविधान/अनुच्छेद 309/83.—भारतीय संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त की गई शक्तियों तथा इस निमित्त उन्हें समर्थ बनाने वाली अन्य शक्तियों का प्रयोग करते हुए हरियाणा के राज्यपाल, हरियाणा सरकारी तथा कराधान विभाग (ग्रुप क) सेवा नियम 1982, को पुनः संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. ये नियम हरियाणा सरकारी तथा कराधान विभाग (ग्रुप क) सेवा (प्रथम संशोधन) नियम, 1983, कहे जा सकते हैं।

2. हरियाणा सरकारी तथा कराधान विभाग (ग्रुप क) सेवा नियम, 1982, (जिसे इसके बाद उक्त नियम कहा गया है) के नियम 5 में उपनियम (1) में, विद्यमान खण्ड (क) को खण्ड (कक) के रूप में पुनः संख्यांकित किया जायेगा और इस प्रकार पुनः संख्यांकित खण्ड (कक) से पूर्व निम्न खण्ड अन्तःस्थापित किया जाएगा, अर्थात्:—

"(क) पत्तन सरकारी तथा कराधान आयुक्त की दशा में,—

(i) उन संयुक्त सरकारी तथा कराधान आयुक्तों में से पदोन्नति द्वारा जिन्होंने इस रूप में कम से कम दो वर्ष तक काम किया हो; या

(ii) पहले से भारत सरकार की या राज्य सरकार की सेवारत किसी अधिकारी के प्रतिनियुक्ति द्वारा।"

3. उक्त नियमों में, परिशिष्ट क में विद्यमान प्रपत्र 1 तथा 2 को, क्रमशः 2 तथा 3 के रूप में पुनः संख्यांकित किया जाएगा और इस प्रकार पुनः संख्यांकित 2 से पूर्व निम्नलिखित क्रमांक तथा उसके सामने प्रविष्टियां रखी; स्थापित की जाएंगी, अर्थात्:—

क्रमांक	पदों का ब्यौरा	पदों की संख्या		जोड़	वेतनमान
		स्थायी	अस्थायी		
1	2	3	4	5	6
1	पत्तन सरकारी तथा कराधान आयुक्त	—	1	1	2,000—2,500 रु० तथा 200 रु० विशेष वेतन

HARYANA GOVERNMENT

[illegible]

Notification

The 26th June, [illegible]

No. GSR 44-[illegible]/Article 309.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling in this behalf, the Governor of Haryana makes the following rules further to amend the Haryana Excise and Taxation Department (Group A) Service Rules, 1982, namely :—

1. [illegible] Haryana Excise and Taxation Department (Group A) Service (First Amendment) Rules, 1983.

2. In the Haryana Excise and Taxation Department (Group A) Service Rules, 1982 (hereinafter called the said Rules), in rule 5, in sub-rule (1), the existing clause (a) shall be renumbered as clause (aa) and before clause (aa) as so renumbered, the following clause shall be inserted, namely :—

"(a) in the case of Additional Excise and Taxation Commissioner,—

(i) by promotion from amongst the Joint Excise and Taxation Commissioners having worked as such for a minimum period of two years; or

(ii) by transfer or deputation of an officer already in the service of the Government of India or of the State Government."

In the said rules, in Appendix A, for the entire serial number 1 and 2 shall be renumbered as 3 and 4 respectively, and before serial number 3 as so renumbered, the following serial number and entries relating thereto shall be inserted, namely :—

Serial No.	Description of posts	Number of posts		Total	Scale of pay
		Permanent	Temporary		
1	2	3	4	5	6
1	Additional Excise and Taxation Commissioner		1	1	Rs. 2,100—[illegible] Rs. 200 [illegible]

4. In the said rules, in Appendix B, the existing serial numbers 1 and 2 shall be renumbered as 2 and 3, respectively and before serial number 2 as so renumbered the following serial number and entry there against shall be inserted, namely :—

Serial No.	Description of posts
1	2
"1	Additional Excise and Taxation Commissioner."

5. In the said rules, in Appendix C, existing serial numbers 1 and 2 shall be renumbered as 2 and 3 respectively and before serial number 2 as so renumbered the following serial number and entry there against shall be inserted, namely :—

Serial No.	Description of posts
1	2
"1	Additional Excise and Taxation Commissioner".

L. C. GUPTA,

Secretary to Government, Haryana,
Excise and Taxation Department.

98-D LR(H.—Govt. Press, U.T., Chd.

हरियाणा सरकार

सचिवालय प्रशासन विभाग

अधिसूचना

दिनांक 8 अगस्त, 1988

[illegible] 32/शविं/[illegible] 3[illegible]/88.—भारत के संविधान के अनुच्छेद 309 [illegible] प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल एतद्द्वारा [illegible] सचिवालय विभाग (वृत्त [illegible]) नियम, [illegible] में निम्नलिखित व्यक्तियों की भर्ती [illegible] को विनियमित करने वाले निम्नलिखित नियम बनाते हैं, अर्थात्—

[illegible]

[illegible] नियम (क्रम [illegible]) सेवा नियम, [illegible] बनते हैं। — संक्षिप्त नाम तथा लागूकरण।

(ii) [illegible] सेवा के प्रारंभ [illegible] लागू होंगे, परन्तु यह इनमें से कोई नियम [illegible] सचिवालय, [illegible] के प्रथम दिवस से तुरन्त पूर्व सेवा करने के कुशलक्षेम [illegible] है, ऐसे व्यक्ति पर उक्त तिथि से पूर्व लागू नियम, जो सेवा शर्तों के बारे में, [illegible] से न कोई भी [illegible] सेवा शर्तों पर कुप्रभाव डालता है, वर्ते [illegible] कर्मचारी (अनुशासन और अपील) नियम, 1966, की प्रयोजनार्थ [illegible] के अनुसार न किया जाए।

परिभाषाएं।

(1) इन नियमों में जब तक संदर्भ से अन्यथा अपेक्षित न हो,

(क) "अध्यक्ष" से अभिप्रेत है, हरियाणा विधान सभा सचिवालय,

(ख) "सचिवालय" से अभिप्रेत है, अध्यक्ष द्वारा स्थापित सचिवालय, हरियाणा,

(ग) "पीठासीन अधिकारी" से अभिप्रेत है, कोई भी व्यक्ति जो, सेवा में से पदाभिहित [illegible] किसी राज्य सरकार की सेवा में पहले से रहे किसी [illegible] की गई हो

(घ) "नियम" से अभिप्रेत है, यथास्थिति विधान में हरियाणा सरकार [illegible]

(ङ) "नियुक्ति" से अभिप्रेत है —

(i) हरियाणा राज्य में लागू व्यक्ति द्वारा स्थापित कोई सचिवालय ; या

(ii) [illegible] के प्रशासन के संबंध सरकार द्वारा [illegible] कोई अन्य [illegible]।

[illegible]

भाग—II—[illegible]

[illegible]

[illegible]

[illegible]

(क) [illegible]

(ख) [illegible]

(ग) [illegible]

(घ) [illegible] 1962 [illegible]

(ङ) [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

(ii) [illegible] है, और

(iii) [illegible] / [illegible] होगा ।

(ख) [illegible]

(i) ३३ ⅓ प्रतिशत [illegible] द्वारा; और

(ii) [illegible] द्वारा; और

(ग) [illegible] द्वारा, या

(घ) [illegible] / [illegible] द्वारा, या

(iii) पहले से ही किसी राज्य सरकार या संघ सरकार के अधीन किसी कर्मचारी/अधिकारी को [illegible] द्वारा ;

(ii) [illegible] भर्ती [illegible] / [illegible] / कोई [illegible] नहीं करेगा ।

(iii) सीधी भर्ती द्वारा [illegible] के मामलों में [illegible] आयोग [illegible] / [illegible] और [illegible] / [illegible] है ।

10. (1) पद पर [illegible] नियुक्त व्यक्ति, चाहे वह सीधी भर्ती द्वारा [illegible] दो वर्ष की अवधि के लिए परिवीक्षा पर रहेगा ।

परन्तु,

(क) ऐसी नियुक्ति से पूर्व किसी समान या उच्चतर पद पर [illegible] की गई कोई [illegible] परिवीक्षा की अवधि में गिनी जायेगी,

(ख) स्थानापन्न, [illegible] नियुक्ति [illegible] / [illegible] / [illegible] / [illegible] है, और

(ग) [illegible] / [illegible] / [illegible] / [illegible] नहीं होगा ।

(2) यदि नियुक्ति प्राधिकारी की राय में परिवीक्षा अवधि के दौरान किसी व्यक्ति का कार्य या आचरण संतोषजनक नहीं रहा है, तो वह,—

(क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया है तो उसकी सेवाएं समाप्त कर सकता है, और

(ख) यदि ऐसा व्यक्ति [illegible] नियुक्त किया गया हो, तो,—

(i) उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है, या

(ii) उसके सम्बन्ध में ऐसी अन्य कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन और शर्तें अनुमत करें ।

(3) किसी व्यक्ति की परिवीक्षा अवधि पूरी होने पर नियुक्ति प्राधिकारी,—

(क) यदि उसका कार्य या आचरण उसकी राय में संतोषजनक रहा हो, तो,—

(i) उस व्यक्ति को, यदि वह किसी स्थायी रिक्ति पर नियुक्त किया गया हो, उसकी नियुक्ति की तारीख से पुष्ट कर सकता है, या

(ii) यदि कोई स्थायी रिक्ति न हो, तो घोषित कर सकता है कि उसने अपनी परिवीक्षा अवधि संतोषजनक रूप से पूरी कर ली है, या

(ख) यदि उसका कार्य या आचरण उसकी राय में संतोषजनक न रहा हो, तो,—

(i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे सेवा से [illegible] सकता है, यदि अन्यथा नियुक्त किया गया हो तो उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है या उसके सम्बन्ध में ऐसी अन्य कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन और शर्तें अनुमत करें, या

(ii) उसकी परिवीक्षा अवधि बढ़ा सकता है और उसके बाद ऐसा आदेश पास कर सकता है जो वह परिवीक्षा की प्रथम अवधि की समाप्ति पर पास कर सकता था :

परन्तु परिवीक्षा की कुल अवधि, जिसमें बढ़ाई गई अवधि, यदि कोई हो, भी है, तीन वर्ष से अधिक नहीं होगी ।

[illegible]

[illegible] किए जा सकेंगे [illegible]

[illegible] सेवा [illegible] नहीं किया जाएगा।

[illegible] निम्नलिखित [illegible] की अपेक्षा —

(क) [illegible]

(ख) [illegible] द्वारा [illegible]

(ग) [illegible] सरकार [illegible] किया गया हो, और

(घ) [illegible] सरकार [illegible] की [illegible]

सेवा करने का दायित्व।

12. [illegible] सेवा का कोई सदस्य [illegible]

[illegible] किया जा सकता है [illegible]

(1) [illegible]

[illegible]

[illegible] जाएगा।

13. वेतन, छुट्टी, पेंशन तथा अन्य सभी मामलों [illegible] के सम्बन्ध में [illegible] नहीं किया गया है, सेवा के सदस्य [illegible] भारत के संविधान के [illegible] किसी विधि के अधीन [illegible]

वेतन, छुट्टी, पेंशन तथा अन्य मामले

14. (1) अनुशासन, शास्तियों तथा अपीलों के [illegible] शासित होंगे।

अनुशासन, शास्तियां तथा अपीलें।

परन्तु ऐसी शास्तियों का स्वरूप, जो लगाई जा सकती है, [illegible] सक्षम प्राधिकारी [illegible] भारत के संविधान के [illegible] किसी विधि या नियमों के उपबन्धों के अधीन [illegible] में विनिर्दिष्ट है।

(2) हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987 के [illegible] नियम [illegible] के खंड (क), (ख) के [illegible] विनिर्दिष्ट [illegible]

15. [illegible] सेवा का कोई सदस्य [illegible] में प्रशिक्षण लेगा।

सेवा के सदस्यों का प्रशिक्षण।

16. (1) सेवा का प्रत्येक सदस्य अपनी नियुक्ति [illegible] विनिर्दिष्ट [illegible] और शर्तों के अनुसार विभागीय परीक्षा पास करेगा।

विभागीय परीक्षा।

परन्तु [illegible] हरियाणा [illegible] 1984 [illegible] नहीं होगा।

[illegible]

[illegible]

(2) [illegible] किसी [illegible] को [illegible] से छूट प्रदान कर सकता है।

(3) यदि कोई [illegible] जिसे [illegible] से छूट प्रदान न की गई हो [illegible] के अंतर्गत विद्युतीय [illegible] करने में [illegible] हो तो उसे [illegible] किया जाने [illegible] है।

[illegible]

17. [illegible] अनुबंध, [illegible] अनिवार्य।

[illegible]

18. [illegible] के [illegible] अनुबंध, [illegible] के [illegible] अनिवार्य।

[illegible]

19. [illegible] के [illegible] अधिकार [illegible] अधिकार [illegible] सकते हैं।

[illegible]

20. इन नियमों में किसी बात के होते हुए भी [illegible] प्राधिकारी, यदि वह विद्युतीय [illegible] के [illegible] तथा [illegible] करती है तो वह ऐसा कर सकता है।

[illegible]

21. इन नियमों में ही कुछ बोर्ड बाद राज्य सरकार द्वारा इस सम्बन्ध में समय समय पर [illegible] के अनुसार अनुसूचित जातियों, पिछड़े वर्गों, [illegible] व्यक्तियों पर लागू [illegible] किसी [illegible] के लिए [illegible] के लिए [illegible] संस्थाओं तथा [illegible] को प्रभावित नहीं करेगी :

परन्तु इस प्रकार किये गये [illegible] की कुल संख्या किसी भी समय [illegible] से अधिक नहीं होगी।

[illegible]

22. [illegible] सरकार [illegible] अधिनियम, 1956 [illegible] निरसित किये जाते हैं।

[illegible]

[illegible]

[illegible]

(1) [illegible]

(2) [illegible]

टिप्पणी [illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
9	[illegible]	[illegible]	[illegible]
10	[illegible]	2 सप्ताह	[illegible]
11	[illegible]	2 सप्ताह	[illegible]
12	[illegible]	2 सप्ताह	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
13	[illegible]	[illegible]	[illegible]
14	[illegible]	2 सप्ताह	[illegible]

[illegible]

[illegible]

आयुक्त एवं सचिव, हरियाणा सरकार,
कार्मिक एवं प्रशासनिक विभाग।

GAZETTE OF GOVERNMENT

NOTICE

PART I GENERAL

Short title and commencement.

(1) This [illegible] may be cited as the [illegible] Regulations, 1965.

Definitions.

(2) In these [illegible] unless the context otherwise requires—

(a) "Commission" means the Public Service Commission [illegible]

(b) "Director" means the Director of Personnel [illegible]

(c) "Government" means the Government of Tanzania [illegible] Government;

(d) "Minister" means the Minister for Government [illegible]

(e) "Officer" means—

(i) [illegible]

(ii) [illegible]

(iii) [illegible]

(iv) [illegible]

PART II RECRUITMENT TO SERVICE

Number and character of vacancies.

3. The Service shall [illegible] vacancies [illegible] rules:

Provided that [illegible] of the Government to make [illegible] such posts or to create new posts which [illegible] of a greater number than [illegible]

Suitability, fitness and character of candidates appointed to the Service.

4. No person [illegible] be [illegible]

(a) [illegible]
(b) [illegible]
(c) [illegible]
(d) a Tanzanian refugee who [illegible] January, 1962 [illegible] in Tanzania;

(e) a person of Indian origin who [illegible] 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 falling in any of the categories (b), (c), (d) or (e) shall be [illegible] in order to favour [illegible] of eligibility [illegible] by the Government.

(2) A person is deemed [illegible] eligibility is necessary [illegible] admitted to an examination or interview conducted by the Commission, or any other recruiting authority for the purpose of appointment may be given only after the necessary [illegible] by the Government.

(3) No person [illegible] Service [illegible] Tanzanian [illegible] other responsible [illegible] with [illegible] political [illegible]

[illegible]

[illegible]

Provided [illegible]

[illegible]

1. [illegible] within the prescribed period, he shall be [illegible] to be removed [illegible] the case may be.

Vacation [illegible]

17. Every member of the Service shall get [illegible] and [illegible] when the Government so directs by a special or [illegible] order.

Oath of allegiance

18. Every new member of the Service, or less 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

19. Where the Government is satisfied 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

20. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions at the time of appointment. [illegible]

Reservations

21. Nothing contained in these rule shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time:

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

Repeal and saving

22. The Punjab Excise and Taxation Department (State Service Group-B) Rules, 1958 are hereby repealed.

[illegible]

[illegible]

[illegible]

[illegible]

See rule 1

Serial No.	[illegible]	Number of posts reserved for Scheduled Castes	Number of posts reserved for Backward Classes	Number of posts reserved for Ex-Servicemen	Scale of pay
1	2	3	4	5	6
1	Excise & Taxation Officer	[illegible]	[illegible]	[illegible]	Rs. [illegible] to [illegible]
2	Assistant Excise & Taxation Officer	[illegible]	[illegible]	[illegible]	Rs. [illegible] to [illegible]

No.

[illegible]

[illegible] Assistant Excise and Taxation Officer or Senior Scale Stenographers [illegible] the 1st day of January immediately before the [illegible] shall be considered for appointment [illegible]

Appointing authority

[illegible] in the Service shall be made by the Government.

Qualification

5. No person shall be appointed to any post in the Service unless he is in the possession of qualifications and experience specified in column 3 of Appendix [illegible] to these rules in the case of direct recruitments and those specified in column 4 of the aforesaid Appendix in the case of promotion or other than by direct recruitment.

Disqualifications

6. No Person—

(a) who has married or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living has married or contracted a marriage with such person

shall be eligible for appointment to any post in 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 that there are other grounds for doing so, exempt any person from the operation of this rule.

Method of recruitment.

9(1) Recruitment to the Service shall be made :

(i) in the case of Excise and Taxation Officer,

(a) (i) by promotion from amongst Assistant Excise and Taxation Officers, and

(ii) [illegible] by direct recruitment, [illegible]

(iii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India ;

(b) in the case of Assistant Excise & Taxation Officer—

(i) [illegible] by direct recruitment ; and

(ii) [illegible] by promotion from amongst the Taxation Inspectors;

(iii) by promotion from amongst the Excise Inspectors; and

(iv) [illegible] promotion from amongst the Assistants and Senior Scale Stenographers, or

(iii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India.

(2) All promotions unless otherwise provided shall be made on Seniority-cum-merit basis and Seniority shall confer no right to such promotion.

(3) The direct recruitment of the members of the Service shall be made through a competitive examination, for eligibility of which shall be the same as in the case of competitive examination conducted by the Commission for recruitment to Haryana Civil Services (Executive Branch) and allied Services.

Probation

10.(1) Person appointed to any post in the Service shall remain on probation for a period of two years if appointed by direct recruitment and one year, if appointed otherwise

Provided that—

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) any period of work in equivalent or higher rank, prior to appointment to 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 treated as period spent on probation but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.

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

(a) If such person is appointed by direct recruitment, dispense with his services ; and

(b) If such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit

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

(a) If his work or conduct has, in its opinion been satisfactory,—

(i) confirm such person from the date of his appointment if appointed against a permanent vacancy ;

(c) [illegible] 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 not been satisfactory,—

(i) dispense with his services, if appointed by direct recruitment, if appointed otherwise refer him to his former post or deal with him in such other manner, as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of first period of probation :

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

Seniority.

11. Seniority inter se of members of the Service shall be determined by the length of continuous service in 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 or any other recruiting authority, as the case may be, shall not be disturbed in fixing the seniority :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are alike the same, then by the length of 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. [illegible]

(2) [illegible]

(i) [illegible]

(ii) [illegible] Central Government ;

(iii) any other State Government, or international organisation, autonomous body not controlled by the Government, or a private body :

Provided that no member of the Service shall be deemed to serve the Central or any other State Government or any organisation or body referred to in clause (ii) or clause (iii) except with his consent.

Pay, leave, etc. and other matters.

13. In respect of pay, leave, pension and other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules or regulations as may have been or may thereafter be, adapted 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.

Disciplinary penalties and appeals.

14. (1) In matters relating to disciplinary penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987 as modified from time to time:

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

2. The authority competent to pass an order as to clause (b) or clause (c) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, the appellate authority shall also be as specified in Appendix D to these rules.

Training of members of Service.

15. A member of Service appointed by direct recruitment shall undergo training for a period of one year and in such manner as specified in Appendix E.

Departmental examination.

16. (1) Every member of the Service shall within two years of his appointment, pass the departmental examination in accordance with the syllabus and other conditions set forth in Appendix F to these rules.

Provided that in the case of persons appointed to the service on or immediately before the issue of Punjab Government Excise and Taxation [illegible]

[illegible] Notification No. [illegible] S.O. [illegible] dated [illegible] the Revenue [illegible] period [illegible] departmental examination shall be three years.

Provided further that it shall not be necessary for a member to take departmental examination if he has already qualified in the higher standard in any or in all subjects of similar examination as Excise Sub Inspector, Excise Inspector or Taxation Inspector or Assistant Excise and Taxation Officer by obtaining not less than 66 per cent marks in individual subject.

2. The Government may exempt any member from passing the whole or any part of the examination after recording reasons for so doing.

3. If any member unless exempted fails to pass the departmental examination within the prescribed period, he shall be liable to be removed from Service or reverted to his former appointment, as the case may be.

Vaccination

17. Every member of the Service, shall get himself vaccinated and re-vaccinated if and when the Government so directs by a special or general order.

Oath of allegiance

18. 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.

19. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Special provision.

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

Reservations.

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

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

Repeal and savings

22. The Punjab Excise and Taxation Department (State Service Group-B) Rules, 1956 are hereby repealed.

APPENDIX

(See rule 3)

Serial No.	Designation of posts	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Excise & Taxation Officer	38	46	84	Rs. 2000—60—2300—EB—75—3200—100—3500
2.	Assistant Excise & Taxation Officer	131	26	157	Rs. 2000—60—2300—EB—75—3200

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

APPENDIX [illegible]

(see rule [illegible])

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1	2	3	4	5
1 [illegible]	[illegible]	[illegible]	Commissioner	Government
2 [illegible]	[illegible]	[illegible]	[illegible]	[illegible]

1	2	3	4	5	6
			(viii) reduction to a lower scale of pay, grade, post or service which shall not ordinarily be a bar to the restoration 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 ;		
			(viii) compulsory retirement ;		
			(ix) removal from service which shall not be a disqualification for future employment under the Government ;		
			(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		

SCHEDULE

(See rule 8(2))

Serial No.	Designation of Officer	Nature of order	Authority empowered to make the order
1	2	3	4
1	Excise & Taxation Officer	By reducing or withholding the pension or additional pension admissible under the rules prevailing prior to [illegible]	Government
2	Assistant Excise & Taxation Officer	By terminating the appointment otherwise than on superannuation	Government

APPENDIX-I

(See rule 16)

Syllabus and other conditions relating to departmental examination of the Officers of the Haryana Excise and Taxation Department

1. A departmental examination for the Officers of the Excise and Taxation Department will be held twice a year, in the month of February, June and October or in such other months as may be notified by the Excise and Taxation Commissioner, Haryana. The exact dates and place of examination will be notified in the Haryana Government Gazette.

2. The Deputy Excise and Taxation Commissioner, Excise and Taxation Officers and Chief Examiner, Delhi shall forward to the Excise and Taxation Commissioner, Haryana, the names of officers who intend to sit for the examination, together with the subjects in which they wish to be examined, before the date which shall be communicated to them by the Excise and Taxation Commissioner, Haryana.

3. The examination will be conducted by the General Committee of Examinations, Haryana.

4. The papers will be set, answers examined and marks awarded by the examiners appointed by the Excise and Taxation Commissioner with the approval of the Haryana Government.

5. The answer books of the candidates will be forwarded by the Secretary, Central Committee of examinations, Haryana to the examiners appointed under conditions. The examiners will submit in a sealed cover their awards of marks, along with the answer books in original to the Secretary, Central Committee of Examinations, Haryana within two weeks from the date on which the examination closes. The Secretary will fill in the names of the examiners in the award Statements and forward them to the Excise and Taxation Commissioner, who will compile the results.

6. After each examination the names of successful candidates will be published in the Haryana Gazette Part I.

7. The following officers will be required to pass the examination :-

(a) Excise and Taxation Officers ;

(b) Assistant Excise and Taxation Officer ;

8. To pass the examination it will be necessary for a candidate to secure 66% marks in each subject.

Note. If a candidate obtains 75 per cent marks in any subject he shall be deemed to have passed in that subject with credit.

9. A paper of three hours duration (maximum marks shall be set in each of the following subject for the departmental examination

SUBJECT I Law of Crime

(1) Indian Penal Code, 1860 (Act 45 of 1860), Chapter I to V, IX to XI, XIII, XIV and XXIII ;

(2) Code of Criminal Procedure, 1973 (Act 2 of 1974), including Schedules including Chapters XVIII, XXV, XXVII, IV, VII and VIII ;

(3) Indian Evidence Act, 1872 except Chapters VI and VII ;

(4) The Punjab General Clauses Act, 1898.

(5) The protection of Civil Rights Act, 1955.

SUBJECT II Excise Law

(1) The Punjab Excise Act, 1914,

(2) The Punjab Local Opium Act, 1924,

(3) The Opium Act, 1878,

(4) The Dangerous Drugs Act 1930,

(5) The East Punjab Molasses Control Act, 1948,

(6) The Punjab Green Panchwar Act, 1951 (Section 26 only),

(7) The Medicinal and Toilet Preparations (Excise Duties) Act, 1955, and

(8) Notifications Orders and Rules issued under the Acts (1) to (7).

SUBJECT III Law Relating to Allied Taxes

(1) The Punjab Entertainments Duty Act, 1955 ;

(2) The Punjab Motor Spirit (Taxation of sales) Act, 1954;

(3) The Punjab Passengers and Goods Taxation Act, 1952,

(4) The Punjab Entertainments Tax (Cinematograph Shows) Act 1954.

SUBJECT IV Sales Tax Law and Practice

(1) The Haryana General Sales Tax Act, 1973 ;

(2) The Central Sales Tax Act, 1956,

(3) Notifications, Rules and Executive instructions issued under the Acts (1) and (2) above and

भाग-III

हरियाणा सरकार

आबकारी तथा कराधान विभाग

अधिसूचना

दिनांक 25 फरवरी, 2010

संख्या सा०का०नि० 5/सीवि०/अनु० 309/2010.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा आबकारी तथा कराधान विभाग (ग्रुप ख) सेवा नियम, 1988, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा आबकारी तथा कराधान विभाग (ग्रुप ख) सेवा (संशोधन) नियम, 2010 कहे जा सकते हैं।

2. हरियाणा आबकारी तथा कराधान विभाग (ग्रुप ख) सेवा नियम, 1988, के नियम 16 में,—

(क) उप-नियम (1) में,—

(i) "दो वर्ष" शब्दों के स्थान पर, "तीन वर्ष" शब्द प्रतिस्थापित किए जाएंगे;

(ii) प्रथम परन्तुक का लोप कर दिया जाएगा;

(ख) उप-नियम (2) का लोप कर दिया जाएगा; और

(ग) उप-नियम (3) में, "जिसे वह परीक्षा पास करने से छूट प्रदान न की गई हो" शब्दों का लोप कर दिया जाएगा।

रमेन्द्र जाखू,
वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,
आबकारी तथा कराधान विभाग।

[Authorised English Translation]

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 25th February, 2010

No. G. S. R. 5/Const./Art. 309/2010.—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 Haryana Excise and Taxation Department (Group-B) Service Rule, 1988, Namely :—

1. These rules may be called the Haryana Excise and Taxation Department (Group-B) Service (Amendment) Rules, 2010

2. In the Haryana Excise and Taxation Department (Group-B) Service Rule, 1988, in rule 16, —

(a) in sub-rule (1) —

(i) for the words "two years", the word "three years" shall be substituted;

(ii) first proviso shall be omitted ;

(b) sub rule (2) shall be omitted ; and

(c) in sub-rule (3), the words "unless exempted" shall be omitted.

RAMENDRA JAKHU,
Financial Commissioner and Principal Secretary to
Government, Haryana, Excise and Taxation Department.

भाग III

[illegible]

[illegible]

[illegible]

[illegible] दिसम्बर, 2011

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

(iii) किसी [illegible] सरकार या [illegible] सरकार को [illegible] हो [illegible] जिला अधिकारी/अधिकारी की [illegible] होगी।

(iv) [illegible] अधिकारी [illegible] होगा।

(v) [illegible] की सीधी भर्ती परिवीक्षा अवधि [illegible] जिला [illegible] (कार्यकारी शाखा) तथा [illegible] के [illegible] प्रशिक्षण [illegible] करेंगे।

3. [illegible] के [illegible] संख्या [illegible] निम्नानुसार [illegible] की जायेगी अर्थात्

1. [illegible]

2. [illegible]

3. [illegible]

रवीन्द्र बाबू

[illegible] सचिव, [illegible] सरकार,

[illegible]

[Authorised English Translation]

HARYANA GOVERNMENT

(EXCISE AND TAXATION DEPARTMENT)

Notification

The 21st December, 2011

No. G.S.R. 19/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 in pursuance of the Haryana Excise and Taxation Department (Group-B) Service Rules, 1988, namely :—

1. These rules may be called the Haryana Excise and Taxation Department (Group-B) Service (Amendment) Rules, 2011.

2. In the Haryana Excise and Taxation Department (Group-B) Service Rules, 1988 (hereinafter called the said rules), in clause (b) of sub-rule (1) of rule 9, the following clause shall be substituted, namely :—

"(b) in the case of Assistant Excise and Taxation Officer,

(i) 33 1/3% by direct recruitment; and

(ii) 50% by promotion from amongst the Taxation Inspectors;

(iii) by promotion from amongst the Excise Inspectors; and

(iv) by promotion of Excise Clerks as Superintendents :

Provided that Superintendent shall be eligible for promotion as Assistant Excise & Taxation Officer only after passing a departmental examination with 66% marks in each subject or,

(vi) by transfer or deputation of an officer/official already in service of any State Government or the Government of India."

3. In the said rules, in Appendix-B, under column 4, against serial number 2, for the entry, the following entry shall be substituted, namely :—

"3 years experience as Superintendent."

RAJENDRA JAITH,
Financial Commissioner and Principal
Secretary to Government, Haryana,
Excise & Taxation Department.

हरियाणा सरकार

सचिवालय प्रशासन विभाग

अधिसूचना

दिनांक 8 अगस्त, 1988

[illegible] 32/शविं/[illegible] 3[illegible]/88.—भारत के संविधान के अनुच्छेद 309 [illegible] प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल एतद्द्वारा [illegible] सचिवालय विभाग (वृत्त [illegible]) नियम, [illegible] में निम्नलिखित व्यक्तियों की भर्ती [illegible] को विनियमित करने वाले निम्नलिखित नियम बनाते हैं, अर्थात्—

[illegible]

[illegible] नियम (क्रम [illegible]) सेवा नियम, [illegible] बनते हैं। — संक्षिप्त नाम तथा लागूकरण।

(ii) [illegible] सेवा के प्रारंभ [illegible] लागू होंगे, परन्तु यह इनमें से कोई नियम [illegible] सचिवालय, [illegible] के प्रथम दिवस से तुरन्त पूर्व सेवा करने के कुशलक्षेम [illegible] है, ऐसे व्यक्ति पर उक्त तिथि से पूर्व लागू नियम, जो सेवा शर्तों के बारे में, [illegible] से न कोई भी [illegible] सेवा शर्तों पर कुप्रभाव डालता है, वर्ते [illegible] कर्मचारी (अनुशासन और अपील) नियम, 1966, की प्रयोजनार्थ [illegible] के अनुसार न किया जाए।

परिभाषाएं।

(1) इन नियमों में जब तक संदर्भ से अन्यथा अपेक्षित न हो,

(क) "अध्यक्ष" से अभिप्रेत है, हरियाणा विधान सभा सचिवालय,

(ख) "सचिवालय" से अभिप्रेत है, अध्यक्ष द्वारा स्थापित सचिवालय, हरियाणा,

(ग) "पीठासीन अधिकारी" से अभिप्रेत है, कोई भी व्यक्ति जो, सेवा में से पदाभिहित [illegible] किसी राज्य सरकार की सेवा में पहले से रहे किसी [illegible] की गई हो

(घ) "नियम" से अभिप्रेत है, यथास्थिति विधान में हरियाणा सरकार [illegible]

(ङ) "नियुक्ति" से अभिप्रेत है —

(i) हरियाणा राज्य में लागू व्यक्ति द्वारा स्थापित कोई सचिवालय ; या

(ii) [illegible] के प्रशासन के संबंध सरकार द्वारा [illegible] कोई अन्य [illegible]।

[illegible]

भाग—II—[illegible]

[illegible]

(क) [illegible] का नागरिक, या

(ख) नेपाल की प्रजा, या

(ग) भूटान की प्रजा, या

(घ) तिब्बती [illegible] जो पहली जनवरी, 1962 से पहले भारत में [illegible] भारत में आया हो, या

(ङ) भारतीय मूल का [illegible] पाकिस्तान, बर्मा, श्रीलंका तथा [illegible]

[illegible]

[illegible]

(i) [illegible] कार्यालय [illegible] अनुभव [illegible] हो।

(ख) सहायक [illegible] प्रतिशत [illegible]

(i) 33 ½ प्रतिशत अंकों सहित [illegible] और

(ii) [illegible] और

(ग) [illegible] हो; और

(घ) संबंधित [illegible] हो; या

(iii) पहले से [illegible] किसी [illegible] अधिकारियों [illegible]

(iv) [illegible] कोई [illegible] प्रदान नहीं करेगा।

(v) सीधी भर्ती द्वारा [illegible] के लिए [illegible] द्वारा [illegible] है।

10. (1) सेवा में किसी पद पर नियुक्त व्यक्ति, यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो दो वर्ष की अवधि के लिए और यदि अन्यथा नियुक्त किया गया हो, तो एक वर्ष की अवधि के लिए परिवीक्षा पर रहेगा।

परन्तु

(क) ऐसी नियुक्ति से पूर्व किसी समान या उच्चतर पद पर [illegible] की गई कोई सेवा परिवीक्षा की अवधि में गिनी जायेगी;

(ख) स्थानापन्न आधार पर किसी नियुक्ति की अवधि [illegible] नियुक्ति प्राधिकारी के विवेक पर [illegible] गिनी जा सकती है; और

(ग) [illegible] परिवीक्षा [illegible] नहीं होगा।

(2) यदि नियुक्ति प्राधिकारी की राय में किसी व्यक्ति का कार्य या आचरण परिवीक्षा की अवधि के दौरान संतोषजनक नहीं रहा है, तो वह—

(क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसकी सेवाएं समाप्त कर सकता है; और

(ख) यदि ऐसा व्यक्ति अन्यथा नियुक्त किया गया हो, तो—

(i) उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है; या

(ii) उसके सम्बन्ध में ऐसी अन्य रीति से कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन और शर्तें अनुमत करें।

(3) किसी व्यक्ति की परिवीक्षा अवधि पूरी होने पर नियुक्ति प्राधिकारी,—

(क) यदि उसका कार्य या आचरण संतोषजनक रहा हो, तो—

(i) उस व्यक्ति को, यदि वह किसी स्थायी पद पर नियुक्त किया गया हो, उसकी नियुक्ति की तिथि से पुष्ट कर सकता है; या

(ii) यदि कोई स्थायी रिक्ति न हो, तो घोषित कर सकता है कि उसने अपनी परिवीक्षा सफलतापूर्वक पूरी कर ली है; या

(ख) यदि उसका कार्य या आचरण संतोषजनक न रहा हो तो,—

(i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे सेवा से पृथक कर सकता है, यदि अन्यथा नियुक्त किया गया हो तो उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है या उसके सम्बन्ध में ऐसी अन्य रीति से कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन तथा शर्तें अनुमत करें, या

(ii) उसकी परिवीक्षा अवधि बढ़ा सकता है और उसके बाद ऐसे आदेश कर सकता है जो वह परिवीक्षा की प्रथम अवधि की समाप्ति पर कर सकता था।

परन्तु परिवीक्षा की कुल अवधि, जिसमें बढ़ाई गई अवधि, यदि कोई हो, भी शामिल है, तीन वर्ष से अधिक नहीं होगी।

[illegible]

[illegible]

[illegible]

[illegible] —

(क) [illegible]

(ख) [illegible]

(ग) [illegible]

(घ) [illegible]

सेवा [illegible] का [illegible]।

[illegible]

[illegible]

(1) [illegible]

[illegible]

[illegible]

[illegible]

वेतन, छुट्टी, पेंशन तथा अन्य मामले

[illegible]

अनुशासन, शास्तियां तथा अपीलें।

14. (1) [illegible]

परन्तु [illegible]

(2) [illegible]

सेवा के सदस्यों का प्रशिक्षण।

15. [illegible]

विभागीय परीक्षा।

16. (1) [illegible]

परन्तु [illegible]

[illegible]

[illegible]

(2) [illegible] किसी [illegible] को [illegible] से छूट प्रदान कर सकता है।

(3) यदि कोई [illegible] जिसे [illegible] से छूट प्रदान न की गई हो [illegible] के अंतर्गत विद्युतीय [illegible] करने में [illegible] हो तो उसे [illegible] किया जाने [illegible] है।

[illegible]

17. [illegible] अनुबंध, [illegible] अनिवार्य।

[illegible]

18. [illegible] के [illegible] अनुबंध, [illegible] के [illegible] अनिवार्य।

[illegible]

19. [illegible] के [illegible] अधिकार [illegible] अधिकार [illegible] सकते हैं।

[illegible]

20. इन नियमों में किसी बात के होते हुए भी [illegible] प्राधिकारी, यदि वह विद्युतीय [illegible] के [illegible] तथा [illegible] करती है तो वह ऐसा कर सकता है।

[illegible]

21. इन नियमों में ही कुछ बोर्ड बाद राज्य सरकार द्वारा इस सम्बन्ध में समय समय पर [illegible] के अनुसार अनुसूचित जातियों, पिछड़े वर्गों, [illegible] व्यक्तियों पर लागू [illegible] किसी [illegible] के लिए [illegible] के लिए [illegible] संस्थाओं तथा [illegible] को प्रभावित नहीं करेगी :

परन्तु इस प्रकार किये गये [illegible] की कुल संख्या किसी भी समय [illegible] से अधिक नहीं होगी।

[illegible]

22. [illegible] सरकार [illegible] अधिनियम, 1956 [illegible] निरसित किये जाते हैं।

[illegible]

नियम VI [illegible]

(1) [illegible]

(2) [illegible]

टिप्पणी — [illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
1	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]
5	[illegible]	[illegible]	[illegible]
6	[illegible]	[illegible]	[illegible]
7	[illegible]	[illegible]	[illegible]
8	[illegible]	[illegible]	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
9	[illegible]	[illegible]	[illegible]
10	[illegible]	2 सप्ताह	[illegible]
11	[illegible]	2 सप्ताह	[illegible]
12	[illegible]	2 सप्ताह	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
13	[illegible]	[illegible]	[illegible]
14	[illegible]	2 सप्ताह	[illegible]

[illegible]

[illegible]

आयुक्त एवं सचिव, हरियाणा सरकार,
कार्मिक एवं प्रशासनिक विभाग।

GAZETTE OF GOVERNMENT

NOTICE

PART I GENERAL

Short title and commencement.

(1) This [illegible] may be cited as the [illegible] Regulations, 1965.

Definitions.

(2) In these [illegible] unless the context otherwise requires—

(a) "Commission" means the Public Service Commission [illegible]

(b) "Director" means the Director of Personnel [illegible]

(c) "Government" means the Government of Tanzania [illegible] Government;

(d) "Minister" means the Minister for Government [illegible]

(e) "Officer" means—

(i) [illegible]

(ii) [illegible]

(iii) [illegible]

(iv) [illegible]

PART II RECRUITMENT TO SERVICE

Number and character of vacancies.

3. The Service shall [illegible] vacancies [illegible] rules:

Provided that [illegible] of the Government to make [illegible] such posts or to create new posts which [illegible] of a greater number than [illegible]

Suitability, fitness and character of candidates appointed to the Service.

4. No person [illegible] be [illegible]

(a) [illegible]
(b) [illegible]
(c) [illegible]
(d) a Tanzanian refugee who [illegible] January, 1962 [illegible] in Tanzania;

(e) a person of Indian origin who [illegible] 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 falling in any of the categories (b), (c), (d) or (e) shall be [illegible] in order to favour [illegible] of eligibility [illegible] by the Government.

(2) A person is deemed [illegible] eligibility is necessary [illegible] admitted to an examination or interview conducted by the Commission, or any other recruiting authority for the purpose of appointment may be given only after the necessary [illegible] by the Government.

(3) No person [illegible] Service [illegible] Tanzanian [illegible] other responsible [illegible] with [illegible] political [illegible]

[illegible]

[illegible]

Provided [illegible]

[illegible]

1. [illegible] within the prescribed period, he shall be [illegible] to be removed [illegible] the case may be.

Vacation [illegible]

17. Every member of the Service shall get [illegible] and [illegible] when the Government so directs by a special or [illegible] order.

Oath of allegiance

18. Every new member of the Service, or less 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

19. Where the Government is satisfied 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

20. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions at the time of appointment. [illegible]

Reservations

21. Nothing contained in these rule shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time:

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

Repeal and saving

22. The Punjab Excise and Taxation Department (State Service Group-B) Rules, 1958 are hereby repealed.

[illegible]

[illegible]

[illegible]

[illegible]

See rule 1

Serial No.	[illegible]	Number of posts reserved for Scheduled Castes	Number of posts reserved for Backward Classes	Number of posts reserved for Ex-Servicemen	Scale of pay
1	2	3	4	5	6
1	Excise & Taxation Officer	[illegible]	[illegible]	[illegible]	Rs. [illegible] to [illegible]
2	Assistant Excise & Taxation Officer	[illegible]	[illegible]	[illegible]	Rs. [illegible] to [illegible]

No.

[illegible]

[illegible] Assistant Excise and Taxation Officer or Senior Scale Stenographers [illegible] the 1st day of January immediately before the [illegible] shall be considered for appointment [illegible]

Appointing authority

[illegible] in the Service shall be made by the Government.

Qualification

5. No person shall be appointed to any post in the Service unless he is in the possession of qualifications and experience specified in column 3 of Appendix [illegible] to these rules in the case of direct recruitments and those specified in column 4 of the aforesaid Appendix in the case of promotion or other than by direct recruitment.

Disqualifications

6. No Person—

(a) who has married or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living has married or contracted a marriage with such person

shall be eligible for appointment to any post in 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 that there are other grounds for doing so, exempt any person from the operation of this rule.

Method of recruitment.

9(1) Recruitment to the Service shall be made :

(i) in the case of Excise and Taxation Officer,

(a) (i) by promotion from amongst Assistant Excise and Taxation Officers, and

(ii) [illegible] by direct recruitment, [illegible]

(iii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India ;

(b) in the case of Assistant Excise & Taxation Officer—

(i) [illegible] by direct recruitment ; and

(ii) [illegible] by promotion from amongst the Taxation Inspectors;

(iii) by promotion from amongst the Excise Inspectors; and

(iv) [illegible] promotion from amongst the Assistants and Senior Scale Stenographers, or

(iii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India.

(2) All promotions unless otherwise provided shall be made on Seniority-cum-merit basis and Seniority shall confer no right to such promotion.

(3) The direct recruitment of the members of the Service shall be made through a competitive examination, for eligibility of which shall be the same as in the case of competitive examination conducted by the Commission for recruitment to Haryana Civil Services (Executive Branch) and allied Services.

Probation

10.(1) Person appointed to any post in the Service shall remain on probation for a period of two years if appointed by direct recruitment and one year, if appointed otherwise

Provided that—

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) any period of work in equivalent or higher rank, prior to appointment to 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 treated as period spent on probation but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.

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

(a) If such person is appointed by direct recruitment, dispense with his services ; and

(b) If such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit

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

(a) If his work or conduct has, in its opinion been satisfactory,—

(i) confirm such person from the date of his appointment if appointed against a permanent vacancy ;

(c) [illegible] 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 not been satisfactory,—

(i) dispense with his services, if appointed by direct recruitment, if appointed otherwise refer him to his former post or deal with him in such other manner, as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of first period of probation :

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

Seniority.

11. Seniority inter se of members of the Service shall be determined by the length of continuous service in 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 or any other recruiting authority, as the case may be, shall not be disturbed in fixing the seniority :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are alike the same, then by the length of 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. [illegible]

(2) [illegible]

(i) [illegible]

(ii) [illegible] Central Government ;

(iii) any other State Government, or international organisation, autonomous body not controlled by the Government, or a private body :

Provided that no member of the Service shall be deemed to serve the Central or any other State Government or any organisation or body referred to in clause (ii) or clause (iii) except with his consent.

Pay, leave, etc. and other matters.

13. In respect of pay, leave, pension and other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules or regulations as may have been or may thereafter be, adapted 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.

Disciplinary penalties and appeals.

14. (1) In matters relating to disciplinary penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987 as modified from time to time:

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

2. The authority competent to pass an order as to clause (b) or clause (c) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, the appellate authority shall also be as specified in Appendix D to these rules.

Training of members of Service.

15. A member of Service appointed by direct recruitment shall undergo training for a period of one year and in such manner as specified in Appendix E.

Departmental examination.

16. (1) Every member of the Service shall within two years of his appointment, pass the departmental examination in accordance with the syllabus and other conditions set forth in Appendix F to these rules.

Provided that in the case of persons appointed to the service on or immediately before the issue of Punjab Government Excise and Taxation [illegible]

[illegible] Notification No. [illegible] S.O. [illegible] dated [illegible] the Revenue [illegible] period [illegible] departmental examination shall be three years.

Provided further that it shall not be necessary for a member to take departmental examination if he has already qualified in the higher standard in any or in all subjects of similar examination as Excise Sub Inspector, Excise Inspector or Taxation Inspector or Assistant Excise and Taxation Officer by obtaining not less than 66 per cent marks in individual subject.

2. The Government may exempt any member from passing the whole or any part of the examination after recording reasons for so doing.

3. If any member unless exempted fails to pass the departmental examination within the prescribed period, he shall be liable to be removed from Service or reverted to his former appointment, as the case may be.

Vaccination

17. Every member of the Service, shall get himself vaccinated and re-vaccinated if and when the Government so directs by a special or general order.

Oath of allegiance

18. 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.

19. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Special provision.

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

Reservations.

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

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

Repeal and savings

22. The Punjab Excise and Taxation Department (State Service Group-B) Rules, 1956 are hereby repealed.

APPENDIX

(See rule 3)

Serial No.	Designation of posts	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Excise & Taxation Officer	38	46	84	Rs. 2000—60—2300—EB—75—3200—100—3500
2.	Assistant Excise & Taxation Officer	131	26	157	Rs. 2000—60—2300—EB—75—3200

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

APPENDIX [illegible]

(see rule [illegible])

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1	2	3	4	5
1 [illegible]	[illegible]	[illegible]	Commissioner	Government
2 [illegible]	[illegible]	[illegible]	[illegible]	[illegible]

1	2	3	4	5	6
			(viii) reduction to a lower scale of pay, grade, post or service which shall not ordinarily be a bar to the restoration 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 ;		
			(viii) compulsory retirement ;		
			(ix) removal from service which shall not be a disqualification for future employment under the Government ;		
			(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		

SCHEDULE

(See rule 8(2))

Serial No.	Designation of Officer	Nature of order	Authority empowered to make the order
1	2	3	4
1	Excise & Taxation Officer	By reducing or withholding the pension or additional pension admissible under the rules prevailing prior to [illegible]	Government
2	Assistant Excise & Taxation Officer	By terminating the appointment otherwise than on superannuation	Government

APPENDIX-I

(See rule 16)

Syllabus and other conditions relating to departmental examination of the Officers of the Haryana Excise and Taxation Department

1. A departmental examination for the Officers of the Excise and Taxation Department will be held twice a year, in the month of February, June and October or in such other months as may be notified by the Excise and Taxation Commissioner, Haryana. The exact dates and place of examination will be notified in the Haryana Government Gazette.

2. The Deputy Excise and Taxation Commissioner, Excise and Taxation Officers and Chief Examiner, Delhi shall forward to the Excise and Taxation Commissioner, Haryana, the names of officers who intend to sit for the examination, together with the subjects in which they wish to be examined, before the date which shall be communicated to them by the Excise and Taxation Commissioner, Haryana.

3. The examination will be conducted by the General Committee of Examinations, Haryana.

4. The papers will be set, answers examined and marks awarded by the examiners appointed by the Excise and Taxation Commissioner with the approval of the Haryana Government.

5. The answer books of the candidates will be forwarded by the Secretary, Central Committee of examinations, Haryana to the examiners appointed under conditions. The examiners will submit in a sealed cover their awards of marks, along with the answer books in original to the Secretary, Central Committee of Examinations, Haryana within two weeks from the date on which the examination closes. The Secretary will fill in the names of the examiners in the award Statements and forward them to the Excise and Taxation Commissioner, who will compile the results.

6. After each examination the names of successful candidates will be published in the Haryana Gazette Part I.

7. The following officers will be required to pass the examination :-

(a) Excise and Taxation Officers ;

(b) Assistant Excise and Taxation Officer ;

8. To pass the examination it will be necessary for a candidate to secure 66% marks in each subject.

Note. If a candidate obtains 75 per cent marks in any subject he shall be deemed to have passed in that subject with credit.

9. A paper of three hours duration (maximum marks shall be set in each of the following subject for the departmental examination

SUBJECT I Law of Crime

(1) Indian Penal Code, 1860 (Act 45 of 1860), Chapter I to V, IX to XI, XIII, XIV and XXIII ;

(2) Code of Criminal Procedure, 1973 (Act 2 of 1974), including Schedules including Chapters XVIII, XXV, XXVII, IV, VII and VIII ;

(3) Indian Evidence Act, 1872 except Chapters VI and VII ;

(4) The Punjab General Clauses Act, 1898.

(5) The protection of Civil Rights Act, 1955.

SUBJECT II Excise Law

(1) The Punjab Excise Act, 1914,

(2) The Punjab Local Opium Act, 1924,

(3) The Opium Act, 1878,

(4) The Dangerous Drugs Act 1930,

(5) The East Punjab Molasses Control Act, 1948,

(6) The Punjab Green Panchwar Act, 1951 (Section 26 only),

(7) The Medicinal and Toilet Preparations (Excise Duties) Act, 1955, and

(8) Notifications Orders and Rules issued under the Acts (1) to (7).

SUBJECT III Law Relating to Allied Taxes

(1) The Punjab Entertainments Duty Act, 1955 ;

(2) The Punjab Motor Spirit (Taxation of sales) Act, 1954;

(3) The Punjab Passengers and Goods Taxation Act, 1952,

(4) The Punjab Entertainments Tax (Cinematograph Shows) Act 1954.

SUBJECT IV Sales Tax Law and Practice

(1) The Haryana General Sales Tax Act, 1973 ;

(2) The Central Sales Tax Act, 1956,

(3) Notifications, Rules and Executive instructions issued under the Acts (1) and (2) above and

भाग-III

हरियाणा सरकार

आबकारी तथा कराधान विभाग

अधिसूचना

दिनांक 25 फरवरी, 2010

संख्या सा०का०नि० 5/सीवि०/अनु० 309/2010.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा आबकारी तथा कराधान विभाग (ग्रुप ख) सेवा नियम, 1988, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा आबकारी तथा कराधान विभाग (ग्रुप ख) सेवा (संशोधन) नियम, 2010 कहे जा सकते हैं।

2. हरियाणा आबकारी तथा कराधान विभाग (ग्रुप ख) सेवा नियम, 1988, के नियम 16 में,—

(क) उप-नियम (1) में,—

(i) "दो वर्ष" शब्दों के स्थान पर, "तीन वर्ष" शब्द प्रतिस्थापित किए जाएंगे;

(ii) प्रथम परन्तुक का लोप कर दिया जाएगा;

(ख) उप-नियम (2) का लोप कर दिया जाएगा; और

(ग) उप-नियम (3) में, "जिसे वह परीक्षा पास करने से छूट प्रदान न की गई हो" शब्दों का लोप कर दिया जाएगा।

रमेन्द्र जाखू,
वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,
आबकारी तथा कराधान विभाग।

[Authorised English Translation]

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 25th February, 2010

No. G. S. R. 5/Const./Art. 309/2010.—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 Haryana Excise and Taxation Department (Group-B) Service Rule, 1988, Namely :—

1. These rules may be called the Haryana Excise and Taxation Department (Group-B) Service (Amendment) Rules, 2010

2. In the Haryana Excise and Taxation Department (Group-B) Service Rule, 1988, in rule 16, —

(a) in sub-rule (1) —

(i) for the words "two years", the word "three years" shall be substituted;

(ii) first proviso shall be omitted ;

(b) sub rule (2) shall be omitted ; and

(c) in sub-rule (3), the words "unless exempted" shall be omitted.

RAMENDRA JAKHU,
Financial Commissioner and Principal Secretary to
Government, Haryana, Excise and Taxation Department.

भाग III

[illegible]

[illegible]

[illegible]

[illegible] दिसम्बर, 2011

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

(iii) किसी [illegible] सरकार या [illegible] सरकार को [illegible] हो [illegible] जिला अधिकारी/अधिकारी की [illegible] होगी।

(iv) [illegible] अधिकारी [illegible] होगा।

(v) [illegible] की सीधी भर्ती परिवीक्षा अवधि [illegible] जिला [illegible] (कार्यकारी शाखा) तथा [illegible] के [illegible] प्रशिक्षण [illegible] करेंगे।

3. [illegible] के [illegible] संख्या [illegible] निम्नानुसार [illegible] की जायेगी अर्थात्

1. [illegible]

2. [illegible]

3. [illegible]

रवीन्द्र बाबू

[illegible] सचिव, [illegible] सरकार,

[illegible]

[Authorised English Translation]

HARYANA GOVERNMENT

(EXCISE AND TAXATION DEPARTMENT)

Notification

The 21st December, 2011

No. G.S.R. 19/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 in pursuance of the Haryana Excise and Taxation Department (Group-B) Service Rules, 1988, namely :—

1. These rules may be called the Haryana Excise and Taxation Department (Group-B) Service (Amendment) Rules, 2011.

2. In the Haryana Excise and Taxation Department (Group-B) Service Rules, 1988 (hereinafter called the said rules), in clause (b) of sub-rule (1) of rule 9, the following clause shall be substituted, namely :—

"(b) in the case of Assistant Excise and Taxation Officer,

(i) 33 1/3% by direct recruitment; and

(ii) 50% by promotion from amongst the Taxation Inspectors;

(iii) by promotion from amongst the Excise Inspectors; and

(iv) by promotion of Excise Clerks as Superintendents :

Provided that Superintendent shall be eligible for promotion as Assistant Excise & Taxation Officer only after passing a departmental examination with 66% marks in each subject or,

(vi) by transfer or deputation of an officer/official already in service of any State Government or the Government of India."

3. In the said rules, in Appendix-B, under column 4, against serial number 2, for the entry, the following entry shall be substituted, namely :—

"3 years experience as Superintendent."

RAJENDRA JAITH,
Financial Commissioner and Principal
Secretary to Government, Haryana,
Excise & Taxation Department.

भाग-III

हरियाणा सरकार

[illegible] तथा कर्मचारी विभाग

अधिसूचना

[illegible], 2006

क्रमांक सा०का०नि० 32/संवि०/अनु० 329/2006.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा हरियाणा अभियंता तथा कर्मचारी विभाग, अधीनस्थ कार्यालय (ग्रुप सी) सेवा में नियुक्त व्यक्तियों की भर्ती तथा सेवा की शर्तों के विनियमन हेतु नीचे निम्नलिखित नियम बनाते हैं, अर्थात् :—

भाग-I-सामान्य—

1. ये नियम हरियाणा अभियंता तथा कर्मचारी विभाग अधीनस्थ कार्यालय (ग्रुप-सी) सेवा [illegible] कहे जाने हैं।

2. इन नियमों में, जब तक संदर्भ से अन्यथा अपेक्षित न हो,— परिभाषाएं :

(क) "आयोग" से अभिप्राय है, हरियाणा लोक सेवा आयोग ;

(ख) "अधिकारी" का अभिप्राय है, अभियंता तथा कर्मचारी अधिकारी, हरियाणा ;

(ग) "सीधी भर्ती" से अभिप्राय है, कोई भी नियुक्ति जो सेवा में से पदोन्नति या भारत सरकार अथवा किसी राज्य सरकार की सेवा में पहले से लगे किसी कर्मचारी के स्थानान्तरण से अन्यथा की गई हो ;

(घ) "सरकार" से अभिप्राय है, उपमंत्रिक विभाग में हरियाणा सरकार ;

(ङ) "कर्मचारी" से अभिप्राय है,—

(i) हरियाणा राज्य के कानून विधि द्वारा स्थापित कोई संस्थान ; या

(ii) इस नियम के प्रयोजन के लिये सरकार द्वारा मान्यता प्राप्त कोई अन्य संस्था ;

(च) "मान्यताप्राप्त विश्वविद्यालय" से अभिप्राय है,—

(i) भारत के विधि द्वारा निर्मित कोई विश्वविद्यालय ; या

(ii) कोई अन्य विश्वविद्यालय जो इन नियमों के प्रयोजन के लिये सरकार द्वारा मान्यताप्राप्त विश्वविद्यालय घोषित किया गया हो ;

(छ) "सेवा" से अभिप्राय है हरियाणा अभियंता तथा कर्मचारी विभाग अधीनस्थ कार्यालय (ग्रुप-सी) सेवा।

भाग-II—सेवा में भर्ती

3. [illegible] :

परन्तु [illegible] कोई भी [illegible] संस्था [illegible] या [illegible] [illegible] के लिए [illegible] के अनन्य [illegible] पर प्रभाव नहीं डालेगा।

4. [illegible] कोई भी व्यक्ति [illegible] में किसी पद पर तब तक नियुक्त नहीं किया जायेगा, जब तक कि वह निम्नलिखित न हो :—

(क) भारत का नागरिक ; या

(ख) नेपाल की प्रजा ; या

(ग) भूटान की प्रजा ; या

(घ) तिब्बत का शरणार्थी, जो [illegible] जनवरी, 1962 से पहले भारत में स्थायी रूप से बसने के आशय से आया हो ; या

(ङ) पाकिस्तान मूल का व्यक्ति, जो पाकिस्तान, बर्मा, श्रीलंका तथा कीनिया, युगांडा तथा तंजानिया के संयुक्त गणराज्य (यूनाइटेड रिपब्लिक ऑफ तंगानिका एंड जंजीबार), जाम्बिया, मलावी, जायरे और इथोपिया के किसी पूर्वी अफ्रीकी देश से प्रव्रजित होकर भारत में स्थायी रूप से बसने के आशय से आया है :

परन्तु प्रवर्ग (ख), (ग), (घ) या (ङ) के सम्बन्धित व्यक्ति ऐसा संबंधित होगा जिसके पक्ष में भारत सरकार द्वारा पात्रता का प्रमाण-पत्र जारी किया गया हो।

(2) कोई भी व्यक्ति जिसकी दशा में पात्रता का प्रमाण-पत्र जारी करना आवश्यक हो, आयोग या किसी उक्त भर्ती प्राधिकरण द्वारा तथा विहित रीति से राज्यपाल के लिए प्रतिवेदित किया जा सकता है परन्तु निर्दिष्ट का प्रस्ताव करते सरकार द्वारा आवश्यक पात्रता प्रमाण-पत्र जारी किये जाने के बाद ही दिया जा सकता है।

(3) कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त तब तक नहीं किया जायेगा जब तक कि वह अधिनियम के विश्वविद्यालय, महाविद्यालयों, विद्यालय या ऐसी संस्था के, यदि कोई हो, प्रधान शैक्षणिक अधिकारी से योग्यता प्रमाण-पत्र और दो ऐसे जन जिम्मेदार व्यक्तियों से जो उसके [illegible] हैं, किन्तु उसके व्यक्तिगत जीवन से उन्हें भली-भांति परिचित हों और जो उस विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था से सम्बन्धित न हों उसी प्रकार के प्रमाण-पत्र प्रस्तुत न करें।

5. कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा यदि वह आयोग या भर्ती प्राधिकरण जैसी भी स्थिति हो, को आवेदन-पत्र प्रस्तुत करने की अंतिम तिथि के ठीक पहले की तिथि को [illegible] की आयु से कम या [illegible] वर्ष की आयु से अधिक का हो।

6. [illegible] नियुक्ति [illegible] की जायेगी। नियुक्ति [illegible]

7. कोई भी [illegible] सेवा में किसी पद पर [illegible] नियुक्त नहीं किया जायेगा [illegible] [illegible]

परन्तु [illegible] नियुक्ति की दशा में, अनुपात [illegible] अर्हताओं में [illegible] के लिए [illegible] 33 प्रतिशत [illegible] दी जा सकती है [illegible] अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों तथा शारीरिक रूप से विकलांग व्यक्तियों के लिए [illegible] रिक्तियों को [illegible] के लिए [illegible] रखने [illegible] की [illegible] संख्या [illegible] करेंगे, ऐसा करने के लिए लिखित रूप में कारण दिये जायेंगे।

8. कोई भी व्यक्ति,— निर्वाचन।

(क) जिसने पति/पत्नी [illegible] पत्नी/पति को विवाह कर लिया है या विवाह की संविदा कर ली है ; या

(ख) जिसका पति/पत्नी के जीवित रहते हुए, किसी अन्य व्यक्ति से विवाह [illegible] विवाह की संविदा कर ली है,

[illegible] किसी पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु यदि सरकार की इस सन्तुष्टि हो जाये कि ऐसे व्यक्ति [illegible] विवाह के दूसरे पक्ष [illegible] लागू होने वाले विधि के अधीन ऐसा विवाह अनुज्ञेय है तथा ऐसा करने के अन्य प्रभाव नहीं हैं तो वह किसी व्यक्ति को इस नियम के लागू होने से छूट दे सकती है।

9. (1) [illegible] निम्नलिखित [illegible] की जायेगी,— नहीं का [illegible]

एक [illegible]

(i) राष्ट्रपति या [illegible] अनुसूचित जातियों में से एक [illegible] ; या

(ii) राज्य सरकार या [illegible] सरकार की सेवा में पहले से ही [illegible] किसी कर्मचारी के स्थानान्तरण या प्रतिनियुक्ति द्वारा।

(2) [illegible] जाति [illegible] न हो [illegible] एवं [illegible] के आधार पर [illegible] और [illegible] ऐसी [illegible] [illegible] कोई अधिकार प्रदान नहीं करेगी।

10. (1) सेवा में किसी भी पद पर नियुक्त व्यक्ति, यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो [illegible] की अवधि के लिए और यदि अन्यथा नियुक्त किया गया हो तो एक वर्ष की अवधि [illegible] पर रहेगा : परिवीक्षा।

परन्तु— [illegible]

(क) ऐसी नियुक्ति के बाद किसी अनुरूप या उपयुक्त पद पर प्रतिनियुक्ति पर भेजने की गई कोई अवधि, परिवीक्षा की अवधि में गिनी जायेगी ;

(ख) [illegible] किसी नियुक्ति की दशा में सेवा में किसी पद पर नियुक्ति के पहले किसी समकक्ष अथवा उच्चतर पद पर कि [illegible] नियोक्ता प्राधिकारी के [illegible] इस नियम के अधीन निर्धारित परिवीक्षा अवधि में विस्तार की अनुज्ञप्ति दी जा सकती है ; और

(ग) [illegible] नियुक्ति की कोई अन्य परिवीक्षा पर [illegible] की नई अवधि के रूप में गिनी जाएगी किन्तु कोई भी व्यक्ति जिसने ऐसे [illegible] को पूरा किया है, परिवीक्षा की विहित अवधि के पूरा होने पर, यदि उस किसी स्थाई पद पर नियुक्त न किया गया हो, मुक्त किए जाने का हकदार नहीं होगा।

(2) यदि, नियुक्ति प्राधिकारी की राय में उस व्यक्ति जो अवधि के दौरान किसी व्यक्ति का कार्य या आचरण सन्तोषजनक न रहा तो वह,

(क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उसकी सेवाओं से अलग कर सकता है ; और

(ख) यदि ऐसा व्यक्ति सीधी भर्ती से अन्यथा नियुक्त किया गया हो तो,—

(i) उसे उसके पूर्व पद पर प्रतिस्थापित कर सकता है ; या

(ii) उसके सम्बन्ध में किसी ऐसी अन्य रीति से कार्रवाई कर सकता है जो उसकी पूर्व नियुक्ति के नियमों तथा शर्तों अनुज्ञात करे।

(3) किसी व्यक्ति की परिवीक्षा अवधि पूरी होने पर, नियुक्ति प्राधिकारी,—

(क) यदि उसका कार्य या आचरण सन्तोषजनक रहा हो तो,

(i) ऐसे व्यक्ति को, यदि वह स्थाई रिक्ति पर नियुक्त किया गया हो, उसकी नियुक्ति की तिथि से पुष्टि कर सकता है ; या

(ii) यदि कोई स्थाई रिक्ति न हो तो घोषित कर सकता है कि उसने अपनी परिवीक्षा अवधि सन्तोषजनक ढंग से पूरी कर ली है ; या

(ख) यदि उसका कार्य या आचरण उसके राय में सन्तोषजनक न रहा हो तो,—

(i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे सेवा से अलग कर सकता है, यदि अन्यथा नियुक्त किया गया हो, तो उसे उसके पूर्व पद पर प्रतिस्थापित कर सकता है या उसके सम्बन्ध में ऐसी अन्य रीति से कार्रवाई कर सकता है जो उसकी पूर्व नियुक्ति के नियमों तथा शर्तें अनुज्ञात करे ;

[illegible] परिषद भवनों तक सकता है और उसके बाद ऐसे [illegible] कर सकता था :

परन्तु परिषद की कुल अवधि, जिसमें बढ़ाई गई अवधि भी, पांच वर्ष से अधिक नहीं होगी।

11. सेवा के सदस्यों की वरिष्ठता जेष्ठता किसी भी पद पर उसके लगातार सेवाकाल के अनुसार निश्चित की जाएगी : जेष्ठता।

परन्तु जहां सेवा में विभिन्न संवर्ग हों वहां ज्येष्ठता प्रत्येक संवर्ग के लिए अलग-अलग निश्चित की जाएगी :

परन्तु यह और कि सीधी भर्ती द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता नियत करते समय, जैसी भी स्थिति हो, आयोग या किसी अन्य भर्ती प्राधिकरण द्वारा निश्चित पात्रता क्रम परिवर्तित नहीं किया जाएगा :

परन्तु यह और कि एक ही तिथि को नियुक्त दो या दो से अधिक सदस्यों की दशा में, उनकी ज्येष्ठता निम्नलिखित रूप से निश्चित की जाएगी :—

(क) सीधी भर्ती द्वारा नियुक्त सदस्य पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा ;

(ख) पदोन्नति द्वारा नियुक्त सदस्य, स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा ;

(ग) पदोन्नति द्वारा अथवा स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता, ऐसी नियुक्तियों में से ऐसे सदस्यों की ज्येष्ठता के अनुसार निश्चित की जाएगी जिनसे वे पदोन्नति या स्थानान्तरित किए गए थे ; और

(घ) विभिन्न संवर्गों से स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में, उनकी ज्येष्ठता वेतन के अनुसार निश्चित की जाएगी, अभिप्राय ऐसे सदस्य को दिया जाएगा जो अपनी पहले की नियुक्ति में उच्चतर दर पर वेतन ले रहा था, और यदि मिलने वाले वेतन की दर भी समान हो तो उनकी ज्येष्ठता उनकी नियुक्तियों में उनके सेवाकाल के अनुसार निश्चित की जाएगी और यदि सेवाकाल भी समान हो तो आयु में बड़ा सदस्य छोटे सदस्य से ज्येष्ठ होगा।

12. सेवा का कोई सदस्य, नियुक्ति प्राधिकारी द्वारा, हरियाणा राज्य के भीतर अथवा उसके बाहर किसी भी स्थान पर, सेवा करने के लिए आदेश दिए जाने पर ऐसा करने के लिए बाध्य होगा। [illegible]

(2) सेवा के किसी सदस्य को सेवा के लिए नीचे लिखे अनुसार प्रतिनियुक्त किया जा

अथवा है. —

(i) किसी कम्पनी, संगम या व्यक्ति निकाय, चाहे वह निगमित हो या नहीं, जिसका पूरा या अधिकांश स्वामित्व या नियन्त्रण राज्य सरकार के पास हो या हरियाणा राज्य के भीतर स्थानीय निगम या स्थानीय प्राधिकरण या विश्वविद्यालय ;

(ii) केन्द्रीय सरकार या ऐसी कम्पनी, संगम या व्यक्ति निकाय जिसका या जिसमें से पूरा या अधिकांश स्वामित्व या नियन्त्रण केन्द्रीय सरकार के पास हो ; अथवा

(iii) किसी अन्य राज्य सरकार, अन्तर्राष्ट्रीय संगठन, स्थायी निकाय, जिसका नियन्त्रण सरकार के पास न हो अथवा गैर सरकारी निकाय :

परन्तु सेवा के किसी भी सदस्य को उसकी सहमति के बिना खण्ड (ii) या (iii) में निर्दिष्ट केन्द्रीय या किसी अन्य राज्य सरकार या किसी संगठन या निकाय में स्थान करने के लिए प्रतिनियुक्त नहीं किया जाएगा।

[illegible] अन्य मामले।

13. बशर्ते कि, पेंशन तथा सभी अन्य मामलों के सम्बन्ध में जिनका इन नियमों में स्पष्ट रूप से उपबन्ध नहीं किया गया है, सेवा के सदस्य ऐसे नियमों तथा विनियमों द्वारा नियंत्रित होंगे जो सक्षम प्राधिकारी द्वारा भारत के संविधान के अधीन या राज्य विधान मंडल द्वारा बनाई गई तथा उस समय जबकि किसी विधि के अधीन बनाए या बनाए गए हों, अथवा इसके बाद बनाये या बनाए जाएं।

अनुशासन, अपील तथा समीक्षा।

14. (1) अनुशासन, शास्तियों, तथा अपीलों से सम्बन्धित मामलों में सेवा के सदस्य सामान्य तथा संशोधित हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987 द्वारा नियंत्रित होंगे :

परन्तु ऐसी शास्तियों का स्वरूप, जो लगाई या लगानी है, ऐसी शास्तियां लगाने के लिए सक्षम प्राधिकारी तथा अपील प्राधिकारी, भारत के संविधान के अनुच्छेद 309 के अधीन बनाई गई किसी विधि या नियमों के उपबन्धों के अधीन रहते हुए वे होंगे जो इन नियमों के परिशिष्ट घ में विनिर्दिष्ट है।

(2) हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987 के नियम 9 के उपनियम (1) के खंड (ग) या खण्ड (घ) के अधीन आदेश करने के लिए सक्षम प्राधिकारी तथा अपील प्राधिकारी भी वह होंगे जो इन नियमों के परिशिष्ट घ में बताया गया है।

स्थान [illegible]।

15. सेवा का प्रत्येक सदस्य टीका लगवाएगा या जब सरकार किसी विशेष या साधारण आदेश द्वारा ऐसा निर्देश करे, पुनः टीका लगवाएगा।

[illegible] की [illegible]।

16. सेवा के प्रत्येक सदस्य से, जब तक उसने पहले भी भारत के प्रति तथा विधि द्वारा स्थापित भारत के संविधान के प्रति राजनिष्ठा की शपथ न ले ली हो ऐसा करने की अपेक्षा की जाएगी।

17. जहां सरकार की राय में इन नियमों की किसी व्यवस्था से ढील देना आवश्यक या न्यायोचित हो तथा वह कारण लिखकर आदेश द्वारा व्यक्तियों के किसी वर्ग या वर्गों के बारे में ऐसा कर सकती है। ढील देने की शक्ति।

18. इन नियमों में किसी बात के होते हुए भी, नेपुलिस परिचारिकी, आदि संबंधित कार्य पर अनुसूची अधिनियम में विशेष निकाय द्वारा भर्ती लागू होता है। विशेष अधिनियम।

19. इन नियमों में दी गई कोई बात राज्य सरकार द्वारा इस सम्बन्ध में समय समय पर जारी किये गए आदेशों के अनुसार अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों, अपंग व्यक्तियों या व्यक्तियों के किसी वर्ग या वर्गों को दिए जाने के लिए प्रोन्नति आरक्षण तथा अन्य रियायतों को प्रभावित नहीं करेगी। आरक्षण।

परन्तु इस प्रकार किये गए आरक्षणों की कुल प्रतिशतता किसी भी समय पचास प्रतिशत से अधिक नहीं होगी।

20. सेवा को लागू कोई विशेष तथा इन नियमों के से किसी के अनुरूप कोई नियम जो इन नियमों के प्रारम्भ से पूर्व लागू था, इसके तहत निरसित किया जाता है : निरसन तथा व्यावृत्ति।

परन्तु इस प्रकार से निरसित नियमों के अधीन किया गया कोई आदेश या की गई कोई कार्यवाही इन नियमों के अनुरूप उपबन्धों के अधीन किया गया आदेश समझा की गई कार्यवाही समझी जायेगी।

परिशिष्ट क

(विनियम [illegible])

[illegible]	पदों की संख्या			वेतनमान
	भाई	बहनें	कुल	
1	2	3	4	5
[illegible]	19	3	22	6500–200–10500–[illegible]–200–10900 रुपये

परिशिष्ट ख

[देखिए नियम 7]

पदनाम	सीधी भर्ती के लिए शैक्षणिक अर्हताएं तथा अनुभव, यदि कोई हो	सीधी भर्ती से भरवाने श्रेणियों के लिए शैक्षणिक अर्हताएं तथा अनुभव, यदि कोई हो
1	2	3
सहायक	—	पदोन्नति द्वारा सहायक या वरिष्ठ देवनागर आशुलिपिक के रूप में दस वर्ष का अनुभव। वरिष्ठ देवनागर आशुलिपिक की दशा में दस वर्ष के अनुभव में से सहायक के रूप में कम से कम छः वर्ष का अनुभव रखता हो। स्थानान्तरण या प्रतिनियुक्ति द्वारा। सहायक के रूप में दस वर्ष का अनुभव

परिशिष्ट ख

(देखिए नियम 14 (1))

पदनाम	नियुक्ति प्राधिकारी	शक्तियों का स्वरूप	दण्ड प्राधिकारी	अपील प्राधिकारी
1	2	3	4	5
अधीक्षक	सरकार	1. छोटी शास्तियां :—	आयुक्त	सरकार
		(क) वैयक्तिक फाईल (अभिलेख पंजी) का धनि रखते हुए चेतावनी,		
		(ख) परिनिन्दा ;		
		(ग) सवेतनवृद्धि रोकना		
		(घ) उपेक्षा या आदेशों के उल्लंघन द्वारा केन्द्रीय सरकार या राज्य सरकार को या ऐसी कम्पनी तथा संगम या स्वायत्त निकाय, चाहे वह निगमित हो या नहीं, जिसका पूर्ण या अधिकांश स्वामित्व या नियन्त्रण सरकार में निहित है, अथवा या राज्य विधानमण्डल के अधिनियम द्वारा स्थापित किसी स्थानीय प्राधिकरण या विश्वविद्यालय को हुई धन सम्बन्धी पूरी हानि की या उसके भाग की वसूली :		
		(ङ) संचयी प्रभाव के बिना वेतन वृद्धियां रोकना;		
		2. बड़ी शास्तियां :—		
		(क) संचयी प्रभाव सहित वेतन वृद्धियां रोकना;	सरकार	
		(ख) किसी विनिर्दिष्ट अवधि के लिए समयमान के निम्नतर पद पर अवनति ऐसे अतिरिक्त निदेशों सहित, कि क्या सरकारी कर्मचारी ऐसी अवनति की अवधि के दौरान वेतन वृद्धियां अर्जित करेगा या नहीं और क्या ऐसी अवधि की समाप्ति पर, ऐसी अवनति उसकी पहली वेतन वृद्धियां स्थगित करने का प्रभाव रखेगी या नहीं :		

1	2	3	4	5
		(ङ) निलम्बित वेतनमान, ग्रेड पद या स्केल पर ऐसी अवधि जो सरकारी कर्मचारी के उस समय वेतनमान, ग्रेड पद या स्केल पर, जिसमें वह स्थानान्तरित किया गया था, पदोन्नति के लिए उपयुक्त तय होगी, ऐसा निलम्बित ग्रेड भत्ता तथा अन्य सेवा के सरकारी कर्मचारी अधिनियम किया गया था उस पर अपनी सम्बन्धी और संघ की ज्येष्ठता तथा उस ग्रेड, पद या स्केल पर वेतन के बारे में शर्तों सम्बन्धी अतिरिक्त नियमों के साथ या उसके बिना होगा ;	सरकार	–
		(च) अनियमित सेवा निवृत्ति ;		
		(छ) सेवा से हटाया जाना जो सरकार के अधीन भावी नियोजन के लिए निर्हता नहीं होगी ;		
		(ज) सेवा से बर्खास्तगी जो सरकार के अधीन भावी नियोजन के लिए आमतौर पर निर्हता होगी।		

परिशिष्ट ख

(देखिए नियम 14 (2))

क्रम सं०	आदेश का स्वरूप	आदेश करने के लिए सक्षम प्राधिकारी
1	2	3
एकीकृत	(i) पैंशन को नियत करने वाले नियमों के अधीन सभी अनुज्ञेय सात न्यूनतिरिक्त पैंशन की राशि में वृद्धि करना या रोकना।	सरकार
	(ii) सेवा के किसी सदस्य की उसकी अक्षमता के लिए नियत आयु के होने से अन्यथा निवृत्ति को समर्थित।	

फलः एस०एस० सालिना,
नियुक्त एवं प्रधान सचिव, हरियाणा सरकार,
अध्यक्षारी तथा कल्याण विभाग।

[Authorised English Translation]

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 1st December, 2006

No. GSR 32/Const./Art. 309/2006.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Excise and Taxation Department, Subordinate Offices (Group B) Service, namely :—

PART I - GENERAL

1. These rules may be called the Haryana Excise and Taxation Department Subordinate Offices (Group B) Service Rules, 2006. Short title

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

(a) "Commission" means the Haryana Public Service Commission.

(b) "Commissioner" means the Excise and Taxation Commissioner, Haryana;

(c) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;

(d) "Government" means the Haryana Government in the Administrative Department;

(e) "institution" means, —

(i) any institution established by law in force in the State of Haryana, or

(ii) any other institution recognised by the Government for the purpose of these rules.

(f) 'recognised university' means.—

(i) any university incorporated by law in India; or

(ii) any other university which is declared by the Government to be a recognised university for the purpose of these rules.

(g) 'Service' means the Haryana Excise and Taxation Department Subordinate Offices (Group B) Service.

PART-II RECRUITMENT TO SERVICE

Number and Character of posts

3. The Service shall comprise the posts shown in Appendix A of these rules.

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of candidates appointment to Service

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 may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from 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 twenty one years or more than forty years of age, on or before the last date of submission of applications to Commission or the recruiting authority, as the case may be. Age.

6. Appointments to the posts in the Service shall be made by the Government. 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 2 of the Appendix B to these rules in the case of direct recruitment and those specified in column 3 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 reason for so doing in writing.

8. No person — 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.

Method of recruitment.

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

(a) in the case of Superintendents —

(i) by promotion from amongst Assistants or Senior Scale Stenographers, or

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

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

Probation.

10. (1) Persons appointed to any post in the Service shall remain on probation, for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise:

Provided that —

(a) any period, after such appointment spent on deputation in 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 services; and

(b) if such person is appointed otherwise than by direct recruitment—

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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

(a) if his work or conduct has, in its opinion, been satisfactory,—

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) if his work or conduct has, in its opinion, been not satisfactory,—

(i) dispense with his service, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation:

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

11. Seniority. Inter-se of the members of 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 such cadre

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Commission or any other recruiting authority, as the case may be, shall not be disturbed in fixing the seniority:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :—

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;

(b) a member appointed by promotion shall be senior to a member appointed by transfer.

(c) in the case of member appointed by promotion or by transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, older member shall be senior to the younger member.

Liability to serve

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve 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 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, an international organisation, an autonomous body not controlled by the Government, or a private body:

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clause (iii) or clause (iii) except with his consent.

Pay, leave, pension and other matters

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may thereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix D to these rules.

Vaccination

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

Oath of Allegiance.

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

Power of relaxation.

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

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 to do so.

Reservations.

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

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

Repeal and saving.

20. Any rule applicable to the Service and corresponding to any of these rules which is 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)

Designation of posts	Number of Posts			Scale of Pay
	Permanent	Temporary	Total	
1	2	3	4	5
Superintendent	19	3	22	Rs.6500-200-8500-EB-200-10500.

APPENDIX B

[See rule 7]

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
Superintendent		by promotion Ten years experience as Assistant or Senior Scale Stenographers. In case of Senior Scale Stenographer, out of ten years experience, he should have at least two years experience as an Assistant. By transfer or deputation — Ten years experience as Assistant.

APPENDIX C

[See rule 14(1)]

Designation of post	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority penalty
1	2	3	4	5
Superintendent	Government	**1. Minor penalties**:—	Commissioner	Government
		(a) warning with a copy in the personal file (character roll);		
		(b) censure;		
		(c) withholding of promotion;		
		(d) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to a company and association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State;		

1	2	3	4	5
		(e) withholding of increments of pay without cumulative effect;		
		2. Major penalties:—		
		(f) withholding of increments of pay with cumulative effect;		
		(g) reduction to a lower stage in a time scale of pay, for a specified period, with further direction as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;	Government	—
		(h) 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		

1	2	3	4	5
		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;		
		(i) compulsory retirement;	Government	—
		(j) removal from service which shall not be a disqualification for future employment under the Government;		
		(k) dismissal from service which shall be a disqualification for future employment under the Government		

APPENDIX D

(See rule 14(2))

Designation of posts	Nature of order	Authority empowered to make the order
1	2	3
Superintendent	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ; (ii) terminating the appointment otherwise than upon his attaining the age fixed for superannuation.	Government

L S M SALINS
Financial Commissioner and Principal Secretary to
Government Haryana, Excise and Taxation Department

[Published in the Haryana Government Gazette, Legislative Supplement, dated the 15th April, 1980]

Part III

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 9th April, 1980

No. G.S.R. 40/Const. Art. 309/80.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed as drivers in the Haryana Excise and Taxation Department, namely :—

PART I—GENERAL

1. These rules may be called the Haryana Excise and Taxation Department Drivers (State Service Group-C) Rules, 1980. Short title.

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

(a) "Board" means the Haryana Subordinate Services Selection Board ;

(b) "Commissioner" means the Excise and Taxation Commissioner, Haryana ;

(c) "direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the Service of the Government of India or any State Government ;

(d) "Government" means the Haryana Government in the Administrative Department ;

(e) "Service" means the Haryana Excise and Taxation Department Drivers (State Service Group-C) Service.

PART II—RECRUITMENT TO SERVICE

3. The Service shall comprise the posts shown in Appendix 'A' to these rules : Number and classes of posts in the Service.

Provided that nothing in these rules shall affect the inherent right of Government to make additions to or reduction 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 the Service, unless he is— Qualifications for appointment to the Service.

(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 [illegible] 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 and 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 categories (b), (c), (d), (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 Board or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued by the Government.

(3) No person shall be appointed to 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 by him, and similar certificates from two other responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

Age.

5. No person shall be appointed to the Service by direct recruitment who is less than 17 years or more than 30 years of age, on or before the last date of submission of applications to the Board.

Appointing authority

6. Appointments to the posts in the Service shall be made by the Commissioner.

Qualifications.

7. No person shall be appointed to the Service, unless he is in possession of qualifications and experience specified in column 2 of Appendix 'B' to these rules in the case of direct recruitment and those specified in column 3 of the aforesaid Appendix in the case of recruitment by promotion.

Disqualification.

8. No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living, or

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

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

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

6. Recruitment to the Service shall be made— Method of recruitment.

(i) 30% by promotion from amongst the Peons, Receivers, Peons [illegible] Clerks, Chowkidars, Duplicator Operators and Drivers working in the Police and Jail Department having worked as such for a minimum period of 4 years ;

(ii) 50% by direct recruitment ; and

(iii) 20% by transfer or on deputation of any Driver already in the service of any State Government or the Government of India.

Probation.

7. (1) Persons appointed to the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise :

Provided that —

(a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) any period of work in equivalent or higher rank, prior to appointment to 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 laid 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 unsatisfactory, it may, —

(a) if such person is appointed by direct recruitment, dispense with his services ; and

(b) if such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of his 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 services, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner, as the terms and conditions of 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 of members of the Service.

11. Seniority, inter se of members of the Service shall be determined by the length of continuous appointment in the Service ;

Provided that in the case of members appointed by direct recruitment the order of merit determined by the Board, 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 appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are also the same, then by the length of their service in the appointments, and if the length of such service is also the same, the older member shall be senior to the younger member.

Liability to Serve.

12. A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

A member of Service may also be deputed for service as under : —

(i) a company, association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority within the State of Haryana ;

(ii) the Central Government or a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or

(iii) to 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 the Central or any other State Government or any organisation or body referred to in clauses (ii) and (iii) except with his consent.

Leave, pension and other matters.

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time ;

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix 'C' to these rules.

(2) The authority competent to pass an order under clauses (c) and (d) of sub-rule (1) of rule 10 of the said rules and the appellate authority shall also be as specified in Appendix 'D' to these rules.

Vaccination.

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

Oath of allegiance.

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

Power of relaxation.

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

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 to do so.

Reservations.

19. 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.

Repeal and Saving.

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

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

APPENDIX 'A'

(See rule 3)

Designation of post	Permanent	Temporary	Total	Scale of pay
	Number of posts			
1	2	3	4	5
Drivers	13	16	27	Rs 430—10—490/525—15—600—E.B—23—700 (Time scale) Rs 525—15—600—20—700/750—30—900 (Selection Grade) In case the cadre of drivers in a department consists of 5 or more persons, S.G. would be given to 20 per cent of the posts otherwise S.G. would be given on completion of 20 years service.

(See rule 7)

Designation of post	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
Driver	The candidates should be at least Middle pass and should have a light vehicle driving license	Can write Hindi and English and should have a driving license.

APPENDIX 'D'

[See rule [illegible]]

Designation of post	Nature of order	Authority empowered to make the order	Appellate authority	Second and final appellate authority if any
1	2	3	4	5
Driver	(i) Reducing or withholding the amount of or-dinary or additional pension admissible under the rules governing pension.	Commissioner	Government	Nil
	(ii) Terminating the appointment of a member of the service otherwise than on his attaining the age fixed for superannuation	Ditto	Ditto	Ditto

L. C. GUPTA,

Secretary to Government, Haryana,
Excise and Taxation Department.

4138(CS(H)—Govt. Press, Chd.

APPENDIX X

[See rule 1401]

Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and Final Appellate authority, if any
1	2	3	4	5	6
Driver	Commissioner	(a) Warning with a copy on personal file; (b) Censure; (c) Withholding of increments or promotion, including stoppage at an efficiency bar; (d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders; (e) Reduction to a lower rank or time scale or to a lower stage in a time scale; (f) Removal from the Service which does not disqualify from future employment; (g) Dismissal from the Service which does ordinarily disqualify from future employment	(1) Commissioner in respect of drivers in the Head Office (2) District Excise & Taxation Officer/Deputy Excise & Taxation Commissioner/Assistant Commissioner (District) in respect of the Drivers posted in their District Commissioner	Government Commissioner Government	Nil Government Nil

हरियाणा सरकार

आबकारी तथा कराधान विभाग

अधिसूचना

दिनांक प्रथम दिसम्बर, 2006

संख्या सा०का०नि० 33/संवि०/अनु० 309/2006.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए हरियाणा के राज्यपाल, एतद्द्वारा, हरियाणा आबकारी तथा कराधान विभाग, अधीनस्थ कार्यालय लिपिकीय (ग्रुप सी) सेवा में नियुक्त व्यक्तियों की भर्ती तथा उनकी सेवा की शर्तों को विनियमित करने वाले निम्नलिखित नियम बनाते हैं, अर्थात् :—

भाग I—सामान्य

1. ये नियम हरियाणा आबकारी तथा कराधान विभाग अधीनस्थ कार्यालय लिपिकीय (ग्रुप सी) सेवा नियम, 2006 कहे जा सकते हैं। संक्षिप्त नाम।

2. इन नियमों में जब तक संदर्भ से अन्यथा अपेक्षित न हो,— परिभाषाएं।

(क) "आयोग" से अभिप्राय है, कर्मचारी चयन आयोग हरियाणा,

(ख) "सीधी भर्ती" से अभिप्राय है, कोई भी नियुक्ति जो सेवा में की पदोन्नति या भारत सरकार अथवा किसी राज्य सरकार की सेवा में पहले से ही लगे किसी कर्मचारी के स्थानान्तरण से अन्यथा की गई हो,

(ग) "सरकार" से अभिप्राय है, प्रशासनिक विभाग में हरियाणा सरकार,

(घ) "मान्यता प्राप्त विश्वविद्यालय" से अभिप्राय है,—

(i) भारत में स्थित इस प्रयोजन के लिए कोई भी विश्वविद्यालय; या

(ii) कोई अन्य विश्वविद्यालय, जो इन नियमों के प्रयोजन के लिए सरकार द्वारा मान्यता प्राप्त विश्वविद्यालय घोषित किया गया हो, तथा

(ङ) "सेवा" से अभिप्राय है, हरियाणा आबकारी तथा कराधान विभाग अधीनस्थ कार्यालय लिपिकीय (ग्रुप सी) सेवा।

भाग II—सेवा में भर्ती

[illegible]

3. सेवा में इन नियमों के संनियोजन पर में उनसे [illegible] पद होंगे और सेवा के सदस्य उनके समक्ष भर्ती किए गए [illegible] के लिए प्रार्थी करेंगे

परन्तु इन नियमों की कोई भी बात ऐसे पदों की संख्या में वृद्धि या कमी करने या विभिन्न पदधारकों और वेतनमान वाले नए पद बनाने अथवा समाप्त करने के लिए सरकार के अनार्जित अधिकार पर प्रभाव नहीं डालेगी।

[illegible] किसी [illegible] की [illegible] नियुक्त [illegible]

4. (1) कोई भी व्यक्ति सेवा में किसी पद पर तब तक नियुक्त नहीं किया जाएगा जब तक कि वह निम्नलिखित न हो :—

(क) भारत का नागरिक, या

(ख) नेपाल की प्रजा, या

(ग) भूटान की प्रजा, या

(घ) तिब्बत का शरणार्थी, जो पहली जनवरी, 1962, से पहले भारत में अस्थायी रूप से रहने के आशय से आया हो, या

(ङ) भारतीय मूल का व्यक्ति, जो पाकिस्तान, बर्मा, श्रीलंका तथा वियतनाम, यूगांडा तथा तंजानिया के संयुक्त गणराज्य (पूर्वतन टांगानिका और जंजीबार), जाम्बिया, मलावी, जायरे और इथोपिया के किसी पूर्वी अफ्रीकी देश से स्थायी तौर पर भारत में स्थाई रूप से बसने के आशय से आया हो :

परन्तु उपर्युक्त (ग), (घ), (ङ) व (च) में सम्बन्धित व्यक्ति ऐसा व्यक्ति होना चाहिए जिसके पक्ष में भारत सरकार द्वारा पात्रता का प्रमाण पत्र जारी किया गया हो।

(2) कोई भी व्यक्ति जिसकी दशा में पात्रता का प्रमाण-पत्र जारी करना आवश्यक हो अथवा वह किसी अन्य भर्ती प्राधिकरण द्वारा संचालित सेवा या सेवाओं के लिए प्रार्थी किया जा सकता है किन्तु नियुक्ति का प्रस्ताव करने सरकार द्वारा आवश्यक पात्रता प्रमाण-पत्र जारी किये जाने की [illegible] है।

(3) कोई भी व्यक्ति सेवा में किसी भी पद पर सीधी भर्ती द्वारा नियुक्त तब तक नहीं किया जाएगा जब तक कि वह अपने व्यक्तिगत हालचाल के सेवायोजक, महाविद्यालय, विद्यालय या ऐसी संस्था के अलावा कोई हो, के प्रधान शैक्षणिक अधिकारी से अंकित प्रमाण-पत्र और दो ऐसे अन्य व्यक्तियों के [illegible] जो उसके जानकार न हों, किन्तु उसके व्यक्तिगत जीवन के उपरांत पर्याप्त परिचित हों उदा. जो उसके सेवायोजक, महाविद्यालय, विद्यालय या संस्था से सम्बन्धित न हों, ऐसे प्रकार के प्रमाण पत्र प्रस्तुत न करे

5. कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जाएगा जो आयोग को आवेदन पत्र प्रस्तुत करने की अन्तिम तिथि को अथवा उससे पहले 17 वर्ष की आयु से कम या 40 वर्ष की आयु से अधिक का हो। आयु।

6. सेवा में पदों पर नियुक्तियां निम्नलिखित द्वारा की जाएंगी – नियुक्ति प्राधिकारी

(क) सहायकों और वरिष्ठ आशुलिपिकों की दशा में अतिरिक्त आयुक्त तथा कलक्टर आयुक्त (प्रशासन) द्वारा;

(ख) लिपिकों और कनिष्ठ लिपिकों की दशा में, उप आयुक्त तथा उपायुक्त द्वारा।

7. कोई भी व्यक्ति सेवा में किसी भी पद पर तब तक नियुक्त नहीं किया जाएगा जब तक कि वह सीधे भर्ती की दशा में, इन नियमों के परिशिष्ट ख के खाना 3 में विनिर्दिष्ट तथा सीधी भर्ती से अन्यथा नियुक्ति की दशा में, उक्त परिशिष्ट के खाना 4 में उल्लिखित अर्हताएं तथा अनुभव न रखता हो। अर्हताएं।

परन्तु सीधी भर्ती द्वारा नियुक्ति की दशा में अनुसूचित जाति/जनजाति के अभ्यर्थियों में अपेक्षित न मिलने की अन्य भर्ती प्राधिकरण के विवेक पर 50 प्रतिशत सीमा तक ढील दी जा सकेगी, यदि अनुसूचित जातियां, पिछड़े वर्गों, मुक्त सैनिकों तथा शारीरिक रूप से विकलांग व्यक्तियों के लिए आरक्षित रिक्त पदों को भरने के लिए अपेक्षित अनुभव रखने वाले उम्मीदवारों की पर्याप्त संख्या उपलब्ध न हो, ऐसा करने के लिए, लिखित रूप में, कारण दिए जाएंगे।

8. कोई भी व्यक्ति, निर्हताएं।

(क) जिसने जीवित पति/पत्नी वाले व्यक्ति से विवाह कर लिया है या विवाह की संविदा कर ली है, या

(ख) जिसने पति/पत्नी के जीवित होते हुए, किसी अन्य व्यक्ति से विवाह कर लिया है, या विवाह की संविदा कर ली है, सेवा में किसी भी पद पर नियुक्ति का पात्र नहीं होगा।

परन्तु यदि सरकार की संतुष्टि हो जाये कि ऐसे व्यक्ति तथा विवाह के दूसरे पक्ष पर लागू स्वीय विधि के अधीन ऐसा विवाह अनुज्ञेय है तथा ऐसा करने के अन्य आधार भी है तो वह किसी व्यक्ति को इस नियम के लागू होने से छूट दे सकती है।

9. (1) सेवा में नियुक्ति निम्नलिखित ढंग से की जाएगी, – भर्ती का ढंग।

(क) सहायक की दशा में –

(i) सीधी भर्ती द्वारा; या

(ii) लिपिकों और कैंप लिपिकों/आशुलिपिकों में से पदोन्नति द्वारा; या

(iii) किसी राज्य सरकार या भारत सरकार की सेवा में पहले से लगे कर्मचारी की प्रतिनियुक्ति या स्थानान्तरण द्वारा;

(ग) वरिष्ठ दफ्तरबन्द आशुलिपिकों की दशा में –

(i) सीधी भर्ती द्वारा, या

(ii) कैंप लिपिकों/आशुलिपिकों में से पदोन्नति द्वारा, या

(iii) किसी राज्य सरकार या भारत सरकार की सेवा में पहले से लगे कर्मचारी की प्रतिनियुक्ति या स्थानान्तरण द्वारा,

(घ) कैंप लिपिकों/आशुलिपिकों की दशा में –

(i) सीधी भर्ती द्वारा, या

(ii) लिपिकों में से पदोन्नति द्वारा, या

(iii) किसी राज्य सरकार या भारत सरकार की सेवा में पहले से लगे कर्मचारी की प्रतिनियुक्ति या स्थानान्तरण द्वारा;

(ङ) लिपिकों की दशा में –

(i) 80% सीधी भर्ती द्वारा और

(ii) 20% ग्रुप ग कर्मचारियों, जिनका वेतनमान लिपिक के कार्य से तथा ग्रुप घ कर्मचारियों में से पदोन्नति द्वारा, और

(iii) किसी राज्य सरकार या भारत सरकार की सेवा में पहले से लगे कर्मचारी की प्रतिनियुक्ति या स्थानान्तरण द्वारा।

(2) जब कोई अभ्यर्थी उपस्थित न हो अथवा सेवा में कोई रिक्ति होती है या होने वाली हो तो नियुक्ति प्राधिकारी भर्ती के ढंग का निर्धारण करेगा जिस द्वारा ऐसी रिक्ति भरी जायेगी।

(3) सभी पदोन्नतियां, जहां एक ग्रेड से दूसरे ग्रेड या सेवा के एक वर्ग से सेवा के दूसरे वर्ग की सेवा में हो, ज्येष्ठता एवं योग्यता के आधार पर की जायेंगी और कंपल्सरी ग्रोकता ऐसी पदोन्नति के लिए कोई अधिकार प्रदान नहीं करेगी।

परिवीक्षा। 10. (1) सेवा में किसी भी पद पर नियुक्त, यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो, तो दो वर्ष की अवधि के लिये और यदि अन्यथा नियुक्त किया गया हो, तो एक वर्ष की अवधि के लिये परिवीक्षा पर रहेगा :

परन्तु, —

(क) ऐसे नियुक्ति के बाद किसी अनुरूप या उच्चतर पद पर प्रतिनियुक्ति पर व्यतीत की गई कोई अवधि, परिवीक्षा की अवधि में गिनी जायेगी;

(ख) स्थानान्तरण द्वारा नियुक्ति की दशा में, सेवा में किसी पद पर नियुक्ति से पहले किसी समरूप अथवा उच्चतर पद पर किये गए कार्य की कोई अवधि, निर्धारित प्रक्रियाओं के लिए पर इस नियम के अधीन नियत परिवीक्षा अवधि में गिनने की अनुमति दी जा सकती है; और

(ग) स्थानापन्न नियुक्ति की कोई अवधि परिवीक्षा पर व्यतीत की गई अवधि के रूप में गिनी जायेगी, किन्तु कोई भी व्यक्ति जितने ऐसे स्थानापन्न रूप में कार्य किया है, परिवीक्षा की विहित अवधि के पूरा होने पर, यदि वह किसी स्थायी पद पर नियुक्त न किया गया हो, पुष्ट किये जाने का हकदार नहीं होगा।

(2) यदि, नियुक्ति प्राधिकारी की राय में परिवीक्षा की अवधि के दौरान किसी व्यक्ति का कार्य या आचरण संतोषजनक न रहा हो तो वह —

(क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उसकी सेवाओं से अलग कर सकता है; और

(ख) यदि ऐसा व्यक्ति सीधी भर्ती से अन्यथा नियुक्त किया गया हो तो, —

(i) उसे उसके पूर्व पद पर प्रत्यावर्तित कर सकता है; या

(ii) उसके संबंध में किसी ऐसी अन्य रीति में कार्रवाई कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन तथा शर्तें अनुज्ञात करें।

(3) किसी व्यक्ति की परिवीक्षा अवधि, पूरी होने पर नियुक्ति प्राधिकारी,

(क) यदि उसकी राय में उसका कार्य या आचरण संतोषजनक रहा हो तो —

(i) ऐसे व्यक्ति को यदि वह स्थायी रिक्ति पर नियुक्त किया गया हो, उसकी नियुक्ति की तारीख से पुष्ट कर सकता है; या

(ii) ऐसे व्यक्ति को, यदि वह किसी अस्थायी रिक्ति पर नियुक्त किया गया हो स्थायी रिक्ति होने की तिथि से पुष्ट कर सकता है; या

(iii) यदि कोई स्थायी रिक्ति न हो, तो घोषित कर सकता है कि उसने अपनी परिवीक्षा अवधि संतोषजनक ढंग से पूर्ण कर ली है; या

(ख) यदि उसका कार्य या आचरण उसकी राय में संतोषजनक न रहा हो तो, –

(i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे सेवा से अलग कर सकता है यदि अन्यथा नियुक्त किया गया हो, तो उसे उसके मूल पद पर प्रतिवर्तित कर सकता है या राज्य सरकार में ऐसी अन्य रीति में कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के नियम तथा शर्तें अनुज्ञात करें; या

(ii) उसकी परिवीक्षा अवधि बढ़ा सकता है और उसके बाद ऐसा आदेश कर सकता है जो वह परिवीक्षा की प्रथम अवधि की समाप्ति पर कर सकता था :

परन्तु परिवीक्षा की कुल अवधि जिसमें बढ़ाई गई अवधि भी, यदि कोई है, शामिल है, तीन वर्ष से अधिक नहीं होगी।

ज्येष्ठता

11. सेवा के सदस्यों की परस्पर ज्येष्ठता सेवा में किसी भी पद पर उनके लगातार रोजगार के अनुसार निश्चित की जायेगी :

परन्तु जहां सेवा में विभिन्न संवर्ग हों, वहां ज्येष्ठता प्रत्येक संवर्ग के लिए अलग–अलग से निश्चित की जायेगी :

परन्तु यह और कि सीधी भर्ती द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता नियत करते समय आयोग द्वारा निश्चित योग्यता क्रम भंग नहीं किया जायेगा :

परन्तु एक ही तिथि को नियुक्त दो या दो से अधिक सदस्यों की दशा में उनकी ज्येष्ठता निम्नलिखित क्रम से निश्चित की जायेगी :

(क) सीधी भर्ती द्वारा नियुक्त सदस्य पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा;

(ख) पदोन्नति द्वारा नियुक्त सदस्य स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा;

(ग) पदोन्नति द्वारा अथवा स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता ऐसी नियुक्तियों में ऐसे सदस्यों की ज्येष्ठता के अनुसार निश्चित की जायेगी, जिनसे वे पदोन्नत या स्थानान्तरित किये गये हैं ;

(घ) विभिन्न संवर्गों से स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में उनकी ज्येष्ठता वेतन के अनुसार निश्चित की जायेगी, अधिमान ऐसे सदस्यों को दिया जायेगा, जो अपनी पहले की नियुक्ति में उच्चतर

वह वह वेतन से कम था; और यदि मिलने वाले वेतन की दर भी समान हो तो उनकी नियुक्तियों में उनके सेवाकाल के अनुसार, निश्चित की जाएगी और यदि सेवा काल भी समान हो तो आयु में बड़ा सदस्य छोटे सदस्य से वरिष्ठ होगा।

सेवा करने का दायित्व।

12. (1) सेवा का कोई भी सदस्य, नियुक्ति प्राधिकारी द्वारा, हरियाणा राज्य के भीतर अथवा उसके बाहर किसी भी स्थान पर, सेवा करने के लिए आदेश दिये जाने पर, ऐसा करने के लिए हकदार होगा।

(2) सेवा के किसी सदस्य को निम्नलिखित के अधीन सेवा करने के लिए भी प्रतिनियुक्त किया जा सकता है, –

(i) किसी कम्पनी, संगम या व्यक्ति निकाय, चाहे वह निगमित हो या नहीं, जिसका पूर्ण या अधिकांश स्वामित्व या नियंत्रण राज्य सरकार के पास हो या हरियाणा राज्य के भीतर नगर निगम या स्थानीय प्राधिकरण या विश्वविद्यालय ;

(ii) केंद्रीय सरकार या ऐसी कम्पनी, संगम या व्यक्ति निकाय, चाहे वह निगमित हो या नहीं, जिसका पूर्ण या अधिकांश स्वामित्व या नियंत्रण केंद्रीय सरकार के पास हो ; अथवा

(iii) कोई अन्य राज्य सरकार, अन्तर्राष्ट्रीय संगठन, स्वायत्त निकाय, जिसका नियंत्रण सरकार के पास न हो अथवा कोई सरकारी निकाय

परन्तु संघ के किसी भी सदस्य को उसकी सहमति के बिना खण्ड (ii) तथा (iii) में निर्दिष्ट केंद्रीय सरकार या किसी अन्य राज्य सरकार या किसी संगठन या निकाय में सेवा करने के लिए प्रतिनियुक्त नहीं किया जायेगा।

वेतन, छुट्टी, पेंशन तथा अन्य सभी मामलों के सम्बन्ध में जिनका इन नियमों में स्पष्ट रूप से उपबन्ध नहीं किया गया है, सेवा के सदस्य ऐसे नियमों तथा विनियमों द्वारा नियंत्रित होंगे जो राज्य प्राधिकारी द्वारा भारत के संविधान के अधीन अथवा राज्य विधानमण्डल द्वारा बनाए गए उस समय लागू किसी विधि के अधीन अपनाए या बनाए गए हों अथवा इसके बाद अपनाये या बनाये जायें।

वेतन छुट्टी पेंशन तथा अन्य भत्ते।

14. (1) अनुशासन, शास्तियाँ तथा अपीलों से सम्बन्धित मामलों में सेवा के सदस्य समय-समय पर यथा संशोधित हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987, द्वारा नियंत्रित होंगे।

अनुशासन शास्तियां तथा अपीलें।

परन्तु ऐसी शास्तियों का स्वरूप, जो लगाई जा सकती हैं, ऐसी शास्तियां लगाने के लिए सक्षम प्राधिकारी तथा अपील प्राधिकारी, भारत के संविधान के अनुच्छेद 309 के अधीन बनाई गई किसी विधि या नियमों के उपबन्धों के अधीन रहते हुए वे होंगे, जो इन नियमों के परिशिष्ट ग में विनिर्दिष्ट है।

(2) हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987, के नियम 9 के उप नियम (1) के खण्ड (ग) या खण्ड (घ) के अधीन आदेश करने के लिए सक्षम प्राधिकारी तथा अपील अधिकारी भी वह होगा, जो इन नियमों के परिशिष्ट घ में विनिर्दिष्ट है।

टीका लगवाना

15. सेवा का प्रत्येक सदस्य टीका लगवायेगा या जब सरकार किसी विशेष या साधारण आदेश द्वारा ऐसा निर्देश करे, पुनः टीका लगवायेगा।

[illegible]

16. सेवा के प्रत्येक सदस्य से, जब तक उसने पहले ही भारत के प्रति तथा विधि द्वारा उस स्थापित संघ के संविधान के प्रति सत्यनिष्ठा की शपथ न ले ली हो, ऐसी शपथ की अपेक्षा की जायेगी।

छूट देने की शक्ति

17. जहां, सरकार की राय में, इन नियमों के किसी उपबन्ध में ढील देना आवश्यक या समीचीन हो, वहां वह कारण लिख कर, आदेश द्वारा व्यक्तियों के किसी वर्ग या प्रवर्ग के बारे में ऐसा कर सकती है।

[illegible]

18. इन नियमों में किसी बात के होते हुए भी, नियुक्ति प्राधिकारी यदि वह नियुक्ति आदेश में विशेष निबन्धन तथा शर्तें लगाना उचित समझे तो वह ऐसा कर सकता है।

[illegible]

19. इन नियमों में दी गई कोई बात, राज्य सरकार द्वारा, इस सम्बन्ध में समय-समय पर जारी किये गये आदेशों के अनुसार अनुसूचित जातियों, पिछड़े वर्गों, को दिये जाने के लिए उपबन्धित आरक्षणों तथा अन्य रियायतों को प्रभावित नहीं करेगी :

परन्तु इस प्रकार किए गए आरक्षणों की कुल प्रतिशतता, किसी भी समय, पचास प्रतिशत से अधिक नहीं होगी।

[illegible]

20. हरियाणा आबकारी तथा कराधान विभाग अधीनस्थ कार्यालय, लिपिकीय पुरुष [illegible] सेवा नियम, 1951 इसके द्वारा निरसित किये जाते हैं :

परन्तु इस प्रकार से निरसित किए गए नियमों के अधीन किया गया कोई आदेश या की गई कोई कार्यवाई इन नियमों के अनुरूप समझे जाने के अधीन किया गया आदेश अथवा की कार्यवाई समझी जायेगी।

परिशिष्ट क

(देखिये नियम 3)

क्रमांक	पद नाम	पदों की संख्या			वेतनमान
		स्थाई	अस्थाई	कुल	
1	2	3			4
1	सहायक	147	4	151	5000—150—7100—दसतारीख—150—7650 रुपये
2	वरिष्ठ वेतनमान आशुलिपिक	34	11	45	5000—150—7100—दसतारीख—150—7650 रुपये
3	कनिष्ठ लिपिक/आशुलिपिक	207	12	219	3050—75—3950—दसतारीख—80—4590 जमा 100 विशेष वेतन रुपये
4.	लिपिक	448	—	448	3050—75—3950—दसतारीख—80—4590 रुपये

परिशिष्ट ख

(देखिये नियम 7)

क्रमांक	पदनाम	सीधी भर्ती के लिए शैक्षणिक अर्हताएं तथा अनुभव यदि कोई हो	संधी भर्ती से अन्यथा नियुक्ति के लिए शैक्षणिक अर्हताएं तथा अनुभव यदि कोई हो
1	2	3	4
1.	सहायक	किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक या इसके समकक्ष तथा दसवीं तक हिन्दी का ज्ञान	लिपिक या कैम्प क्लर्क / आशुलेखक के रूप में तीन वर्ष का अनुभव।
2	वरिष्ठ पेटनगान आशुलिपिक	1. दसवीं / हायर सैकण्डरी या इसके समकक्ष / 10+2 (वोकेशनल) 2. मैट्रिक स्तर तक हिन्दी का ज्ञान। 3. 100 शब्द प्रति मिनट की गति से अंग्रेजी आशुलिपि और 20 शब्द प्रति मिनट की गति से उसका प्रतिलेखन। या 4. 80 शब्द प्रति मिनट की गति से हिन्दी आशुलिपि और 15 शब्द प्रति मिनट की गति से उसका प्रतिलेखन। 5. टाईपकृत सामग्री पर 4 प्रतिशत गलतियां अनुज्ञात होंगी।	कैम्प क्लर्क / आशुलेखक के रूप में तीन वर्ष का अनुभव और 100 / 80 शब्द प्रति मिनट की गति से अंग्रेजी / हिन्दी आशुलिपि तथा क्रमशः 20 / 15 शब्द प्रति मिनट की गति से उसका प्रतिलेखन टाईपकृत सामग्री पर 4 प्रतिशत गलतियां अनुज्ञात होंगी।
3.	कैम्प लिपिक / आशुलेखक	1. दसवीं / हायर सैकण्डरी या इसके समकक्ष / 10+2 (वोकेशनल)।	लिपिक के रूप में एक वर्ष का अनुभव और 80 / 64 प्रति मिनट की गति से अंग्रेजी / हिन्दी आशुलिपि तथा क्रमशः 15 / 11 शब्द प्रति मिनट की गति से

1	2	3	4
		2. मैट्रिक स्तर तक हिन्दी का ज्ञान।	उपरोक्त प्रतिशतता। टाईपकृत सामग्री पर 8 प्रतिशत त्रुटियां अनुज्ञात होंगी।
		3. 80 शब्द प्रति मिनट की गति से अंग्रेजी आशुलिपि और 35 शब्द प्रति मिनट की गति से उसका प्रतिलेखन	
		4. 64 शब्द प्रति मिनट की गति से हिन्दी आशुलिपि तथा 11 शब्द प्रति मिनट की गति से उसका प्रतिलेखन।	
		5. टाईपकृत सामग्री पर 8 प्रतिशत त्रुटियां अनुज्ञात होंगी।	
1	लिपिक	1. पदवी / डिप्लोमा सेकण्डरी या इसके समकक्ष / 10+2 (वोकेशनल)।	1. पदोन्नति द्वारा नियुक्ति की दशा में ग्रुप 'ग' कर्मचारी के रूप में पांच वर्ष का अनुभव जिसका वेतनमान लिपिक के कम है तथा ग्रुप 'ग' कर्मचारी जिसके मैट्रिक / हायर सैकेण्डरी या इसके समकक्ष / 10+2 (वोकेशनल) पास की हो।
		2. मैट्रिक स्तर तक हिन्दी का ज्ञान।	
		3. कम्प्यूटर की स्क्रीन से एक वर्ष की अवधि के भीतर क्रमशः हिन्दी या अंग्रेजी में 25 या 30 शब्द प्रति मिनट की गति से लिप्यन्तरण टंकित करने का कार्य करना होगा, जिसमें असफल होने पर सापेक्ष वेतन वृद्धि अनुज्ञात नहीं की जाएगी	2. स्थानान्तरण द्वारा नियुक्ति की दशा में लिपिक के रूप में दो वर्ष का अनुभव।

परिशिष्ट ग

[देखिये नियम 14(1)]

क्रमांक	पदनाम	नियुक्ति अधिकारी	शक्ति का क्षेत्र	शक्ति लगाने के लिए सक्षम प्राधिकारी	अपील प्राधिकारी	दूसरी और अन्तिम अपील प्राधिकारी
1	2	3	4	5	6	7
1	सहायक	अतिरिक्त आबकारी तथा कराधान आयुक्त (प्रशासन)	1. छोटी शक्तियां :— (i) वैधानिक फाईल (अन्तरण पंजी) पर प्रति देखते हुए टिप्पणी ; (ii) परिनिन्दा ; (iii) पदोन्नति रोकना . (iv) आदेशों की अवहेलना या उल्लंघन द्वारा केंद्रीय सरकार या ऐसी कम्पनी, संगम या व्यक्ति निकाय जिसमें वह नियोजित हो या नहीं जिसका कुल या अभिदत्त या नियंत्रण सरकार के पास है या संसद या राज्य विधानमण्डल के अधिनियम द्वारा स्थापित किसी स्थानीय प्राधिकरण या निगमनिकाय को हुई हानि वसूली हानि की या उसके भाग की वेतन से वसूली , और (v) रसीदी पत्रक के बिना वेतन वृद्धि या रोकना ; 2. बड़ी शक्तियां :— (v-क) शास्ती लगाए बिना वेतन वृद्धियां रोकना	अतिरिक्त आबकारी तथा कराधान आयुक्त (प्रशासन)	आबकारी तथा कराधान आयुक्त	सरकार
2	वरिष्ठ वैज्ञानिक आशुलिपिकों					

1	2	3	4	5	6	7
			(vi) किसी पेंशनीय अवधि के लिए स्वयमान में निम्नतर पद पर अवनति ऐसे उपेक्षित निर्देशों सहित की कि सरकारी कर्मचारी ऐसी अवनति अवधि के दौरान केवल वृद्धिगा अर्जित करेगा या नहीं और तथा ऐसी अवधि की समाप्ति पर ऐसी अवनति उसकी भावी वेतन वृद्धियां स्थगित करने का प्रभाव रखेगी या नहीं ;			
			(vii) निम्नतर वेतनमान, ग्रेड पद या सेवा पर ऐसी अवनति, जो सरकार कर्मचारी के एक समय वेतनमान, ग्रेड, पद या सेवा पर दिहारी पद अवनति किया गया हो, पदोन्नति के लिए अयोग्यताएं रोक होगी ऐसा जिस ग्रेड अथवा पद अथवा सेवा से सरकारी कर्मचारी अवनत किया गया हो उस पर बहाली सम्बन्धी और उसकी स्वस्थता तथा उस ग्रेड, पद या सेवा पर रहने के बारे में शर्तों सम्बन्धी आनुषंगिक निदेशों के साथ या उसके बिना होगा ,			
			(viii) अनिवार्य सेवा निवृत्ति ,			
			(ix) सेवा से हटा जाना जो सरकार के अधीन भावी नियोजन के लिए निर्हरता नहीं होगी .			

1	2	3	4	5	6	7
			(ग) ऐसे में पदधृति की सरकार के अधीन सभी विभागों के लिए सामान्यतः निर्धारित होगी।			
5	सहायक लिपिक/ अनुवादक	उप आबकारी तथा कराधान आयुक्त	सम्बन्धित नाम लेकर बताई गई भारी बड़ी तथा छोटी शराबों	उप आबकारी तथा कराधान आयुक्त	आबकारी तथा कराधान आयुक्त	सरकार
6	लिपिक					

परिशिष्ट घ

(देखिये नियम 14(2))

[illegible]	[illegible]	[illegible]	अपील करने के लिए सशक्त प्राधिकारी	अपील	दूसरी और अन्तिम अपील प्राधिकारी
1	2	3	4	5	6
1.	राजपत्रित	(क) पेंशन को नियंत्रित करने वाले नियमों के अधीन उसे अनुज्ञेय सामान्य या अतिरिक्त पेंशन की राशि में कमी करना या रोकना ; (ख) उसकी अक्षमता के लिए निश्चित आयु के होने से अन्यथा नियुक्ति को समाप्त।	अतिरिक्त आबकारी तथा कराधान आयुक्त (प्रशासन)	आबकारी तथा कराधान आयुक्त	सरकार
2.	कनिष्ठ वैज्ञानिक अनुसंधानक				
3	क्षेत्र लिपिक अनुसंधानक	(क) पेंशन को नियंत्रित करने वाले नियमों के अधीन उसे अनुज्ञेय सामान्य या अतिरिक्त पेंशन की राशि में कमी करना या रोकना ; (ख) उसकी अक्षमता के लिए निश्चित आयु के होने से अन्यथा नियुक्ति की समाप्ति।	उप आबकारी तथा कराधान आयुक्त	आबकारी तथा कराधान आयुक्त	सरकार
4	लिपिक				

(एम०एस०एम० सालिस)
वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,
आबकारी तथा कराधान विभाग।

[Authorised English Translation]

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 1st December, 2006

No. GSR. 33/Const./Art. 309/2006.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service, namely :

PART I GENERAL

Short Title

1. These rules may be called the Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service Rules, 2006

Definitions

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

(a) "Commission" means the Staff Selection Commission, Haryana;

(b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;

(c) "Government" means the Haryana Government in the Administrative Department.

(d) "recognized university" means,

(i) any university incorporated by law in India ; or

(ii) any other university which may be declared by the Government to be a recognized university for the purpose of these rules ; and

(e) "Service" means the Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service

PART II—RECRUITMENT TO SERVICE

Number and [illegible] of posts

3. The Service shall comprise the posts shown in Appendix A to these rules and members of the Service shall draw pay in the scales of pay shown thereagainst.

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,-- Nationality, domicile and character of candidate appointed to the Service

(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, Malwi, Zaire and Ethopia 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 may be given only after the necessary eligibility certificate has been issued to him by the Government.

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

5. No person shall be appointed to Service by direct recruitment who is less than seventeen years or more than forty years of age, on or before the last date of submission of applications to the Commission. Age.

6. Appointments to the posts in the Service shall be made Appointing authority

(a) in the case of Assistants and Senior Scale Stenographers, by the Additional Excise and Taxation Commissioner (Administration) ; and

(b) in the case of Camp Clerks/Steno-typist and Clerks by the Deputy Excise and Taxation Commissioner.

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

Provided that in the 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.

Disqualifications

8. No person,

(a) who has entered into or contracted a marriage with a person having a spouse living; or

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

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

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

Method of recruitment

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

(a) in the case of assistants—

(i) by direct recruitment ; or

(ii) by promotion from amongst Clerks and Camp Clerks/Steno-typist, or

(iii) 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 Senior Scale Stenographers—

(i) by direct recruitment; or

(ii) by promotion from amongst Camp Clerks/Steno-typists; or

(iii) 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 Camp Clerks/Steno-typist—

(i) by direct recruitment; or

(ii) by promotion from amongst Clerks ; or

(iii) 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 Clerks-

(i) 80% by direct recruitment ; and

(ii) 20% by promotion from amongst Group C employees whose scale of pay is less than that of a Clerk and Group D employees; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(2) Except as otherwise provided, when any vacancy occurs or is about to occur in the Service, the appointing authority shall determine in what manner such vacancy shall be filled in.

(3) All promotions, whether from one grade to another grade or from one Group of Service to another Group of Service, 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 of 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 services, and

(b) if such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(5) 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 not been satisfactory,—

(i) dispense with his services, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

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

Seniority

11. Seniority, *inter se* of 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 appointments from which they were promoted or transferred , and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

Liability to serve.

12. (1) A member of the service shall be liable to serve at any place whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve 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 organization, an autonomous body not controlled by the Government, or a private body :

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

Pay, leave, pension and other matters.

13. In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of Service shall be governed by such rules and regulations as may have been, or may hereinafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeals) Rules, 1987, as amended from time to time:

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the 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 passed order under clause (c) or clause

(d) in sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and the appellate authority shall be specified in Appendix D to these rules.

Vaccination

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

Oath of Allegiance

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

Power of relaxation

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

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 to do so.

Reservation

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen, Physically handicapped persons or any other class or category of persons in accordance with 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 saving

20. The Haryana Excise and Taxation Department, Subordinate Offices Ministerial (Group C) Service Rules, 1981, are 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)

Sr. No.	Designation of post	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	2		3		4
1.	Assistants	147	4	151	Rs. 5000-150-EB-150-7850
2.	Senior Scale Stenographers	34	11	45	Rs. 5000-150-EB-150-7850
3.	Camp Clerks/Senior Typist	207	12	219	Rs. 3050-75-3950-EB-80-4590 +100 spl. Pay.
4.	Clerks	448	-	448	Rs. 3050-75-3950-EB-80-4590

Appendix B

(See Rule-4)

Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for the appointment other than by direct recruitment
2	3	4
Assistant	Graduate of a recognized University or its equivalent and knowledge of Hindi upto Matric Standard	Three years experience as Clerk or Camp Clerk/Steno-typist
Senior Scale Stenographer	1. Matric/Higher Secondary or its equivalent (10+2 (Vocational). 2. Knowledge of Hindi upto Matric Standard 3. English shorthand at 100 words per minute and transcription thereof at 20 words per minute; or 4. Hindi shorthand at 80 words per minute and transcription thereof at 25 words per minute 5. 4 percent mistakes on the typed material will be allowed	Three years experience as Camp Clerk/Steno-typist having English or Hindi speed in shorthand at 100/80 words per minute and transcription thereof at 20/15 words per minute respectively. 4 percent mistakes on the typed material will be allowed.
Camp Clerk/Steno-typist	1. Matric/Higher Secondary or its equivalent (10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. English shorthand at 50 words per minute and transcription thereof at 15 words per minute or 4. Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute	One year experience as a Clerk having English or Hindi speed in shorthand at 60/64 words per minute and transcription thereof at 15/11 words per minute respectively. 8 percent mistakes on the typed material will be allowed.

1	2	3	4
		5. 8 percent mistakes on the typed material will be allowed.	
8	[illegible]	1. Matric/Higher Secondary or its equivalent 10+2 (Vocational).	1. In case of appointment by promotion, five years service as Group C employee whose scale of pay is less than that of a Clerk and Group D employee who has passed Matric/Higher Secondary or equivalent/10+2 (Vocational)
		2. Knowledge of Hindi upto Matric Standard.	
		3. Departmental the typewriting of Hindi or English at the speed of 25 or 30 words per minute respectively within a period of one year from the date of appointment will have to be passed failing which no annual increment will be allowed	2. In case of appointment by transfer two years service as Clerk.

Appendix 1.

(See rule 14 (1))

Sl. No.	Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority
1	2	3	4	5	6	7
1 2	Assistants Senior Scale Stenographers	Additional Excise and Taxation Commissioner (Administration)	1. **Minor Penalties:-** (i) warning with a copy in the personal file (character roll); (ii) censure; (iii) withholding of promotion; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State and (v) withholding of increments of pay without cumulative effect. 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 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	Additional Excise and Taxation Commissioner (Administration)	Excise and Taxation Commissioner	Government

1	2	3	4	5	6	7
			which shall ordinarily be 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 the grade post or service. (viii) compulsory retirement. (ix) removal from service which shall not be a disqualification for future employment under the Government. (x) dismissal from service which shall ordinarily be disqualification for future employment under the Government.			
1. Camp clerks/ Senior Inspectors 2. Clerks	Deputy Excise and Commissioner	All major and minor penalties enumerated above.	Deputy Excise and Commissioner	Excise and Taxation Commissioner	Government	

Appendix- D

[See rule-14 (2)]

S. No.	Designation of post	Nature of Order	Authority empowered to make the order	Appellate authority	Second and final appellate authority
1	2	3	4	5	6
1.	Assistants Senior Scale Stenographers	(a) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension. (b) terminating the appointment otherwise than upon his attaining the age fixed for superannuation	Additional Excise and Taxation Commissioner (Administration)	Excise and Taxation Commissioner	Government
2.	Junior Clerks Steno Typists Clerks	(a) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension. (b) terminating the appointment otherwise than upon his attaining the age fixed for superannuation.	Deputy Excise and Taxation Commissioner	Excise and Taxation Commissioner	Government

L. S. M. SALINS,
Financial Commissioner and Principal Secretary to
Government Haryana, Excise and Taxation Department

41851—G.S.—H.G.P., Chd.

[Authorised English Translation]

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 8th November, 2013

No. G.S.R. 60/Const./Art. 309/2013.—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 to further to amend the Haryana Excise and Taxation Commissioner's Office (Group C) Service Rules, 1980, namely :—

1. These rules may be called the Haryana Excise and Taxation Commissioner's Office (Group C) Service (Amendment) Rules, 2013.

2. In the Haryana Excise and Taxation Commissioner's Office (Group C) Service Rules, 1980 (hereinafter called the said rules), after rule 9, the following rule shall be inserted, namely :—

"9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.

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

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

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

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

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

(i) M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnics;

(ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];

(iii) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorised Learning Centres (ALCs) of the HKCL;

(iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and

(v) Physically disabled candidates *i.e.* amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles

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

3. In the said rules, in Appendix B,—

I against serial number 3, under column 3, for the existing item 1, the following item shall be substituted, namely :—

"1. 10+2 or Graduate from recognised university or its equivalent (for Ex-serviceman 10+2 only) ;";

II against serial number 4, under column 3, for the existing item 1, the following item shall be substituted, namely :—

"1. 10+2 or Graduate from recognised university or its equivalent (for Ex-serviceman 10+2 only) ;";

III against serial number 8, under column 3, for the existing item 1, the following item shall be substituted, namely :—

"1. 10+2 or Graduate from recognised university or its equivalent (for Ex-serviceman 10+2 only) ;";

IV against serial number 9—

"(a) under column 3, for existing item 1, the following item shall be substituted, namely :—

"1. 10+2 or Graduate from recognised university or its equivalent (for Ex-serviceman 10+2 only) ;";

2. Knowledge of Hindi upto Matric Standard;

3. Omitted in view of rule 9A;"; and

(b) under column 4, for existing item (i), the following item shall be substituted, namely :—

"(i) Five years service as Restorer or Duplicating Operator or Potedar or Group D employee who possess 10+2 qualification;

(ii) Three years service as Clerk in another Government or Department.".

HARDEEP KUMAR,

Principal Secretary to Government, Haryana,
Excise and Taxation Department.

[Authorised English Translation]

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 8th November, 2013

No. G.S.R. 60/Const./Art. 309/2013.—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 to further to amend the Haryana Excise and Taxation Commissioner's Office (Group C) Service Rules, 1980, namely :—

1. These rules may be called the Haryana Excise and Taxation Commissioner's Office (Group C) Service (Amendment) Rules, 2013.

2. In the Haryana Excise and Taxation Commissioner's Office (Group C) Service Rules, 1980 (hereinafter called the said rules), after rule 9, the following rule shall be inserted, namely :—

"9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.

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

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

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

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

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

(i) M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnics;

(ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];

(iii) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorised Learning Centres (ALCs) of the HKCL;

(iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and

(v) Physically disabled candidates *i.e.* amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles

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

3. In the said rules, in Appendix B,—

I against serial number 3, under column 3, for the existing item 1, the following item shall be substituted, namely :—

"1. 10+2 or Graduate from recognised university or its equivalent (for Ex-serviceman 10+2 only) ;";

II against serial number 4, under column 3, for the existing item 1, the following item shall be substituted, namely :—

"1. 10+2 or Graduate from recognised university or its equivalent (for Ex-serviceman 10+2 only) ;";

III against serial number 8, under column 3, for the existing item 1, the following item shall be substituted, namely :—

"1. 10+2 or Graduate from recognised university or its equivalent (for Ex-serviceman 10+2 only) ;";

IV against serial number 9—

"(a) under column 3, for existing item 1, the following item shall be substituted, namely :—

"1. 10+2 or Graduate from recognised university or its equivalent (for Ex-serviceman 10+2 only) ;";

2. Knowledge of Hindi upto Matric Standard;

3. Omitted in view of rule 9A;"; and

(b) under column 4, for existing item (i), the following item shall be substituted, namely :—

"(i) Five years service as Restorer or Duplicating Operator or Potedar or Group D employee who possess 10+2 qualification;

(ii) Three years service as Clerk in another Government or Department.".

HARDEEP KUMAR,

Principal Secretary to Government, Haryana,
Excise and Taxation Department.

RIGHT TO
INFORMATION

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

This matter has been examined by the Chief Secretary (in General Services-II Branch).

2 Administrative Department is informed that as per para 10 of letter No. 42/164/2008-3GSII dated 11.10.2013, the test of SETC would be applicable from the date of issue of these instructions. As per para 3 of letter of even No. dated 07.11.2013, all the newly recruited/ appointed clerks/ steno-typists/ Junior Scale Stenographers/ Senior Scale Stenographers shall have to qualify the SETC. **It means, this condition would be applicable only on those clerks/ steno-typists/ stenographers who will be appointed on/after issuance of this letter.** The existing clerks, who have been promoted from Group-D and Restorer etc. and have not passed the type-test till date as required under the service rules shall have an option either to pass the type test or SETC.

Moreover, the instructions are quite clear. File of A.D. is returned herewith.

20/12/2013

Superintendent, General Services-II
for Chief Secretary to Government Haryana
20/12

To

The Financial Commissioner & Principal Secretary to
Government of Haryana, Revenue & Dis. Man. Departments.

U.O. No. 17/14/2013-3GSII Dated

हरियाणा सरकार

कर्मचारी तथा प्रशासनिक विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सा०का०नि० 84/संवि०/अनु० 309/2013.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा कर्मचारी तथा प्रशासनिक विभाग, अधीनस्थ कार्यालय सिविलियन (ग्रुप ए) भर्ती नियम, 2006 को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :

1. ये नियम हरियाणा कर्मचारी तथा प्रशासनिक विभाग, अधीनस्थ कार्यालय सिविलियन (ग्रुप ए) सेवा (संशोधन) नियम, 2013 कहे जा सकते हैं।

2. हरियाणा कर्मचारी तथा प्रशासनिक विभाग, अधीनस्थ कार्यालय सिविलियन (ग्रुप ए) सेवा नियम, 2006 (जिसमें इसमें इसके बाद, उक्त नियम कहा गया है) में, "स्थायी लिपिकों" शब्द तथा विन्यास जहां कहीं भी आएं, का लोप कर दिया जाएगा।

3. उक्त नियमों में, नियम 6 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :

"6क. (1) स्थायी लिपिकों, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों के लिए रखे जाने के प्रयोजन से कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०) बाद की अपेक्षित योग्यताएं होंगी जो सरकारी विभागों/कार्यालयों में अभी तक भर्ती-नियुक्त किए गए लिपिकों, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को अर्हक बनाती होंगी। वर्तमान लिपिक जो ग्रुप ग तथा रेलवेयर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन यथा अपेक्षित अब तक स्थायी परीक्षा पास नहीं की है, वे यदि वे स्थायी परीक्षा या कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०) पास करने का विकल्प चुनें, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों में यथापेक्षित आशुलिपि परीक्षा भी उत्तीर्ण करनी होगी।

(2) आशुटंककों को नियुक्ति की तारीख से एक वर्ष तक नियत किया जाएगा और यदि वे उक्त अवधि के भीतर कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०) उत्तीर्ण करने में असफल रहते हैं तो उनके विरुद्ध नियुक्ति प्राधिकारी तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए सक्षम न होगा जब तक वह उक्त परीक्षा उत्तीर्ण नहीं कर लेता है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जाएंगी। स्टेनो भी लिपिक तथा आशुटंककों के पद पर पदोन्नत किए गए हैं, को भी एक वर्ष तक

[illegible] एक वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करनी होगी जिसमें असफल रहने पर उसे बर्खास्त कर दिया जाएगा।

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलेक्ट्रॉनिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथा विनिर्दिष्ट किसी अन्य एजेंसी को 50 दिवस के भीतर नियम (4) में यथा अपेक्षित पाठ्यक्रम के अतिरिक्त राज्य सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट कर पाठ्यक्रम के अनुसार टाइपिंग स्पीड में रिपोर्ट कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करने के लिए अधिकृत एजेंसी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेंसी द्वारा जारी किया गया पात्रता प्रमाण-पत्र योग्य निकायों व विहित शर्तों को पूरा करने के माध्यम के रूप में स्वीकार किया जाएगा।

(4) कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) जिस पाठ्यक्रम में केवल इंट्रोडक्शन, इन्स्टॉल, बेसिक्स तथा ई मेल सम्मिलित होंगे।

(5) प्रश्नपत्रों की दशा में, दोनों भाषाओं में समावेश की (Key) तथा सही। अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाइपिंग स्पीड चूंकि टाइपिंग स्पीड कम्प्यूटर पर परीक्षित की जाएगी।

(6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने से छूट दी जाती है :—

(i) एप्लीकेशनल कम्प्यूटर, एम०सी०ए०, डी०सी०ए० या पात्रता प्राप्त संस्था जैसे पॉलिटेक्निक से कम्प्यूटर में डिप्लोमा,

(ii) स्टेट इंजीनियरिंग इन्स्ट्रूमेंट्स कॉर्पोरेशन लिमिटेड, मुल्लाना, हरियाणा एग्रो इंडस्ट्रीज कॉर्पोरेशन लिमिटेड, हरियाणा वेयरहाउसिंग कॉर्पोरेशन तथा हरियाणा राज्य औद्योगिक विकास निगम लिमिटेड के अधीन स्थापित किसी भी संस्थान प्राप्त केन्द्र से अंतिम कम्प्यूटर साक्षरता प्रमाण-पत्र,

(iii) एस०टी०सी०एल० के प्रशिक्षित शिक्षक जिन्हें एस०टी०सी०एल० से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एच०एस०टी०पी०) प्राप्त हो,

(iv) [illegible] कर्मचारियों जिनको एस०ई०टी०सी० पहले से ही एक बार सरकार के तहत वह सेवा प्रदान करने समर्थ पाया है। किसी सम्मोहन द्वारा पहले से ही पास कम्प्यूटर अप्लीकेशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हारट्रोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेंसी द्वारा ऐसे पाठ्यक्रम चलाने की तिथि से तीन वर्ष की अवधि के लिए वैध माना जाएगा। तथा

(iv) [illegible] से मान्यता प्राप्त [illegible] अवधि [illegible] अथवा उससे ऊपर [illegible] पॉलिटेक्निक [illegible] दोनों में से कोई एक अपनी भाषा [illegible] प्रमाणित करने वाला [illegible] तथा [illegible] की सीमा तक आवश्यक [illegible] सकता है।

परन्तु, इन कर्मचारियों को [illegible] के अधीन [illegible] कम्प्यूटर एप्लीकेशन तथा [illegible] (Knowledge) की [illegible] परीक्षा [illegible] होगा।

4. उक्त नियमों में [illegible]—

I. क्रम संख्या 2 के सामने, खाना 3 के नीचे, [illegible] 1 के स्थान पर निम्नलिखित पद प्रतिस्थापित किए जाएंगे, अर्थात् :—

3

"1 [illegible]".

II. क्रम संख्या 3 के सामने, खाना 3 के नीचे [illegible] 1 के स्थान पर निम्नलिखित पद प्रतिस्थापित किए जाएंगे, अर्थात् :—

3

"1 [illegible]".

III. क्रम संख्या 4 के सामने

(क) खाना 3 के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात् :—

3

"1. 10+2"

2. [illegible] एक [illegible] का ज्ञान [illegible]

3. [illegible] की [illegible]

(ख) खाना 4 के नीचे, मद 1 में [illegible] 10+2 (सीनियर सैकेण्डरी) शब्दों, चिन्हों, अंकों तथा कोष्ठक के स्थान पर, "10+2" अंक तथा चिह्न प्रतिस्थापित किए जाएंगे।

[illegible] कुमार
प्रधान सचिव, हरियाणा सरकार,
[illegible] तथा [illegible] विभाग।

(Authorised English Translation)

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 8th November, 2013

No. G.S.R. 64/Const./Art. 309/2013.—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 Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service Rules, 2006, namely —

1. These rules may be called the Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service (Amendment) Rules, 2013.

2. In the Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service Rules, 2006 (hereinafter called the said rules), the words and sign "Camp Clerks/" wherever occurring shall be omitted.

3. In the said rules, after rule 9, the following rules shall be inserted, namely :—

"9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Resorter etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify steno-graphy test as prescribed in the Service Rules.

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

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub rule (1) of this rule. The pass certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfilment of the prescribed condition in the Service Rules.

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

(5) In the case of Clerks, typing speed of 30 words per minute in English and 35 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

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

(i) M.Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnics;

(ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) (erstwhile DOEACC Society);

(iii) Haryana State - Certificate in Information Technology (HS-CIT) from the Authorised Learning Centres (ALCs) of the HKCL;

(iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and

(v) Physically disabled candidates (i.e. amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb, Degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

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

4. In the said rules in Appendix B,—

(i) against serial number 2, under column 3, for item 1, the following item shall be substituted, namely :-

3
"1 10+2,";

(ii) against serial number 3, under column 3, for item 1, the following item shall be substituted, namely :-

3
"1 10+2;".

(iii) against serial number 4,

(a) under columns 3, for existing entries, the following entries shall be substituted, namely :-

3
"1 10+2;
2 Knowledge of Hindi upto Matric standard and
3. Omitted in view of rule 9A;", and

(b) under columns 4 in item (1), for the word, sign, figure and brackets, "Matric/Higher Secondary or equivalent/10+2 (Vocational)", the figure and sign "10+2" shall be substituted.

HARDEEP KUMAR,
Principal Secretary to Government, Haryana,
Excise and Taxation Department.

हरियाणा सरकार

आबकारी तथा कराधान विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सा०का०नि० 60/संवि०/अनु० 309/2013.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा आबकारी तथा कराधान आयुक्त कार्यालय (ग्रुप ग) सेवा नियम, 1980, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा आबकारी तथा कराधान आयुक्त कार्यालय (ग्रुप ग) सेवा (संशोधन) नियम, 2013, कहे जा सकते हैं।

2. हरियाणा आबकारी तथा कराधान आयुक्त कार्यालय (ग्रुप ग) सेवा नियम, 1980 (जिन्हें इसमें, इसके बाद, उक्त नियम कहा गया है), में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :—

"9क.—(1) टंकण परीक्षा, लिपिकों, आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों के लिए सेवा शर्तों के भाग रूप में कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) बाद की अपेक्षित शर्त/अर्हता होगी जो सरकारी विभागों/संस्थाओं में सभी नए भर्ती/नियुक्त किए गए लिपिकों, आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को अर्हक करनी होगी। वर्तमान लिपिक जो ग्रुप घ तथा रैस्टोरर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन यथा अपेक्षित अब तक टंकण परीक्षा पास नहीं की है उन्हें या तो टंकण परीक्षा या कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) पास करने का विकल्प होगा। आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों में यथाविहित आशुलिपि परीक्षा भी अर्हक करनी होगी।

(2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तारयोग्य दो वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा(एस०ई०टी०सी०) अर्हक करनी होगी। ग्रुप ग में पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए हकदार नहीं होगा जब तक वह उक्त परीक्षा अर्हक नहीं कर लेता/लेती है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जाएंगी। व्यक्ति जो लिपिक तथा आशुटकक के पद पर पदोन्नत किए गए हैं, को भी एक वर्ष तक विस्तारयोग्य एक वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी जिसमें

असफल रहने पर उसे वापिस प्रतिवर्तित कर दिया जाएगा।

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलैक्ट्रानिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेन्सी को इस नियम के उप-नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाइपिंग स्पीड में परीक्षा सहित कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेन्सी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जाएगा।

(4) कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मनेजमैन्ट होंगे।

(5) लिपिकों की दशा में, दोनों मामलों में समकक्ष की (Key) दबाने सहित बदलकर अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाइपिंग स्पीड, चूंकि टाइपिंग स्पीड कम्प्यूटर पर परीक्षित की जाएगी।

(6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने से छूट दी जाती है :—

(i) एम०टैक०/बी०टैक० (कम्प्यूटर), एम०सी०ए०, बी०सी०ए० या मान्यता प्राप्त संस्थान जैसे पॉलिटैकनिक्स से कम्प्यूटर में डिप्लोमा;

(ii) राष्ट्रीय इलैक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन०आई०ई०एल०आई०टी०) (पूर्वी डी०ओ०ई०ए०सी०सी० सोसाइटी) के अधीन स्थापित किसी मान्यताप्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;

(iii) एच०के०सी०एल० के प्राधिकृत शिक्षा केन्द्रों (ए०एल०सीज०) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एच०एस०सी०आई०टी०);

(iv) उम्मीदवारों/कर्मचारियों जिन्होंने एस०ई०टी०सी० पहले से ही पास कर रखी है तथा वह सेवा ग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हारट्रोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जाएगा; तथा

(v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन, ऊपरी अंगों का अंगच्छेदन, पैरेलाइसिस ऑफ रेड्यूल (रेड्यूल नैव पॉल्जि) दोनों में से कोई एक ऊपरी अंग। नैवस सिस्टम को प्रभावित करने वाला डेक्लिनेशन डिजेनेरेटिव डिसऑर्डर्स जो हाथ के

लम्बे तथा इसकी मांसपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

तथापि, इन कर्मचारियों को उपरोक्त उप-पैरा (v) के अधीन वर्णित अपवाद सहित कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।"।

3. उक्त नियमों में, परिशिष्ट 'ख' में,—

I. क्रम संख्या 3 के सामने, खाना 3 के नीचे, विद्यमान मद 1 के स्थान पर, निम्निलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"1. 10+2 अथवा मान्यताप्राप्त विश्वविद्यालय से स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);";

II. क्रम 4 के सामने, खाना 3 के नीचे, विद्यमान मद 1 के स्थान पर, निम्निलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"1. 10+2 अथवा मान्यताप्राप्त विश्वविद्यालय से स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);";

III. क्रम संख्या 8 के सामने, खाना 3 के नीचे, विद्यमान मद 1 के स्थान पर, निम्निलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"1. 10+2 अथवा मान्यताप्राप्त विश्वविद्यालय से स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);";

IV. क्रम संख्या 9 के सामने,—

"(क) खाना 3 के नीचे, विद्यमान मद के स्थान पर, निम्निलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"(1) 10+2 अथवा मान्यताप्राप्त विश्वविद्यालय से स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);";

(2) मैट्रिक स्तर तक हिन्दी;

(3) नियम 9 क के दृष्टिगत लोप किया गया है;"; तथा

(ख) खाना 4 के नीचे, विद्यमान मदों के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"(1) रेस्टोरर या डुप्लिकेटिंग ऑपरेटर या पोतेदार या ग्रुप घ कर्मचारी जो 10+2 योग्यता रखते हों, के रूप में पाँच वर्ष का अनुभव;

(2) अन्य सरकार या विभाग में लिपिक के रूप में तीन वर्ष की सेवा।"।

हरदीप कुमार,
प्रधान सचिव, हरियाणा सरकार,
आबकारी तथा कराधान विभाग।

हरियाणा सरकार

आबकारी तथा कराधान विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सा०का०नि० 60/संवि०/अनु० 309/2013.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा आबकारी तथा कराधान आयुक्त कार्यालय (ग्रुप ग) सेवा नियम, 1980, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा आबकारी तथा कराधान आयुक्त कार्यालय (ग्रुप ग) सेवा (संशोधन) नियम, 2013, कहे जा सकते हैं।

2. हरियाणा आबकारी तथा कराधान आयुक्त कार्यालय (ग्रुप ग) सेवा नियम, 1980 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है), में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :—

"9क.—(1) टंकण परीक्षा, लिपिकों, आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों के लिए सेवा शर्तों के भाग रूप में कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) बाद की अपेक्षित शर्त/अर्हता होगी जो सरकारी विभागों/संस्थाओं में सभी नए भर्ती/नियुक्त किए गए लिपिकों, आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को अर्हक करनी होगी। वर्तमान लिपिक जो ग्रुप घ तथा रैस्टोरर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन यथा अपेक्षित अब तक टंकण परीक्षा पास नहीं की है उन्हें या तो टंकण परीक्षा या कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) पास करने का विकल्प होगा। आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों में यथाविहित आशुलिपि परीक्षा भी अर्हक करनी होगी।

(2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तारयोग्य दो वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा(एस०ई०टी०सी०) अर्हक करनी होगी। ग्रुप ग में पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए हकदार नहीं होगा जब तक वह उक्त परीक्षा अर्हक नहीं कर लेता/लेती है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जाएंगी। व्यक्ति जो लिपिक तथा आशुटंकक के पद पर पदोन्नत किए गए हैं, को भी एक वर्ष तक विस्तारयोग्य एक वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी जिसमें

असफल रहने पर उसे वापिस प्रतिवर्तित कर दिया जाएगा।

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलैक्ट्रानिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेन्सी को इस नियम के उप-नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाइपिंग स्पीड में परीक्षा सहित कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेन्सी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जाएगा।

(4) कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मनेजमैन्ट होंगे।

(5) लिपिकों की दशा में, दोनों भाषाओं में समकक्ष की (Key) दबाने सहित बदलकर अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाइपिंग स्पीड, चूंकि टाइपिंग स्पीड कम्प्यूटर पर परीक्षित की जाएगी।

(6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने से छूट दी जाती है :—

(i) एम०टैक०/बी०टैक० (कम्प्यूटर), एम०सी०ए०, बी०सी०ए० या मान्यता प्राप्त संस्थान जैसे पॉलिटैकनिक्स से कम्प्यूटर में डिप्लोमा;

(ii) राष्ट्रीय इलैक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन०आई०ई०एल०आई०टी०) (पूर्वी डी०ओ०ई०ए०सी०सी० सोसाइटी) के अधीन स्थापित किसी मान्यताप्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;

(iii) एच०के०सी०एल० के प्राधिकृत शिक्षा केन्द्रों (ए०एल०सीज०) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एच०एस०सी०आई०टी०);

(iv) उम्मीदवारों/कर्मचारियों जिन्होंने एस०ई०टी०सी० पहले से ही पास कर रखी है तथा वह सेवा ग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हारट्रोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जाएगा; तथा

(v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन, ऊपरी अंगों का अंगच्छेदन, पैरेलइसिस ऑफ रेड्यल (रेड्यल नैव पॉलसि) दोनों में से कोई एक ऊपरी अंग। नैवस सिस्टम को प्रभावित करने वाला डेफिलनेशैन डिजेनेरेटिव डिसऑर्डर्स जो हाथ के

लकवे तथा इसकी मांसपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

तथापि, इन कर्मचारियों को उपरोक्त उप-पैरा (v) के अधीन वर्णित अपवाद सहित कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।"।

3. उक्त नियमों में, परिशिष्ट 'ख' में,—

I. क्रम संख्या 3 के सामने, खाना 3 के नीचे, विद्यमान मद 1 के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"1. 10+2 अथवा मान्यताप्राप्त विश्वविद्यालय से स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);";

II. क्रम 4 के सामने, खाना 3 के नीचे, विद्यमान मद 1 के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"1. 10+2 अथवा मान्यताप्राप्त विश्वविद्यालय से स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);";

III. क्रम संख्या 8 के सामने, खाना 3 के नीचे, विद्यमान मद 1 के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"1. 10+2 अथवा मान्यताप्राप्त विश्वविद्यालय से स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);";

IV. क्रम संख्या 9 के सामने,—

"(क) खाना 3 के नीचे, विद्यमान मद के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"(1) 10+2 अथवा मान्यताप्राप्त विश्वविद्यालय से स्नातक अथवा इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);";

(2) मैट्रिक स्तर तक हिन्दी;

(3) नियम 9 क के दृष्टिगत लोप किया गया है;"; तथा

(ख) खाना 4 के नीचे, विद्यमान मदों के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

"(1) रैस्टोरर या डुप्लिकेटिंग ऑपरेटर या पोतेदार या ग्रुप घ कर्मचारी जो 10+2 योग्यता रखते हों, के रूप में पाँच वर्ष का अनुभव;

(2) अन्य सरकार या विभाग में लिपिक के रूप में तीन वर्ष की सेवा।"।

हरदीप कुमार,
प्रधान सचिव, हरियाणा सरकार,
आबकारी तथा कराधान विभाग।

[illegible]

[illegible]

1. (1) [illegible]

(2) [illegible]

(3) [illegible]

Provided that where any of these rules [illegible] the [illegible] of any such [illegible] [illegible] in respect of the [illegible] to the extent to which any of these rules is [illegible] [illegible] made in accordance with the provisions of [illegible] section (6) thereof [illegible] the Part [illegible] [illegible]

2. In these rules, unless the context [illegible] requires —

(a) "[illegible] the Haryana Pollution [illegible] Authority;

"[illegible] the Haryana State [illegible] Board;

(b) [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

HARYANA GOVERNMENT

[illegible]

NOTIFICATION

[illegible]

[illegible]

[illegible]

[illegible]

APPENDIX 'A'

[illegible]

[illegible]	[illegible]	Number of Posts			[illegible]
		[illegible]	[illegible]	[illegible]	
1	2	3	4		7
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

HARYANA GOVERNMENT

[illegible]

APPENDIX 'A'

[illegible]

[illegible]					
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

APPENDIX [illegible]

Schedule [illegible]

Name of post	Authority empowered to pass the order	Appellate Authority
1	2	3
(b) Withholding [illegible]	Commissioner	Government
(c) [illegible]	Do.	Do.

[illegible]

APPENDIX [illegible]

Schedule [illegible]

Regulations relating to the subjects and standard [illegible] competitive examination of candidates for the post of Excise and Taxation Inspectors

1. (i) The examination [illegible]

(2) The question papers [illegible] English [illegible]

(3) No candidate shall be deemed to have [illegible]

(4) The [illegible]

(i) English [illegible]

(ii) [illegible]

(iii) [illegible]

(iv) [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

(2) [illegible] English passage [illegible]

[illegible]

[illegible]

Total [illegible]

[illegible]

[illegible]

[illegible] intended [illegible]

[illegible] will be shown [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

2. [illegible] Commissioner [illegible]

[illegible]

[illegible]

[illegible]

5. [illegible]

[illegible]

[illegible]

6. [illegible] be published in the [illegible]

7. [illegible]

8. [illegible]

9. [illegible]

10. [illegible]

11. [illegible]

[illegible]

Subject : LAW [illegible]

[illegible]

(2) [illegible] Schedules, Chapters XXIII, XXVI, XXVII [illegible] Chapters IV, VII and VIII;

(3) The Indian Evidence Act, 1872 except Chapters V and VIII;

(4) The General Clauses Act, 1897;

(5) The Limitation (Amendment) [illegible]

Section II—Procedure

(1) The Indian Penal Code, 1860;

(2) The Punjab Land Revenue Act, [illegible]

(3) [illegible] 1973;

(4) The Indian Penal Code [illegible]

(5) The Punjab Tenancy Act, 1887 [illegible]

(6) The Punjab Pre-Emption Act, 1913 [illegible]

(7) The Punjab Alienation of Land Act, 1900 [illegible]

(8) The Punjab Land Reforms Act, 1972 [illegible]

(9) The Punjab Land Revenue Act, 1887 [illegible]

(10) The Punjab Tenancy Act, 1887 [illegible]

(11) [illegible]

(12) [illegible]

(13) [illegible]

(14) [illegible]

(15) [illegible]

(16) [illegible]

(17) [illegible]

(18) [illegible]

(19) [illegible]

(20) [illegible]

(21) [illegible]

(22) [illegible]

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(28) [illegible]

(29) [illegible]

(30) [illegible]

(31) [illegible]

(32) [illegible]

(33) [illegible]

(34) [illegible]

(35) [illegible]

(36) [illegible]

(37) [illegible]

(38) [illegible]

(39) [illegible]

(40) [illegible]

(41) [illegible]

(42) [illegible]

(43) [illegible]

(44) [illegible]

(45) [illegible]

(46) [illegible]

(47) [illegible]

(48) [illegible]

(49) [illegible]

(50) [illegible]

(51) [illegible]

(52) [illegible]

(53) [illegible]

(54) [illegible]

(55) [illegible]

(56) [illegible]

(57) [illegible]

(58) [illegible]

(59) [illegible]

(60) [illegible]

(61) [illegible]

(62) [illegible]

(63) [illegible]

(64) [illegible]

(65) [illegible]

(66) [illegible]

(67) [illegible]

(68) [illegible]

(69) [illegible]

(70) [illegible]

(71) [illegible]

(72) [illegible]

(73) [illegible]

(74) [illegible]

(75) [illegible]

(76) [illegible]

(77) [illegible]

(78) [illegible]

(79) [illegible]

(80) [illegible]

(81) [illegible]

(82) [illegible]

(83) [illegible]

(84) [illegible]

(85) [illegible]

(86) [illegible]

(87) [illegible]

(88) [illegible]

(89) [illegible]

(90) [illegible]

(91) [illegible]

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(912) [illegible]

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(915) [illegible]

(916) [illegible]

(917) [illegible]

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(920) [illegible]

(921) [illegible]

(922) [illegible]

(923) [illegible]

(924) [illegible]

(925) [illegible]

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(927) [illegible]

(928) [illegible]

(929) [illegible]

(930) [illegible]

(931) [illegible]

(932) [illegible]

(933) [illegible]

(934) [illegible]

(935) [illegible]

(936) [illegible]

(937) [illegible]

(938) [illegible]

(939) [illegible]

(940) [illegible]

(941) [illegible]

(942) [illegible]

(943) [illegible]

(944) [illegible]

(945) [illegible]

(946) [illegible]

(947) [illegible]

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(949) [illegible]

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(957) [illegible]

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(959) [illegible]

(960) [illegible]

(961) [illegible]

(962) [illegible]

(963) [illegible]

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(965) [illegible]

(966) [illegible]

(967) [illegible]

(968) [illegible]

(969) [illegible]

(970) [illegible]

(971) [illegible]

(972) [illegible]

(973) [illegible]

(974) [illegible]

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(977) [illegible]

(978) [illegible]

(979) [illegible]

(980) [illegible]

(981) [illegible]

(982) [illegible]

(983) [illegible]

(984) [illegible]

(985) [illegible]

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(988) [illegible]

(989) [illegible]

(990) [illegible]

(991) [illegible]

(992) [illegible]

(993) [illegible]

(994) [illegible]

(995) [illegible]

(996) [illegible]

(997) [illegible]

(998) [illegible]

(999) [illegible]

(1000) [illegible]

[illegible]

Subject to [illegible] the [illegible] information:

(1) [illegible] Act [illegible];

(2) [illegible] Act, [illegible];

(3) [illegible] under (1) and (2) [illegible], and

(4) [illegible] Act;

(5) [illegible] to know the probable [illegible] of the Act [illegible] the [illegible] of the [illegible] Act [illegible] [illegible] requirements.

[illegible] VI—Book Keeping and General Commercial Knowledge

Candidates will be required to answer questions [illegible] Book-keeping [illegible] and [illegible] general commercial knowledge.

[illegible] VII—[illegible]

(1) [illegible] Second

(2) [illegible] distribution [illegible]

(3) [illegible]

[illegible]

[illegible]

अधिसूचना

[illegible] 2004

[illegible] 2004 [illegible] अर्थात् :—

1. (1) [illegible] नियम 2004 [illegible]

(2) [illegible]

2. [illegible] अर्थात् :—

"2. [illegible]"

3. [illegible]

भाग I [illegible]

(i) [illegible] 1962 (1962 का अधिनियम [illegible]) के अध्याय V, IX, [illegible] XI, XIII, XXIV और XXIII;

(ii) [illegible] 1975 (1976 का अधिनियम [illegible]) के अध्याय VIII, IX, X, XI, XXV, XXVI, XXVII, XXVIII, XXIX और XXX [illegible];

(iii) [illegible] अधिनियम, 1872 (1872 का 1) के अध्याय VI तथा V [illegible];

(iv) [illegible] अधिनियम, 1925 (1925 का 30); तथा

(v) [illegible] अधिनियम, 1956 (1956 का [illegible]);

भाग II [illegible]

(1) [illegible] अधिनियम, 1934 (1934 का [illegible] अधिनियम [illegible]);

(2) [illegible] अधिनियम, 1951 [illegible];

(3) [illegible] अधिनियम, [illegible] 1956 [illegible];

[illegible]

(4) [illegible] (संशोधन) अधिनियम, [illegible];

(5) [illegible] अधिनियम [illegible] की धारा 41, ;

(6) [illegible] (विनियमन) अधिनियम, 1900 (1900 का 10) तथा

(7) उपरोक्त मद संख्या 1 से 6] के अधीन जारी की गई अधिसूचनाएं आदेश तथा नियम

विषय-III अधिकार कर

(1) [illegible] अधिनियम, 1959 (1959 का [illegible] अधिनियम 16);

(2) [illegible] अधिनियम, 1962 (1962 का [illegible] अधिनियम 10); तथा

(3) उक्त मद [illegible] और [illegible] के अधीन जारी की गई अधिसूचनाएं, आदेश, नियम और कार्यालय ज्ञापन।

विषय-IV विक्रय कर विधि

(1) हरियाणा [illegible] क्षेत्र विकास कर अधिनियम, 2000 (2000 का [illegible]);

(2) हरियाणा भूमि [illegible] कर अधिनियम, [illegible] (2000 का [illegible]);

(3) [illegible] अधिनियम, [illegible] का [illegible];

(4) माल विक्रय अधिनियम, 1930 (1930 का 10); तथा

(5) उक्त मद [illegible] के अधीन जारी की गई अधिसूचनाएं, नियम तथा कार्यालय ज्ञापन।

(6) अनुसूचित जाति अधिनियम के सम्बन्ध में [illegible] को [illegible] चाहिए। [illegible] हरियाणा भूमि [illegible] कर अधिनियम और [illegible] अधिनियम [illegible] के लिए भी अधिदेश होगा।

विषय-V भूमि [illegible] तथा [illegible] व्यापारिक [illegible]

[illegible]

विषय-VI [illegible]

[illegible]

[illegible]

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The [illegible] May, 2004

No. G.S.R. 15/Const./Art. 309/2004.—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 further to amend the Haryana Excise and Taxation Inspectorate (State Service Group C) Rules, 1969, namely :-

1. (1) These rules may be called the Haryana Excise and Taxation Inspectorate (State Service Group C) Amendment Rules, 2004.

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

2. In the Haryana Excise and Taxation Inspectorate (State Service Group C) Rules, 1969 (hereinafter called the said rules), in rule 8, in sub-rule (2), the following sub-rule shall be substituted, namely :-

"(2) The candidates belonging to category (ii) under sub-rule (2) of rule 2 must have atleast three years of [illegible] on the post."

3. In the said rules, in Appendix [illegible], in serial No. 21, after [illegible], for the existing subjects, the following subjects shall be substituted namely :-

Subject I. Law of Crimes

(1) The Indian Penal Code, 1860 (Act 45 of 1860), Chapters I to V, IX to XI, VIII, XIV and XVIII ;

(2) The Code of Criminal Procedure, 1973 (Act 2 of 1974), as in force, chapters VIII, IX, X, XI, XIX, XXVI, XXV, LXXVII, XXV and XXIX ;

(3) The Indian Evidence Act, 1872 (1 of 1872), except Subject VI and VIII ;

(4) The General Clauses Act, 1897 (10 of 1897) ; and

(5) The Protection of Civil Rights Act, 1955 (22 of 1955).

Subject II. Excise Law

(1) The Punjab Excise Act, 1914 (Punjab Act 1 of 1914) ;

(2) The Punjab Local Option Act, 1933 (Punjab Act 5 of 1933) ;

(3) The Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of

(4) The East Punjab Molasses (Control) Act, 1948 (XI of 1948);

(5) The Haryana Panchayati Raj Act, 1994 (Act 11 of 1994), (Section 31 only);

(6) The Medicinal and Toilet Preparations (Excise Duties) Act, 1955 (16 of 1955); and

(7) Notifications, orders and rules issued under items No. I to VI above.

Subject-III Allied Taxes

(1) The Punjab Entertainment Duty Act, 1955 (Punjab Act 16 of 1955);

(2) The Punjab Passengers and Goods Taxation Act, 1952 (Punjab Act 16 of 1952); and

(3) Notifications, orders, rules and executive instructions issued under items (1 and 2) above.

Subject-IV Sales Tax Law

(1) The Haryana Local Area Development Tax Act, 2000 (13 of 2000);

(2) The Haryana Value Added Tax Act, 2003 (6 of 2003);

(3) The Central Sales Tax Act, 1956 (74 of 1956);

(4) The Sale of Goods Act, 1930 (III of 1930); and

(5) Notifications, rules and executive instructions issued under items (1 to 4) above.

(6) Candidates will be required to know the general principles of the Act so far as they apply to the administration of the Haryana Value Added Tax Act and rules issued thereunder and will also be required to draw up assessment orders.

Subject-V Book Keeping and General Commercial Knowledge

Candidates will be required to answer questions about the theory and practical of single and double entry book keeping including the preparation of Trading Accounts, Profits and Loss Accounts and Balance Sheets. The paper will also test candidate's knowledge of General Commercial Terms and Practice

Subject-VI Computer Operation

A test of computer handling requiring the candidate to operate the computer, work in windows and make use of Microsoft Word, Microsoft Excel packages effectively creates Electronic Mail (send, receive and send messages and files through Electronic Mail, access internet, surf the internet and download information from the Internet).

CHARDER SINGH,

Head office

Head office

[Published in the Haryana Government Gazette, Legislative Supplement, dated the 9th December, 1980]

Part III

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 28th November, 1980

No. G.S.R.123/Const./Art.309/80.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed, to the Haryana Excise, and Taxation Commissioner's Office (Group C) Service, namely :—

PART I—GENERAL

1. These rules may be called the Haryana Excise and Taxation Commissioner's Office (Group C) Service Rules, 1980. Short title

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

(a) "Board" means the Subordinate Services Selection Board, Haryana ;

(b) "Commissioner" means the Excise and Taxation Commissioner, Haryana ;

(c) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;

(d) "Government" means the Haryana Government in the Administrative Department ;

(e) "Service" means the Haryana Excise and Taxation Commissioner's Office (Group C) Service ;

(f) "recognised university" means,—

(i) any university incorporated by law in India ; or

(ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ; or

(iii) any other university which is declared by the Government to be a recognised university for the purpose of these rules.

PART II—RECRUITMENT TO 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 scales of pay shown against Number of posts

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of candidates recruited to the service.

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, Ugenda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethopia 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 Board or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

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

Age.

5. No person shall be appointed to the Service by direct recruitment who is less than seventeen years or more than thirty years of age, on the last date of submission of applications to the Board :

Provided that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes, Ex-Serviceman and Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

Appointing Authority.

6. Appointments to any post in the Service shall be made by the Commissioner.

Qualifications.

7. No person shall be appointed to 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 recruitment, other than by direct recruitment.

8. No person,—

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 Head Clerk,—

(i) by promotion from amongst Junior Auditors, Clerks, Junior Scale Stenographers, or Steno-typists ; 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 Assistants,—

(i) by promotion from amongst Junior Auditors, Clerks, Junior Scale Stenographers, or Steno-typists ; or

(ii) by direct recruitment ; or

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

(c) in the case of Senior Scale Stenographers,—

(i) by promotion from amongst Junior Scale Stenographers ; or

(ii) by direct appointment ; or

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

(d) in the case of Junior Scale Stenographers,—

(i) by promotion from amongst Steno-typists ; or

(ii) by direct appointment ; or

(iii) 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 Librarian,—

(i) by direct appointment ; or

(ii) 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 Steno-typists,—

(i) by promotion from amongst Clerks in the Service ; or

(ii) by direct appointment ; or

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

(g) in the case of Munim,—

(i) by direct appointment ; or

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

(h) in the case of Clerks,—

(i) by direct appointment ; or

(ii) (a) by appointment on seniority-cum-fitness basis, from amongst Restorers, Duplicating Operators and Potedars ; and

(b) by promotion on seniority-cum-fitness basis from amongst Group D employees of the Commissioner's Office, and who possess educational qualifications specified in Appendix B for the post of Clerk and have rendered at least five years service on such post, subject to the condition that not more than twenty per cent of the posts shall be filled in by this method ; or

20%

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

(i) in the case of Junior Auditors,—

(i) by direct appointment ; or

(ii) by promotion from amongst Clerks or Steno-typists ; or

(iii) by transfer or deputation of an official already in the Service of any State Government or the Government of India ; and

(j) in the case of Restorers, Duplicating Operators and Potedars,—

(i) by promotion from amongst Daftries or Jamadars or Group 'D' employees in the Commissioner's Office ; or

(ii) 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 any vacancy occurs or is about to occur in the Service the appointing authority shall determine the manner in which it is to be filled.

(3) All promotions in the Service shall be made on seniority-cum-fitness basis

Probation.

10. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise :

Provided that—

(a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) any period of work in equivalent or higher rank, prior to appointment to 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 services ; and

(b) if such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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

(a) if his work or conduct has, in its opinion, been satisfactory,—

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or

(b) If his work or conduct has, in its opinion, been not satisfactory,—

(i) dispense with his services, if appointed by direct recruitment, or revert him to his former post or deal with him in such other

manner as the terms and conditions of his previous appointment permit, if appointed otherwise ; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation :

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

Seniority.

11. Seniority, *inter se* of members of the Service shall be determined by the length of continuous service on any post in the Service :

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

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board, 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) 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 their length of 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.

Liability to serve.

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve 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, 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 clause (ii) or clause (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 or other matters.*

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, 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 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 and the appellate authority shall also be as specified in Appendix D to these rules.

15. Every member of the Service shall get himself vaccinated and re-vaccinated if and when the Government so directs by a special or general order. Vaccination.

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. Oath of allegiance.

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons. Power of relaxation.

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

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other Backward Classes, in accordance with the orders issued by the Government in this regard from time to time, under clause (4) of article 16 of the Constitution of India. Reservations.

20. The Punjab Excise and Taxation Commissioner's Office (State Service Class-III) Rules, 1954, are hereby repealed : Repeal and savings.

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)

Designation of Post	Number of posts			Scale of Pay
	Permanent	Temporary	Total	
1	2	3	4	5
				Rs
1. Head Clerk ..	..	1	1	525—15—600—20—660/700—30—850—EB——890—40—1,050
2. Assistant ..	23	11	34	525—15—600—20—660/700—30—850—EB—890—40—1,050
3. Senior Scale Stenographer	2	6	8	525—15—600—20—660/700—30—850—EB—890—40—1,050
4. Junior Scale Stenographer	1	2	3	480—15—600—EB—20—700—30—760
5. Steno-typist ..	2	6	8	400—10—490/540—15—600—EB—20—660 + Rs. 25 as Special Pay
6. Clerk ..	44	18	62	400—10—490/540—15—600—EB—20—660 (Selection Grade for 20% of posts in the grade of Rs 480—15—600—EB—20—700—30—760
7. Librarian ..	..	1	1	700—1400 ~~600—20—700—30—850/900—40—1,100~~
8. Munim ..	..	1	1	525—15—600—20—660/700—30—850—EB—890—40—1,050
9. Junior Auditor .	1	1	2	525—15—600—20—660/700—30—850—EB—890—40—1,050
10. Restorer ..	1	..	1	400—10—490/540—15—600—EB—20—660
11. Duplicating Operator	..	1	1	400—10—490/540—15—600—EB—20—660
12. Potedar ..	..	1	1	90—3—120/4—140 (Old Scale)

APPENDIX B

(*See* Rule 7)

Serial No.	Designation of the post	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	Head Clerk	..	(i) Three years' service as a Junior Auditor ; or (ii) Five years Government Service as a Clerk; or (iii) Five years' Government Service as Junior Scale Stenographer or Steno-typist including that of a regular Clerk.
2	Assistant	Graduate of a recognised university or its equivalent (Knowledge of Hindi upto Matric Standard)	(i) Three years' service as a Junior Auditor ; or (ii) Five years' Government Service as a Clerk ; or (iii) Five years' Government service as Junior Scale Stenographer or Steno-typist including that of a regular Clerk.
3	Senior Scale Stenographer	1. Matric, 1st Division/ Higher Secondary, Second Division/Intermediate, Second Division/ Graduate of a recognised university or equivalent. (For Ex-serviceman, Matric only), 2. Knowledge of Hindi upto Matric Standard;	Five years' service as Junior Scale Stenographer/Steno-typist having English/Hindi speed in shorthand at 100/80 words per minute and transcription thereof at 20/15 words per minute respectively. 4% mistakes on the typed material will be allowed

1	2	3	4
		3. English Shorthand at 100 Words per minute and transcription thereof at 20 words per minute ; and 4. Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute. 4% mistakes on the typed material will be allowed	
4	Junior Scale Stenographer	1. Matric, 1st Division/ Higher Secondary, Second Division/Intermediate, 2nd Division/ Graduate of a recognised university or equivalent (for Ex-serviceman Matric only); 2. Knowledge of Hindi upto matric standard ; 3. English shorthand at 100 w.p.m. and transcription thereof at 20 w.p.m. ; and 4. Hindi Shorthand at 80 w.p.m. and transcription thereof at 15 w.p.m. 8% mistakes on the typed material will be allowed	One year service as Stenotypist in the service having English/Hindi speed in Shorthand at 100/80 w. p. m. and transcription thereof at 20/15 w.p.m. respectively. 8% mistakes on the the typed material will be allowed.
5	Librarian	Graduate of a recognised University or its equivalent and holds diploma in Library Science of a recognised university. Knowledge of Hindi upto Matric Standard	Graduate of a recognised university or its equivalent and holds diploma in Library Science of a recognised University. Knowledge of Hindi upto Matric Standard.
6	Junior Auditor	Graduate of a recognised University or its equivalent (Knowledge of Hindi upto matric standard)	Three years' experience as Clerk
7	Munim	Matriculation with knowledge in Amritsari and Mahajani Landa Script (Knowledge of Hindi upto Matric Standard)	Matriculation with knowledge in Amritsari and Mahajani Landa script (Knowledge of Hindi upto Matric Standard)

1	2	3	4
8.	Steno-typist	1. Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/Graduate of a recognised university or equivalent. (For Ex-serviceman Matric only) 2. Knowledge of Hindi upto Matric standard 3. English shorthand at 80 w.p.m. and transcription thereof at 15 w.p.m. 4. Hindi shorthand at 6 w.p.m. and transcription thereof at 11 w.p.m. 8% mistakes on the typed material will be allowed.	One year service as a Clerk having English/ Hindi speed in shorthand at 80/64 w.p.m. and transcription thereof at 15/11 w.p.m., respectively. 8% mistakes on the typed material will be allowed.
9.	Clerk	1. Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/Graduate of a recognised university or equivament (for ex-servicemen Matric only). 2. Knowledge of Hindi upto Matric standard. 3. Should pass the prescribed test in Hindi or English typing at the speed of 25 w.p.m. or 30 w.p.m., respectively within a period of one year of the appointment	(i) Five years service as Restorer or Duplicating Operator or Potedar or Group D employees who possess Matriculation or its equivalent qualifications. (ii) Three years service as Clerk in another Government or Department.
10.	Restorer, Duplicating Operator and Potedar	Matriculation of a recognised University or Board or its equivalent. (Knowledge of Hindi upto Matric standard)	Three years ser Group D having pas class exam its equiva'

APPENDIX C

[*See* rule 14(1)]

Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
1. Head Clerk 2. Assistant 3. Senior Scale Stenographer 4. Junior Scale Stenographer 5. Steno-typist 6. Clerk 7. Librarian 8. Munim 9. Junior Auditor 10 Restorer 11. Duplicating Operator 12. Potedar	Commissioner	(a) Censure ; (b) warning with a copy on the personal file ; (c) with-holding of increments or promotion, including stoppage at an efficiency bar ; (d) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders ; (e) reduction to a lower post or time scale or to a lower stage in a time scale; (f) removal from the Service which does not disqualify from future employment; (g) dismissal from the Service which does ordinarily disqualify from future employment.	Commissioner	Government

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APPENDIX D

[See rule 14 (2)]

Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4
1. Head Clerk 2. Assistant 3. Senior Scale Stenographer 4. Junior Scale Stenographer 5. Steno-typist 6. Clerk 7. Librarian 8. Munim 9. Junior Auditor 10 Restorer 11. Duplicating Operator 12. Potedar	(i) Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension ; and (ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.	Commissioner	Government.

L.C. GUPTA,

Secretary to Government, Haryana,
Excise and Taxation Department.

4370 CS (H)—Govt. Press, Chd.

[Authorized English Translation]

HARYANA GOVERNMENT

EXCISE AND TAXATION DEPARTMENT

Notification

The 25th April, 2008

No. G.S.R. 10/Const./Art. 309/2008.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Excise and Taxation Commissioner's Office (Group D) Service, namely :—

PART-I — GENERAL

1. These rules may be called the Haryana Excise and Taxation Commissioner's Office (Group D) Service Rules, 2008. Short title.

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

(a) "Commissioner" means the Excise and Taxation Commissioner, Haryana ;

(b) "direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of the Government of India or any State Government ;

(c) "Employment Exchange" means the Haryana Employment Department ;

(d) "Government" means the Haryana Government in the Administrative Department;

(e) "recognised educational institution/school/board" means, —

(i) any educational institution/school/board incorporated by law in India ; or

(ii) any other educational institution/school/board which is declared by the Government to be a recognized educational institution/school/board for purpose of these rules.

(f) "Service" means the Haryana Excise and Taxation Commissioner's Office (Group D) Service.

PART-II —RECRUITMENT TO SERVICE

Number and character of posts.

3. The service shall comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall 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.

Nationality, domicile and character of candidates appointed to service

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

(a) a 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 Board or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

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

5. No person shall be appointed to the Service by direct recruitment who is less than sixteen years or more than forty years of age, on the last date of submission of applications to the Employment Exchange : Age.

Provided that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes, Ex-servicemen and Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

6. Appointments to any post in the Service shall be made by the Commissioner. 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 2 of Appendix B to these rules in the case of direct recruitment and those specified in column 3 of the aforesaid appendix in the case of persons appointed other than by direct recruitment : Qualifications.

Provided that in case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the appointing 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.

Disqualifications.

8. No person, —

(a) who has entered into or contracted a marriage with a person having a spouse living, or

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

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

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

Method of recruitment

9. Recruitment to the Service shall be made, —

(i) by direct recruitment ; or

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

Probation.

10. (1) Persons appointed to any post in the Service shall remain on probation, for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise :

Provided that —

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank, prior to appointment to 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 his former post or deal with him in such other manner, as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

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

11. Seniority, *inter se* of the members of Service shall be determined by the length of continuous service on any post in the Service: Seniority.

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 Employment Exchange 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) member appointed by direct recruitment shall be senior to a member appointed by transfer;

(b) in the case of members appointed by transfer, seniority shall be determined according to the seniority of such members in the appointment from which they were transferred; and

(c) 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 their length of 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.

Liability to service.

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve 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, a municipal corporation or a local authority or University within the State of Haryana;

(ii) the Central Government, or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; 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 clause (ii) or clause (iii) except with his consent.

Pay, leave, pension and other matters.

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeals) Rules, 1987 and the appellate authority shall also be as specified in Appendix D to these rules.

Vaccination.

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

Oath of allegiance.

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

Power of relaxation.

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

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 to do so.

Reservation.

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

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

Repeal and savings.

20. The Punjab State (Class IV) Service Rules, 1963, are 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.

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APPENDIX A

(See rule 3)

Designation of posts	Number of Posts			Scale of Pay
	Permanent	Temporary	Total	
1	2	3	4	5
Peon	11	46	57	Rs. 2550-55-2660-EB-60-3200.

Sanctioned strength Total: 875 posts.

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APPENDIX B

(See rule 7)

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
Peon	1. Minimum 8th Pass.	1. One year service in any Government Department.
	2. Can read and write Hindi and English.	2. Can read and write Hindi and English.
	3. To carry official files and to do other office work.	3. To carry official files and to do other office work.

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APPENDIX C

[See rule 14 (1)]

Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
Peon	Commissioner	**1. Minor Penalties:—** (i) Warning with a copy in the personal file (Character Roll) ; (ii) Censure; (iii) withholding of promotion ; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a company and association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the Legislature of a State ; and	Commissioner	Government

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1	2	3	4	5
		(v) withholding of increments of pay without cumulative effect ;	Commissioner	Government
		2. Major Penalties:—		
		(vi) withholding of increments 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 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		

1	2	3	4	5
		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 on such restoration to that grade, post or service ;	Commissioner	Government
		(ix) compulsory retirement ;		
		(x) removal from service which shall not be a disqualification for future employment under the Government;		
		(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		

APPENDIX D

[See rule 14 (2)]

Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4
Peon	(i) reducing or withholding the amount of ordinary-additional pension admissible under the rules governing pension ; and (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.	Commissioner	Government

RAMENDRA JAKHU,
Financial Commissioner and Principal Secretary to
Government Haryana, Excise and Taxation Department.

43909—C.S.—H.G.P., Chd.

[Authorised English Translation]

HARYANA GOVERNMENT

XCISE AND TAXATION DEPARTMENT

Notification

The 1st December, 2006

No. G.S.R. 53/Const./Art. 309/2006.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service, namely :—

PART I–GENERAL

Short Title.

1. These rules may be called the Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service Rules, 2006.

Definitions.

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

(a) "Commission" means the Staff Selection Commission, Haryana;

(b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;

(c) "Government" means the Haryana Government in the Administrative Department;

(d) "recognized university" means,—

(i) any university incorporated by law in India ; or

(ii) any other university which may be declared by the Government to be a recognized university for the purpose of these rules ; and

(e) "Service" means the Haryana Excise and Taxation Department Subordinate Offices Ministerial (Group C) Service.

PART II—RECRUITMENT TO SERVICE

Number and Character of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules and members of the Service shall draw pay in the scales of pay shown thereagainst:

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 appointd to any post in the Service unless he is,— Nationality, domicile and character of candidate appointed to the Service.

(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 Tanzaia (formerly Tanganyika and Zanzibar), Zambia, Malwi, Zaire and Ethopia 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 may be given only after the necessary eligibility certificate has been issued to him by the Government.

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

5. No person shall be appointed to Service by direct recruitment who is less than seventeen years or more than forty years of age, on or before the last date of submission of applications to the Commission. Age.

6. Appointments to the posts in the Service shall be made— Appointing authority.

(a) in the case of Assistants and Senior Scale Stenographers, by the Additional Excise and Taxation Commissioner (Administration) ; and

(b) in the case of Camp Clerks/Steno-typist and Clerks by the Deputy Excise and Taxation Commissioner.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experiences 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 the 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.

Disqualifications

8. No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

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

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

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

Method of recruitment.

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

(a) in the case of assistants—

(i) by direct recruitment ; or

(ii) by promotion from amongst Clerks and Camp Clerks/Steno-typist; or

(iii) by transfer or deputation of an offical already in the service of any State Government or the Government of India ;

(b) in the case of Senior Scale Stenographers—

(i) by direct recruitment; or

(ii) by promotion from amongst Camp Clerks/Steno-typists; or

(iii) 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 Camp Clerks/Steno-typist—

(i) by direct recruitment; or

(ii) by promotion from amongst Clerks ; or

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

(d) in the case of Clerks—

(i) 80% by direct recruitment ; and

(ii) 20% by promotion from amongst Group C employees whose scale of pay is less than that of a Clerk and Group D employees; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(2) Except as otherwise provided, when any vacancy occurs or is about to occur in the Service, the appointing authority shall determine in what manner such vacancy shall be filled in.

(3) All promotions, whether from one grade to another grade or from one Group of Service to another Group of Service, 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 of 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 services, and

(b) if such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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

(a) if his work or conduct has, in its opinion, been satisfactory,—

(i) confirm such person from the date of his appiontment, if appointed against a permanent vacancy ; or

(ii) conform 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 not been satisfactory,—

(i) dispense with his services, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

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

Seniority.

11. Seniority, *inter se* of 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 bydirect 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 appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

Liability to serve.

12. (1) A member of the service shall be liable to serve at any place whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve 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 organization, an autonomous body not controlled by the Government, or a private body :

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

Pay, leave, pension and other matters.

13. In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of Service shall be governed by such rules and regulations as may have been, or may hereinafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeals) Rules, 1987, as amended from time to time;

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the 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 passed 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 specified in Appendix D to these rules.

Vaccination.

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

Oath of allegiance.

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

Power of relaxation.

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

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 to do so.

Reservations.

19. Nothing contained in these rules shalll affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen, Physcially handicapped persons or any other class or category of persons in accordance with 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. The Haryana Excise anc Taxation Department, Subordinate Offices Ministerial (Group C) Service Rules, 1981, are 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)

Sr. No.	Designation of post	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3			4
1.	Assistants	147	4	151	Rs. 5000-150-EB-150-7850
2.	Senior Scale Stenographers	34	11	45	Rs. 5000-150-EB-150-7850
3.	Camp Clerks/Steno Typist	207	12	219	Rs. 3050-75-3950-EB-80-4590 +100 spl. Pay.
4.	Clerks	448		448	Rs. 3050-75-3950-EB-80-4590

Appendix B

(See Rule-7)

Sr. No.	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for the appointment other than by direct recruitment
1.	2	3	4
1.	Assistant	Graduate of a recognized University or its equivalent and knowledge of Hindi upto Matric Standard.	Three years experience as Clerk or Camp Clerk/Steno-typist.
2.	Senior Scale Stenographer	1. Matric/Higher Secondary or its equivalent/10+2 (Vocational). 2. Knowledge of Hindi upto Matric Standard. 3. English shorthand at 100 words per minute and transcription thereof at 20 words per minute; or 4. Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute. 5. 4 percent mistakes on the typed material will be allowed.	Three years experience as Camp Clerks/ Steno-typist having English or Hindi speed in shorthand at 100/80 words per minute and transcription thereof at 20/15 words per minute respectively. 4 percent mistakes on the typed material will be allowed.
3.	Camp Clerk/ Steno-typist	1. Matric/Higher Secondary or its equivalent /10+2 (Vocational). 2. Knowledge of Hindi upto Matric Standard. 3. English shorthand at 80 words per minute and transcription thereof at 15 words per minute; or 4. Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute.	One year experience as a Clerk having English or Hindi speed in shorthand at 80/64 words per minute and transcription thereof at 15/11 words per minute respectively. 8 percent mistakes on the typed material will be allowed.

1	2	3	4
		5. 8 percent mistakes on the typed material will be allowed.	
4.	Clerk	1. Matric/Higher Secondary or its equivalent /10+2 (Vocational). 2. Knowledge of Hindi upto Matric Standard. 3. Departmental the typetest of Hindi or English at the speed of 25 or 30 words per minute respectively within a period of one year from the date of appointment will have to be passed failing which no annual increment will be allowed.	1. In case of appointment by promotion, five years service as Group C employee whose scale of pay is less than that of a Clerk and Group D employee who has passed Matric/Higher Secondary or equivalent/10+2 (Vocational). 2. In case of appointment by transfer two years service as Clerk.

Appendix C

[See rule 14 (1)]

Sr. No.	Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority
1	2	3	4	5	6	7
1.	Assistants	Additional Excise and Taxation Commissioner (Administration)	**1. Minor Penalties:-** (i) warning with a copy in the personal file (character roll); (ii) censure ; (iii) withholding of promotion (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and (v) withholding of increments of pay without cumulative effect. **2. Major Penalties :-** (v-a) withholding of increments of pay with cumulatives effect, (vi) 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 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; (vii) reduction to a lower scale of pay, grade, post or service	Additional Excise and Taxation Commissioner (Administration)*	Excise and Taxation Commissioner	Govern
2.	Senior Scale Stenographers					
3.	Camp C Steno-typist					
4.	Clerks					

1	2	3	4	5	6	7
			which shall ordinarily be 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 the grade, post or service; (viii) compulsory retirement; (ix) removal from service which shall not be a disqualification for future employment under the Government; (x) dismissal from service which shall ordinarily be disqualification for future employment under the Government;			
3.	Camp Clerks/ Steno-typist 4. Clerks	Deputy Excise and Commissioner	All major and minor penalties enumerated above	Deputy Excise and Commissioner	Excise and Taxation Commissioner	Government

Appendix- D

[See rule-14 (2)]

Sr. No.	Designation of posts		Nature of Order	Authority empowered to make the order	Appellate authority	Second and final appellate authority
1	2		3	4	5	6
1.	Assistants	(a)	reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Additional Excise and Taxation Commissioner (Administration)	Excise and Taxation Commissioner	Government
2.	Senior Scale Stenographers	(b)	terminating the appointment otherwise than upon his attaining the age fixed for superannuation;			
3.	Camp Clerks/ Steno Typist	(a)	reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Deputy Excise and Taxation Commissioner	Excise and Taxation Commissioner	Government
4.	Clerks	(b)	terminating the appointment otherwise than upon his attaining the age fixed for superannuation;			

L.S. M. SALINS,
Financial Commissioner and Principal Secretary to
Government Haryana, Excise and Taxation Department.

41831—C.S.—H.G.P., Chd.