

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 11th April, 1998

No. G.S.R. 21/Const./Art.309/98.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group A) Service, namely:-

PART - I –GENERAL

Short title and commencement:

1. (1) These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group A) Service Rules, 1998.
2. They shall come into force on the date of their publication in the official Gazette.

Definitions:

3. In these rules, unless the context otherwise require:
 - (a) "Commission" means the Haryana Public Commission ;
 - (b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of the Government of India or State Government ;
 - (c) "Government" means the Haryana Government in the Administrative Department ;
 - (d) "Institution" means ,--
 - (i) any institution established by law in force in the State of Haryana; or
 - (ii) any other institution recognized by the Government for the purpose of these rules ;
 - (e) "recognized 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 15 August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the Government to be a recognized university for the purpose of these rules.
 - (f) "Service" means the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group A) Service .

PART -I I –RECRUITMENT TO SERVICE

Number and Character of posts:

- 3 The service shall comprise the posts shown in appendix A to these rules;

Provided that nothing in these rules shall effect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designation with different designations and scales or 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 citizens 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 setting of 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 setting 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 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.

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 five years of age, on the last date of submission of application to Commission.

Appointing authority:

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 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 appointment other than by direct recruitment:

Provided that in case of appointment by direct recruitment the qualifications regarding experience shall be relax able to the extent of 50 percent at the discretion of the Commission, 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.

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.

Method of recruitment:

9. (1) Recruitment to the Service in the case of Joint Director shall be made---

- (i) By promotion from amongst Deputy Director (Planning) or Deputy Director by rotation; 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.

(3) As and when any vacancy occurs or is about to occur, unless otherwise provided, the appointing authority shall determine the method by which the same shall be filled in,

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 by any post in 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 rules; 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 of 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 and 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 and 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 there after 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 a member appointed by the direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority :

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) In the case of a member appointed by 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 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 any place, whether within or outside of 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 or a 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 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 or any other State Government or any organization or body referred into 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 member 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 Service (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 (i) 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 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 clause 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 effect reservation and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen, Physically handicapped persons or any class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time:

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

Repeal and Savings:

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)

Sr.	Designation of post	Number of Posts			Scale of Pay
		Perma- nent	Tempo- rary	Total	
1		2	3	4	5
1	Joint Director	--	1	1	Rs. 10,000-325-15,200

APPENDIX B
(See rule 7)

Designation of Of the posts	Academic qualifications and experience, if any,	Academic qualifications and experience, if any, for appointment other than by direct recruitment.
1	2	3
Joint Director	--	<p>By Promotion: Five years experience as Deputy Director (Planning) Or Deputy Director,</p> <p>By Transfer or Deputations:</p> <p>(i) Master's degree from a recognized University in Social Work or Sociology or Economics or Agricultural Economics or Mathematics or Commerce or Statistics;</p> <p>(ii) Ten years experience in an Administrative or field Job or compilation, research work and experience of designing and supervising socio-economic surveys;</p> <p>(iii) Knowledge of Hindi up to Matric Standard</p>

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
Joint Director	Government	<p style="text-align: center;">Minor Penalties:</p> <p>(i) Warning with a copy in the personal file (character roll);</p> <p>(ii) Censure;</p> <p>(iii) Withholding of promotion;</p> <p>(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;</p> <p>(v) Withholding of increments of pay Without cumulative effect.</p> <p style="text-align: center;">Major Penalties:</p> <p>(vi) Withholding of increments of pay with cumulative effect;</p> <p>(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 increment 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;</p>	Government	--

1	2	3	4	5
		(viii)	Reduction to a lower scale of pay, Grade, post of service which shall Ordinarily be a bar to the promotion Of the Government employee to the Time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;	
		(ix)	Compulsory retirement;	
		(x)	Removal from service which shall	
		(xi)	not be a disqualification for future employment under the Government; 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
Joint Director	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pensions	Government	--
	(ii) terminating the appointment of her wise than on his attaining the age fixed for superannuation.		

SANJAY KOITHARI,
Commissioner and Secretary to Government, Haryana,
Welfare of Scheduled Castes and Backward Classes
Department Chandigarh.

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification
The 10th November, 2008

No. G.S.R. 21/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 further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group A) Service Rules, 1998 namely:-

1 These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group A) Service (Amendment) Rules, 2008.

2 In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group A) Service Rules, 1998 (hereinafter called the said rules), in rule 9, in sub-rule (1), for clause (i), the following clause shall be substituted, namely:-

“(i) by promotion from amongst Deputy Directors; or”.

3 In the said rules, in Appendix B, under column 3, under heading, “by promotion “ for the existing entry, the following entry shall be substituted, namely—

3

“Five years experience as Deputy Director”.

NAVRAJ SANDHU,
Commissioner and Secretary to Government, Haryana,
Welfare of Scheduled Castes and Backward Classes
Department Chandigarh.

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification
The 15th February, 1985

No. G.S.R. 21/Const./Art.309/85.—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 Welfare of Scheduled Castes and Backward Classes Department (Group B) Service, namely:-

PART - I –GENERAL

Short title

1. (1) These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group B) Service Rules, 1985.

Definitions:

2. In these rules, unless the context otherwise require:
 - (a) "Commission" means the Haryana Public Commission ;
 - (b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of the Government of India or State Government ;
 - (c) "Government" means the Haryana Government in the Administrative Department ;
 - (d) "Service" means Haryana Welfare of Scheduled Castes and Backward Classes Department (Group B) Service ;
 - (e) "recognized 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 15 August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the Government to be a recognized university for the purpose of these rules.
 - (f) "Service" means the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group A) Service.

PART - I I –RECRUITMENT TO SERVICE

Number and Character of posts:

- 3 The service shall comprise the posts shown in appendix A to these rules;
Provided that nothing in these rules shall effect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designation with different designations and scales or 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 citizens 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 setting of 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 setting 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 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.

Age:

5. No person shall be appointed to any post in the Service by direct recruitment who is less than and more than the minimum and maximum age limit given below on or before the 1st day of January, next preceding the last date of submission of applications to Commission:-

Appointing authority:

<u>Name if the post</u>	<u>Age for direct recruitment</u>
Deputy Director	30-45 years
Deputy Director (Planning)	30-45 years
District Welfare Officer	30-45 years
Research Officer	30-45 years
Statistical Officer	30-45 years
Principal	30-45 years

Appointing authority

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 2 of Appendix B in the case of direct recruitment and

those specified in column 3 of the said Appendix in the case of appointment other than by direct recruitment:

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.

Method of recruitment:

9 . (1) Recruitment to the Service in the case of Joint Director shall be made---

- (a) In case of Deputy Director,--
By promotion from amongst District Welfare Officer, Principal and Superintendent.
- (b) In case of Deputy Director (Planning),--
By promotion from amongst Research Officer and Statistical Officer.
- (c) In case of District Welfare Officer,--
 - (i) 50% by direct recruitment;
 - (ii) 30% by promotion from amongst Tehsil Welfare Officer;
 - (iii) 20% by promotion from amongst Male Social Workers;
- (d) In case of Research Officer,--
By promotion from amongst Statistical Assistant and Research investigator.
- (e) In case of Statistical Officer,--
By promotion from amongst Statistical Assistant and Research investigator.
- (f) In case of Principal,--
50% by direct recruitment;
- (g) 50% by promotion from amongst Lecturer;

Provided that—

In case of Deputy Director, Deputy Director (Planning), Research Officer and Research Officer,---

If no suitable officer is available for promotion, the posts shall be filled by direct recruitment or by transfer of an officer already in the service of the Government of India or any State Government.

(2) Appointment by promotions to any post shall be made on the basis of merit with due regard to seniority and seniority alone shall not confirm any right to promotions.

(3) Appointment by promotions to any post shall be made on the basis of inter-se-seniority in case of persons holding more than one category of posts are eligible for consideration for promotion and inter-se-seniority of such different categories shall be determined by the length of continuous service on the posts from which promotion is to be .

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 by any post in 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 rules; 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 Government, 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 the person, the Government 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 satisfactory, 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 Services, the seniority shall be determined separately for each cadre;

Provided further that in the case of members appointed by direct appointment, 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 such appointment, and if the length of such service is also the same, the older member shall be senior to the younger member.

Liability to of 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 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 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 the Central or any other State Government or any other 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 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 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 specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (i) of rule 10 of the Punjab Civil Service (Punishment and Appeal) Rules, 1952, shall 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 and 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 Government may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Repeal and savings:

19. Any rule applicable to the Services 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
	Perma- nent	Tempo- rary	Total	
--				
1	2	3	4	5
1 Deputy Director	-	1	1	900-40-1100-EB-50-1400-60-1700
2 Deputy Director (Planning)	-	1	1	900-40-1100-EB-50-1400-60-1700
3 District Welfare Officer	-	12	12	800-30-890/940-40-1100-50-1600
4 Research Officer	1	-	1	800-30-890/940-40-1100-50-1600
5 Statistical Officer	-	1	1	800-30-890/940-40-1100-50-1600
6 Principal	-	3	3	750-30-900/40-1100-50-1450

APPENDIX – B
(See rule 7)

Designation of Post	Academic Qualification and experience, if any for direct recruitment	Academic qualification and experience, if any, for appointment other than by direct recruitment.
1	2	3
Deputy Director	(i) Master's Degree from a recognised University in Social Work or Sociology or Economics. (ii) Seven years experience in an administrative or field job. (iii) Hindi up to Matriculation Standard.	Seven years experience as District Welfare Officer /Principal/ Superintendent.
Deputy Director (Planning)	(i) Master's degree from a recognised University in Economics or Agricultural Economics or Mathematics or Commerce with Statistics as one of the papers either at the Master's Level or at the B.A. Hons. School in Mathematics or Economics or a Master's degree in Statistics. (ii) Seven years experience in compilation, research work and experience of designing and supervising socio-economic surveys. (iii) Hindi up to Matriculation standard.	Seven years experience as Research Officer/Statistical Officer.
District Welfare Officer	(i) Master's Degree from a recognised University in Social work or Economics. (ii) Five years filed experience in the Development or Welfare Department of the Central or any State Government. (iii) Hindi up to Matriculation Standard.	Seven years experience as Tehsil Welfare Officer; or Fifteen years experience as Male Social Worker
Research Officer	(i) Master's degree from recognised University in Economics or Agricultural Economics or Mathematics or Commerce with Statistics as one of the papers either at the Master's level or at the B.A. Hons. School in Mathematics or Economics or a Master's degree in statistics. (ii) At least one year's training in Statistics at any recognised institution or office; OR Three years experience of dealing with Economics and/or Statistics matters in a Govt. office or any other recognised institution.	Ten years experience as Statistical Assistant/Research Investigator.

Statistical Officer	<p>(iii) Hindi up to Matriculation Standard.</p> <p>(i) Master's degree from a recognised University in Economics or Agricultural Economics or Mathematics or Commerce with Statistics as one of the papers either at the Master's level or at the B.A. Hons. School in Mathematics or Economics or a Master's degree in Statistics.</p> <p>(ii) At least one year's training in Statistics at any recognised institution or office; OR Three years experience of dealing with Economics and/or Statistics matters in a Govt. office or any other recognised institution.</p>	Ten years experience as Statistical Assistant/Research Investigator.
Principal	<p>(iii) Hindi up to Matriculation Standard.</p> <p>(i) Master's degree in Psychology or Mathematics or English or Commerce.</p> <p>(ii) Ten years experience in development and administration or training programmes identification of training needs, planning and organising training course.</p> <p>(iii) Hindi up to Matriculation Standard.</p>	Five years experience as Lecturer.

APPENDIX- C
[See rule 14(1)]

Designation of Post	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
Deputy Director	Government	(a) censure;	Director	Government
Deputy Director (Planning)		(b) warning with a copy on personal file ;	Director	Government
District Welfare Officer		(c) withholding of increments or promotions, including stoppage at an efficiency bar;	Government	
Research Officer				
Statistical Officer		(d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach or orders;	Government	
Principal			Government	
		(e) reduction to lower post or time-scale or to a lower stage in a time-scale;	Government	
		(f) removal from the service which does not disqualify from future employment;	Government	
		(g) dismissal from the service which does ordinarily disqualify from future employment.	Government	

APPENDIX – D
[See rule 14 (2)]

Designation of Post	Nature of orders	Authority empowered to pass orders
1	2	3
Deputy Director	(i) Reducing or withholding the amount of ordinary/ additional pension admissible under the rules governing pension;	Government
Deputy Director (Planning)		
District Welfare Officer	(ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.	
Research Officer		
Statistical Officer		
Principal		

S.K.SHARMA,
Secretary to Government, Haryana,
Welfare of Scheduled Castes and
Backward Classes Department.

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 4th May, 1998

No. G.S.R. 53/Const. Art. 309/98. – In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group B) Service Rules, 1985, namely :-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-B) Service (First Amendment) Rule, 1998.

2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-B) Service Rules, 1985 (hereinafter called the said rules) for rule 5, the following rule shall be substituted namely :-

"5. Age. "No person shall be appointed to any post in the Service by direct recruitment who is less than and more than the minimum and maximum age limit given below or before the 1st day of January, next preceding the last date of submission of applications to the Commission :-

Name of the Post	Age for direct recruitment
Deputy Director (Scheme)	30-45 years
Deputy Director (Training)	30-45 years
Deputy Director (Planning)	30-45 years
District Welfare Officer	30-45 years
Research Officer	22-32 years
Statistical Officer	22-32 years
Principal	30-45 years

3. In the said rules, in rule 9, in sub-rule (1),-

A. for clause (a) the following clauses shall be substituted, namely:-

(a) "in case of Deputy Director (Scheme),-

(i) by promotion from amongst District Welfare Officer of Superintendent; or

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

(aa) in case of Deputy Director (Training),-

(i) by promotion from amongst Principal; or

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

B. for clauses (d), (e) and (f) provision there under, the following clause shall be substituted, namely:-

(d) in case of Research Officer, -

(i) by promotion from amongst Assistant Research Officer; or

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

(e) in case of Statistical Officer,--

(i) by promotion from amongst Assistant Research Officer; or

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

(f) in case of Superintendent:-

(i) by promotion from amongst Deputy Superintendent, Assistant, Accountant, Junior Auditor or Senior Scale Stenographer; or

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

(h) in case of Principal,-

(i) 50% by direct recruitment; and

(ii) 50% posts by promotion from amongst Lecturers,"

4. In the said rules, for rule 14, the following rule shall be substituted namely :-

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

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 specified in Appendix D to these rules".

5. In the said rules, after rule 18 the following rule shall be inserted namely :-

18A. Reservations :- Nothing contained in these rules shall affect reservation 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 to time :

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

6. In the said rules, for Appendix A, the following Appendix shall be substituted, namely:-

APPENDIX A

(See Rule 3)

Sr. No.	Designation of Posts	Number of Posts			Scale of Pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1.	Deputy Director (Scheme)	1	-	1	7450-225-9025-EB-225-11500
2.	Deputy Director (Training)	-	1	1	7450-225-9025-EB-225-11500
3	Deputy Director (Planning)	1	-	1	7450-225-9025-EB-225-11500
4	District Welfare Officer	12	7	19	6500-200-8500-EB-200-10500
5	Research Officer	1	-	1	6500-200-8500-EB-200-10500
6	Statistical Officer	1	-	1	6500-200-8500-EB-200-10500
7	Superintendent	1	1	2	6500-200-8500-EB-200-10500
8	Principal	3	-	3	5500-175-8300-EB-175-9000

7. In the said rules, in 'Appendix B, under columns 1,2 and 3 (a) for the existing designation of post of Deputy Director and entries there against, the following designations of posts and entries there against shall be substituted namely :-

1	2	3
Deputy Director (Scheme)	--	By Promotion: Seven years experience as District Welfare Officer/ Superintendent. By transfer or deputation : (i) Master degree from a recognised University in Social Work or Sociology or Economics (ii) Seven years experience in an administrative or field job; and (iii) Hindi up to Matric Standard
Deputy Director (Training)	--	By Promotion : Seven years experience as Principal By transfer or deputation: (i) Master degree from a recognised University in Psychology or Mathematics or English or Commerce; (ii) Seven years experience in an administrative or training programme; and (iii) Hindi up to Matric Standard'.

(b) for the existing designations of the posts of Research Officer, Statistical Officer and Principal and entries there against the following designation of posts and entries there against shall be substituted, namely.

Research Officer

--

By Promotion:

Five years experience as Assistant Research Officer;

By transfer or : deputation

(i) Master's degree from a recognised University in Economics or Agricultural Economics or Mathematics or Commence with Statistics as one of the papers either at the Master level or at the BA Hons. School in Mathematics or Economics or a Master's degree in Statistics;

(ii) One year's training in Statistics at any recognised institution or office;
Or

Three years experience of dealing with Economics and/ or Statistics matters in a Government office or any other recognised Institution.

(iii) Hindi up to matric standard.

Statistical Officer

--

By Promotion:

Five years experience as Assistant Research Officer;

By transfer or : deputation

(i) Master's degree from a recognised University in Economics or Agricultural Economics or Mathematics or Commence with Statistics as one of the papers either at the Master level or at the BA Hons. School in Mathematics or Economics or a Master's degree in Statistics;

(ii) One year's training in Statistics at any recognised institution or office;
Or

Three years experience of dealing with Economics and/ or Statistics matters in a Government office or any other recognised Institution.

(iii) Hindi up to matric standard.

Superintendent

--

By Promotion:

(i) Five years experience as Deputy Superintendent

Or

Ten years experience as Assistant or Accountant or Junior Auditor or Senior Scale Stenographers;

Note: In the promotion of senior scale Stenographer the Official should have the assignment of the work of Assistant for a period of two years.

By transfer/deputation:

(i) Five years experience as Deputy Superintendent;

Or

Ten years experience as Assistant or Accountant or Junior Auditor or Senior Scale Stenographer;

Note: In case of Senior Scale Stenographer the official should have the assignment of the work of Assistant for a period of two years;

(ii) Hindi up to Matric Standard.

Principal

(i) Second class Master's degree in Science or Art but preferably in Economics or History or English or Mathematics;

(ii) Five years experience in Development and Administration or training programmes;

Or

Identification of training needs

Or

Planning and Organising training courses;

(iii) Hindi up to Matric Standard

By Promotion:

(i) Five years experience as lecturer."

In the said rules for Appendix C and D, the following Appendices shall be substituted namely:-

Appendix C
[See rule 14(1)]

Sr. No.	Designation of Posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
1	Deputy Director (Scheme)	Government	(i) Warning with a copy in the personal file (character roll); (ii) Censure;	Director	Government

2	Deputy Director (Training)	(iii) Withholding of promotion;	Government	Government
3	Deputy Director (Planning)	(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence of 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 Governor or to a local authority or university set up by an Act of Parliament or of the Legislature or a State:		
4	District Welfare Officer			
5	Research Officer			
6	Statistical Officer			
7	Superintendent			
8	Principal			
		(v) withholding of increments of pay without cumulative effect;		
		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 services which shall ordinarily be a bar to the promotion of the Government the employee to/time scale of pay, grade, post or service from which he was reduced with or without further directions regarding conditions or 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 of service ;		

ix) Compulsory retirement ;

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

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

APPENDIX D
See rule 14(2)

Sr. No.	Designation of Posts	Nature of orders	Authority empowered to pass orders	Appellate Authority
1	2	3	4	5
	Deputy Director (Scheme) Deputy Director (Training) Deputy Director (Planning)	(i) reduction or withholding the amount of ordinary additional pension admissible under the rules governing pension;	Government	----
	Research Officers Statistical Officer Superintendent Principal	ii) termination the appointment otherwise on his attaining the age fixed for superannuation;		

SANJAY KOTHARI,
Commissioner & Secretary to Government, Haryana,
Welfare of Scheduled Castes and Backward Classes
Department.

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification
The 20th November, 2006

No. G.S.R. 30/Const./Art.309/2006.- In exercise of the powers conferred by the provision to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group B) Service Rules, 1985, namely:-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group B) Service (Amendment) Rules, 2006.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group B) Service Rules, 1985, for Appendix C, the following Appendix shall be substituted, namely:--

Appendix C
[See rule 14(1)]

Sr. No.	Designation of Posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
1	Deputy Director (Scheme)	Government	<p>Minor Penalties</p> <p>(i) Warning with a copy in the personal file (character roll);</p> <p>(ii) Censure;</p> <p>(iii) Withholding of promotion;</p> <p>(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence of 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 Governor or to a local authority or university set up by an Act of Parliament or of the Legislature or a State:</p> <p>(v) withholding of increments of pay without cumulative effect;</p>	Director	Government
2	Deputy Director (Training)				
3	Deputy Director (Planning)				
4	District Welfare Officer				
5	Research Officer				
6	Statistical Officer				
7	Superintendent				
8	Principal				
			<p>Major Penalties:</p> <p>(vi) withholding of increments of pay with cumulative effect;</p> <p>vii) reduction to a lower stage in</p>	Government	Government

			<p>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 ;</p> <p>viii) reduction to a lower scale of pay, grade, post or services which shall ordinarily be a bar to the promotion of the Government the employee to/time scale of pay, grade, post or service from which he was reduced with or without further directions regarding conditions or 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 of service ;</p> <p>ix) Compulsory retirement ;</p> <p>x) removal from service which shall not be a disqualification for future employment under the Government ;</p> <p>xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government ;</p>	
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ANURADHA GUPTA
Commissioner & Secretary to Government, Haryana,
Welfare of Scheduled Castes and Backward Classes
Department.

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

CORRIGENDUM

The November 6, 2007

In Haryana Government, Welfare of Scheduled Castes and Backward Classes Department, notification No. GSR-30/Const./Art.309/2006, dated the 20th November, 2006, published in the Haryana Government Gazette, dated the 21st November, 2006, in its authorized English translation, in Appendix C, under heading Major Penalties, under column 4, against items (x) and (xi), under columns 5 and 6,--

	<u>5</u>	<u>6</u>
for	"Government	Government",
read	" Government	_____."

SHAKUNTALA JAKHU,
Financial Commissioner & Secretary to Government
Haryana, Welfare of Scheduled Castes and Backward
Classes Department

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND
BACKWARD CLASSES DEPARTMENT

Notification

The 6th June, 1997

No. GSR. 46/Const/Art, 309/97.- 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 services of persons appointed, to the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Services, Namely:-

Part I – General

- | | | |
|----|---|--------------|
| 1. | In these rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997. | Short title, |
| 2. | In these rules, unless the context otherwise requires,-

a) "Boards" means the subordinate Service Selection Board, 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) "Director" means the Director, Welfare of Scheduled Castes and Backward Classes, Haryana;

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

e) "Institutions" 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 | Definition |

purpose of these rules;

f) "recognised university" means,-

i) any university incorporated by law in India; or

ii) in case of degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or

iii) any other university which is declared by the government to be a recognised university for the purpose of these rules; and

(g) "Service" means the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Services.

]

PART II- RECRUITMENT TO SERVICES

3	The Service shall comprise of the posts shown in Appendix A to these rules:	Number and Character of posts-
	Provided that nothing in these rules shall affect the inherent right of the Government to make addition to, or reduction in the number of such posts or to create new posts with different designation and scales of pay, either permanently or temporarily.	

4. (1) No person shall be appointed to any post in the service, unless he is, :
- a) a citizen of India; or
- b) a subject of Nepal; or
- c) a subject of Bhutan; or
- d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently setting 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, Zaira and Ethiopia with the intention of permanently setting in India:

Nationality, domicile and character of candidates appointed to service.

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 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.

Haryana, Govt. Gaz., July 1, 1997

(ASAR. 10, 1919 SAKA)

5	No person shall be appointed to any post in the service by direct recruitment who is less than seventeen years or more than thirty-five years of age, on or before the 1 st day of January next preceding the last date of submission of applications to the Board or any recruiting authority.	Age
---	--	-----

6	Appointment to any post in the service shall be made by the Director.	Appointing authority
7	<p>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 persons appointed other than by direct recruitment:</p> <p>Provided that in the case of appointment by direct recruitment, the qualification regarding experience shall be relax able to the extent of 50 % at the discretion of the Board 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.</p>	Qualification
8	<p>No person,-</p> <p>a) Who has entered into or contracted a marriage with a person having a spouse living; or</p> <p>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:</p> <p>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 form the operations of this rule.</p>	Disqualification

a) in case of Lady Welfare Officer,-

i) 50 % by promotion from amongst Lady Supervisor; and

ii) 50 % by direct recruitment; or

iii) By transfer or deputation of and official already in the service of any State Government or Government of India;

b) in case of Assistant Research Officer-

i) 50 % by promotion from amongst Statistical Assistance;

ii) 50 % by direct recruitment; or

iii) by transfer or deputation of an official already in the service of any State Government or the Govt. of India;

c) in case of Deputy Superintendent,-

i) by promotion from amongst Assistance, Accountant, Senior Scale Stenographer or Junior Auditor; or

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

d) in case of Lecturer Hindi, English, Mathematics and General Studies,-

i) 25% by promotion from amongst Stenographer Instructor; and

ii) 75% by direct recruitment; or

iii) by transfer or deputation of an official already in the Service of any State Government or the Govt. of India;

e) In the case of Statistical Assistant,-

i) 25% by promotion from amongst Accountant-cum-clerk or Cashier; and

ii) 75% by direct recruitment; or

iii) by transfer or deputation of an official already in the Service of any State Government or the Govt. of India;

f) in case of Tehsil Welfare Officer,-

i) 50 % by promotion from amongst Male Social Workers;

ii) 50 % by direct recruitment; or

-
- iii) by transfer or deputation of an official already in the service of any State Government or the Govt. of India; g) in case of Assistant , Junior Auditor, Accountant,-
- i) by promotion from amongst Accountant-cum-Clerk or Cashier or Junior Scale Stenographer or Clerk; or
- ii) by transfer or deputation of an official already in the Service of any State Government or the Govt. of India;
- h) in case of Lady Supervisor
- i) 50% by promotion from amongst Lady Social Workers;
- ii) 50 % by direct recruitment; or
- iii) by transfer or deputation of an official already in the Service of any State Government or the Govt. of India
- l) in case of Hostel Warden,-
- i) by direct recruitment; or
- ii) By transfer or deputation of and official already in the service of any State Government or Government of India;
- J) in case of Stenography Instructor,-
- i) by direct recruitment; or
- ii) by transfer or deputation of any official already in the service of any State Government or the Govt. of India;
- K) in case of Senior Scale Stenographer
- i) by promotion from amongst junior scale stenographer ; or
- ii) by transfer or deputation of any official already in the service of any State Government or the Govt. of India;
- l) in case of Junior Scale Stenographer,-
- i) by promotion from amongst Steno-Typist; or
- ii) by transfer or deputation of any official already in the service of any State Government or the Govt. of India;
- m) in the case of Accountant-cum-Clerk, Cashier,-
- i) by promotion from amongst Clerk, Storekeeper, record keeper or Steno-typist; or

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

(n) in the case of Lady Social Workers,-

(i) by direct recruitment ; or

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

(O) in case of Assistant Librarian,--

(i) by direct recruitment ; or

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

(P) in case of Driver,-

(i) by direct recruitment ;

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

(q) in the case of steno-typist ,---

(i) 25 % by promotion from amongst Clerk ; and

(ii) 75 % by direct recruitment ; or

(iii) by transfer or deputation of any official already in the service of any State Government or the Govt. of India;

(r) in the case of Male Social Worker .----

(i) by direct recruitment ; or

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

(s) in case of Clerk, Store-Keeper, or Record Keeper ,---

(i) 20 % by promotion from amongst Peon, Sweeper , Chowkidar, Sweeper-cum-chowkider, Cook , Assistant Cook and Lady Attendant ; and

(ii) 80% by direct recruitment ; or

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

(2) All promotions unless otherwise, provided, shall be made on

seniority-cum-merit basis and seniority alone shall not confer any right to such promotion.

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

Provided that , -

- (a) any period , after such appointment , spent on deputation on a corresponding or a Higher post shall count towards the period of probation ;
 - (b) any period of work in equivalent or higher rank , prior to appointment to any post in the service , may , in the case of appointment by transfer , at the discretion of the appointing authority , be allowed to count towards the periods of probations fixed under this rule ; and
 - (c) any period of officiating appointment shall be reckoned as period spent on probations 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 the 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 , then by direct recruitment , ---
 - i) revert him to his former post ; or
 - ii) Deal with him in such other manner as the term 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 opinions , 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

(a) if his work or conduct has, in its opinion, been not satisfactory ,--

(i) dispense with his Services, if appointed recruitment , if appointed otherwise revert former post or deal with him in such as the term and conditions or the previous permit ; or

ii) 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 satisfactorily,-

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 year.

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 case of a member appointed by direct recruitment, the order of merit determined by the Board or any other authority, as the case may be shall not be disturbed in fixing the seniority:

Provided further that in 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 case of member appointed by promotion or by transfer seniority shall be determined according to the seniority of

such members in the appointment from which they were promoted or transferred; and

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

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

(2) A member of the Services may also be deputed to serve under:

12 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 State of Haryana;

ii) The Central Government or a company, an association of 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; or

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

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 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 enforced made by the State Legislature.

(1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rule, 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 (l) 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.

- 13 Every member of the Service, shall get himself vaccinated or revaccinated as and when the Government so directs by a special or general order.
- Pay, leave, pension and other appeals
- Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to Constitution of India as by law established.
- 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.
- 14 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.
- Discipline, penalties and appeals
- Not contained in these rules shall effect 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.
- The Haryana Welfare of Scheduled Castes and Backward Classes Department Group (C) Services Rule, 1985, are hereby repealed:
- Provided that any order made or action taken under the rules to repeal shall be deemed to have been made or taken under the corresponding provision of these rules.

16

Vaccination

17

Oath of allegiance

18

Power of relaxation

19

Special provision

20

Reservation

Repeal and Savings

APPENDIX A

(See Rule 3)

Serial	Designation of Posts	No. of posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1.	Lady Welfare Officer	--	1	1	Rs. 2,000-60-2,300-EB-75-3,200
2.	Assistance Research Officer	--	7	7	Rs. 1,640-60-2,600-EB-75-2,900
3.	Deputy Superintendent	1	13	14	Rs. 1,640-60-2,600-EB-75-2,900
4.	Lecturer Hindi	--	04	04	Rs. 1,600-50-2,300-EB-60-2,660
5.	Lecturer English	--	04	04	Rs. 1,600-50-2,300-EB-60-2,660
6.	Lecturer Mathematics	--	04	04	Rs. 1,600-50-2,300-EB-60-2,660
7.	Lecturer General Studies	--	04	04	Rs. 1,600-50-2,300-EB-60-2,660
8.	Statistical Assistance	12	02	14	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
9.	Tehsil Welfare Officer	44	55	04	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
10.	Assistance	17	16	33	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
11.	Junior Auditor	01	02	03	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
12.	Accountant	01	01	02	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
13.	Lady Supervisor	01	07	08	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660

1	2	3	4	5	6
14	Hostel Warden	---	9	9	Rs. 1,400-40-1600-50-2,300-EB-60-2,600
15	Stenography Instructor	3	1	4	Rs. 1,400-40-1,600-50-2,300-EB-60-2,600
16	Senior Scale Stenographer	1	1	2	Rs. 1,400-40-1,600-50-2,300-EB-60-2,600
17	Junior Scale Stenographer	2	3	5	Rs. 1,200-30-1,560-EB-40-2,040
18	Accountant-cum-Clerk	12	14	26	Rs. 1,200-30-1,560-EB-40-2,040
19	Cashier	1	--	1	Rs. 1,200-30-1,560-EB-40-2,040
20	Lady Social Worker	38	70	108	Rs. 1,200-30-1,560-EB-40-2,040
21	Assistant Librarian	1	---	1	Rs. 1,200-30-1,560-EB-40-2,040
22	Driver	13	1	14	Rs. 1,200-30-1,560-EB-40-2,040 (Rs. 200 as special pay for head quarter) Rs. 1,200-30-1,560-EB-40-2,040 (Rs. 100 as special pay for field)

23	Steno-typist	8	13	21	Rs. 950-20-1,150-EB-25-1,500 (Rs. 100 Special pay)
24	Male Social Worker	38	---	38	Rs. 950-20-1,150-EB-25-1,500
25	Clerk	24	32	56	Rs. 950-20-1,150-EB-25-1,500
26	Store-Keeper	---	1	1	Rs. 950-20-1,150-EB-25-1,500
27	Record Keeper	---	1	1	Rs. 950-20-1,150-EB-25-1,500

APPENDIX B

(See rule 7)

Sr. No.	Designation of Posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1	Lady Welfare Officer	<p>(i) Master's degree from a recognised university in social work or Sociology or Economics</p> <p>(ii) Hindi upto Matric standard.</p> <p>(iii) Preference will given to those possessing five years field experience in the Development or Welfare Department of the Central or any State Government.</p>	<p>By promotion-----</p> <p>8 years experience as Lady Supervisor</p> <p>By Transfer or deputation----</p> <p>(i) Master's degree from a recognised university in Social Work or Sociology or Economics.</p> <p>(ii) Hindi upto Matric standard.</p> <p>(iii) Preference will be given to those possessing five years field experience in the Development or Welfare Department of the Central or any State Government.</p>
2	Assistant Research Officer	<p>(i) Master's degree from recognised university in Economics or Mathematics or Commerce or Agriculture Economics with statistics as one of the papers either at Master's level or at the B.A. the Hons. school level in Mathematics or Master's degree in Statistics.</p> <p>(ii) One year experience in collection, compilation and analysis of Statistical data in some Government office.</p>	<p>By promotion-----</p> <p>5 years experience as Statistical Assistant.</p> <p>By transfer or deputation-----</p> <p>(i) Master's degree from a recognised university in Economics or Mathematics or Commerce or Agriculture Economics with Statistics as one papers either at Master's level or at the B.A. Hons. school level in Mathematics or Economics or Master's degree in Statistics.</p>

- (iii) Hindi upto Matric standard
- (ii) One year experience in collection, compilation and analysis of statistical data in some Government office.

1	2	3	4
			(iii) Hindi upto Matric standard
3	Deputy Superintendent	-----	(i) Hindi upto Matric standard (ii) 5 years experience as Assistant, Accountant, Senior Scale Stenographer and Junior Auditor.
4	Lecturer Hindi	(i) At least M.A. 2 nd class in Hindi from a recognised university	By promotion----- 5 years experience as Stenography instructor in the Pre-Examination Training Centre provided he is 2 nd class M.A. in Hindi. By transfer or deputation---- At least M.A. 2 nd Class in Hindi from a recognised university.
5	Lecturer English	(i) At least M.A. 2 nd Class in English from a recognised university (ii) Hindi upto Matric standard	By promotion----- 5 years experience as Stenography instructor in the Pre-Examination Training Centre Provided he is 2 nd class M.A. in English. By transfer or by deputation---- (i) At least M.A. 2 nd class in

English from a recognised university.
(ii) Hindi upto Matric standard.

6 Lecturer
Mathematics

- (i) At least M.A. 2nd class in Mathematics from a recognised university.
- (ii) Hindi upto Matric standard

By promotion-----

5 years experience as Stenography instructor in the Pre-Examination Training Centre Provided he is 2nd class M.A. in Mathematics.

1	2	3	4
			By transfer or by deputation--
			(i) At least M.A. 2 nd class in Mathematics from a recognised university ;
			(ii) Hindi upto Matric standard
7	Lecturer General Studies	(i) At least M.A. 2 nd class from a recognised university in History or philosophy or political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography	By promotion-----
		(ii) Hindi upto Matric standard	5 years experience as Stenography instructor in the Pre-Examination Training Centre provided he is 2 nd class M.A. in History or Philosophy or Political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography ;
			By transfer or deputation-----
			(i) At least M.A. 2 nd class for a recognised university in History or Philosophy or Political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography ;
			(ii) Hindi up to Matric standard

8 Statistical Assistant

- (i) Master's degree from a recognised university in Economics or Agriculture Economics or Mathematics or Commerce with Statistics as one of the papers either at the Master's level or at the B.A. Hon's school level in Mathematics or Economics or a Master's degree in statistics ;
- (ii) Hindi up to Matric standard

By promotion-----

3 years experience as Accountant-cum-Clerk or Cashier provided he is graduate with Economics or Agriculture Economics or Mathematics or Commerce or Statistics as one of the elective subjects ;

1	2	3	4
			By transfer or deputation-----
			(i) Mater's degree from a recognised university in Economics or Agriculture Economics or Mathematics or Commerce with Statistics as one of the papers either at Master's level or at the B.A. Hon's school level in Mathematics or Economics or a Mater's degree in statistics ;
			(ii) Hindi up to Matric standard.
9	Tehsil Welfare Officer	(i) Graduate with Economics or Sociology as one of the subjects from a recognised university or a Master in Social work (M.S.W.)	By promotion----- 5 years experience as Male Social Workers.
		(ii) Hindi up to Matric standard.	Now:- 2 years experience as Accountant-cum-Clerks/ Cashier/Junior Scale Stenographer. Vide Govt. Notification date January, 23, 2009.
			By transfer or deputation-----
			(i) Graduate with Economics or Sociology as one of the subject from a recognised university or a Master in Social Worker (M.S.W.)
			(ii) Hindi up to Matric standard.

10	Assistant	<p>(i) 2 years experience as Accountant –cum-Clerk or Cashier or Junior Scale Stenography ; OR 5 years experience as Clerk.</p> <p>(ii) Hindi up to Matric standard</p>
11	Junior Auditor	<p>(i) 2 years experience as Accountant-cum-clerk or Cashier or Junior Scale Stenographer; OR 5 years experience as Clerk;</p> <p>(ii) Hindi up to Matric standard.</p>
12	Accountant -----	<p>(i) 2 years experience as Accountant-cum-Clerk or Cashier or Junior Scale Stenographer; OR 5 years experience as Clerk;</p> <p>(ii) Hindi up to Matric standard</p>
13	Lady Supervisor	<p>(i) Matric or its equivalent.</p> <p>(ii) One year National trade certificate in cutting tailoring and one year National Trade Certificate in Embroidery.</p> <p>By promotion----- 5 years experience as Lady Social Workers and passed two years diploma in tailoring and embroidery from recognised institution provided she is Matric with Hindi.</p>

(iii) Teacher Training Course/C.T.I. pass in the concerned trade ;

By transfer or deputation----

(iv) Hindi up to Matric standard

(i) Matric or its equivalent ;

(ii) One year National Trade Certificate in cutting and tailoring and one year National Trade Certificate in Embroidery ;

(iii) Teacher Training Course/ C.I.T. Pass in the concerned trade;

(iv) Hindi up to Matric standard

14 Hostel Warden

(i) Graduate from a recognised university

(i) Graduate from a recognised university;

(ii) Hindi up to Matric standard

(ii) Hindi up to Matric standard.

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1	2	3	4
15	Stenography Instructor	<p>(i) Graduate from a recognised university;</p> <p>(ii) For Stenography Instructor (Hindi), Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute and for Instructor (English), shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute ;</p> <p>(iii) Three years teaching experience in type and shorthand ;</p> <p>(iv) Hindi up to Matric standard</p>	<p>(i) Graduate from a recognised university ;</p> <p>(ii) For Stenography Instructor (Hindi) , Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute and for Instructor (English) shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minutes;</p> <p>(iii) Three years teaching experience in type and shorthand ;</p> <p>(iv) Hindi up to Matric standard.</p>
16	Senior Scale Stenographer	<p>(iv) Hindi up to Matric standard -----</p>	<p>(i) 2 years experience as Junior Scale Stenographer ;</p> <p>(ii) Passes test in Hindi shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minute and English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute.</p>
17	Junior Scale Stenographer	<p>-----</p>	<p>(i) 3 years experience in Steno-typist.</p> <p>(ii) Passed test in shorthand at a speed of 80 words per</p>

minutes and transcription
thereof at a

1	2	3	4
			speed of 15 words per minute in Hindi;
			OR
			English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minutes.
18	Accountant – cum- Clerk	-----	(i) 3 years experience as Clerk or Store-Keeper or Record keeper or Steno-typist; (ii) Hindi upto Matric standard.
19	Cashier	-----	(i) 3 years experience as Clerk or Store Keeper or Record Keeper or Steno-typist; (ii) Hindi upto Matric standard.

20	Lady Social Worker	<ul style="list-style-type: none"> (i) Matric or its equivalent; (ii) Hindi up to Matric standard; (iii) Two years tailoring cutting and embroidery certificate (one year each); 	<ul style="list-style-type: none"> (i) Matric or its equivalent; (ii) Hindi up to Matric standard (iii) Two years tailoring cutting and embroidery certificate (one year each);
		OR	OR
		Two years diploma in tailoring and embroidery from a recognised institution.	Two years diploma in tailoring and embroidery from a recognised institution.
21	Assistant Librarian	<ul style="list-style-type: none"> (i) Graduate from a recognised university with diploma in Library Science ; 	<ul style="list-style-type: none"> (i) Graduate from a recognised university with diploma in Library Science ;
		(ii) Hindi upto Matric standard.	(ii) Hindi upto Matric standard.

1	2	3	4
22	Driver	(i) Middle with Hindi	(i) Middle with Hindi
		(ii) Possesses Light Vehicle Driving Licence	(ii) Possesses Light Vehicle Driving Licence
		(iii) 3 years experience of Driving of light transport vehicle	(iii) 3 years experience of Driving of light transport vehicle
23	Steno typist	(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)	By promotion----- One year experience as Clerk knowing Hindi shorthand at a speed of 64 words per minutes and transcription at a speed of 11 words per minutes
		(ii) Hindi upto Matric	OR
		(iii) Hindi shorthand at a speed of 64 words per minutes and transcription thereof at a speed of 11 words per minutes.	English shorthand at a speed of 80 words per minutes
		OR	English shorthand at a speed of 80 words per minutes and transcription at a speed of 15 words per minutes
		English shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minutes	By transfer or deputation-----
			(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)
			(ii) Hindi upto Matric
			(iii) Hindi shorthand at a speed of 64 words per minutes and transcription thereof at a speed of 11 words per

minutes.

OR

English shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minutes

1	2	3	4
24	Male Social Worker	(i) Matric with Hindi (ii) Preference will be given to candidates coming from rural areas (iii) Work experience in rural areas relating to community Development, Agriculture and teaching and other related field	(i) Matric with Hindi (ii) Preference will be given to candidates coming from rural areas (iii) Work experience in rural areas relating to community Development, Agriculture and teaching and other related field
25	Clerk	(i) Matric/Higher Secondary or equivalent /10+2 (Vocational) (ii) Hindi up to Matric standard ; (iii) Hindi or English typing at a speed of 25 or 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of type test but no arrears will be given to him.	<p>By promotion-----</p> (i) Matric/Higher Secondary or equivalent /10+2 (Vocational) (ii) Hindi up to Matric standard (iii) 5 years experience as Peon, Sweeper-cum-Chowkidar, Cook, Assistant Cook and Lady attendant (iv) Hindi or English typing at the speed of 25 or 30 words per minutes respectively as per Government instruction.
By transfer or deputation-----			

- (i) Matric/Higher Secondary or equivalent/10+2 (Vocational);
- (ii) Hindi up to Matric standard
- (iii) Hindi or English typing at a speed of

1	2	3	4
			25 or 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of type test but no arrears given to him.
26	Store-Keeper	<p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi up to Matric standard</p> <p>(iii) Hindi or English typing at a speed of 25 or .30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of the type test but no arrears will be given to him</p>	<p>By promotion-----</p> <p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi up to Matric standard</p> <p>(iii) 5 years experience as Peon, Sweeper, Chowkidar, sweeper-cum-chowkidar, Cook, Assistant Cook and Lady attendant.</p> <p>(iv) Hindi or English typing at the speed of 25 of 30 words per minutes respectively as per Government instruction.</p> <p>By transfer or deputation-----</p> <p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi upto Matric standard</p> <p>(iii) Hindi or English typing at a speed of 25 of 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will not</p>

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1	2	3	4
			be allowed increment due to him from the date of passing of the type test but no arrears will be given to him.
			By promotion-----
27	Record Keeper	(i) Matric/Higher Secondary or equivalent /10+2 (Vocational) (ii) Hindi up to Matric standard (iii) Hindi or English typing at a speed of 25 of 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of the type test but no arrears will be given to him.	(i) Matric/Higher Secondary or equivalent/10+2 (Vocational) (ii) Hindi upto Matric standard (iii) 5 years experience as peon, Sweeper, Chowkidar, Sweeper-cum-Chowkidar, Cook, Assistant Cook and Lady Attendant; (iv) Hindi or English typing at a speed of 25 of 30 words per minutes respectively as per Government instruction.

APPENDIX-C

[See Rule 14(1)]

Sr. No.	Designation of Posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
(1) Minor Penalties:					
1	Lady Welfare Officer	Director	(i) Warning with a copy in the personal file, (character roll);'	Director	Government
2	Assistant Research Officer		(ii) Censure ;		
3	Deputy Superintendent		(iii) with holding of promotion;		
4	Lecturer Hindi		(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 the State Government or to a company and association or a body of individual whether in incorporated or not, which is wholly or substantially owned or		
5	Lecturer English				
6	Lecturer Mathematics				
7	Lecturer General				

	Studies	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
8	Statistical Assistant	
9	Tehsil Welfare Officer	(v) withholding of increments of pay without cumulative effect ;
10	Assistant	
11	Junior Auditor	
12	Accountant	

1	2	3	4	5	6
13	Lady Supervisor	Director	<p>(2) Major Penalties;</p> <p>(vi) Withholding of increments of pay without cumulative effect;</p>	Government	
14	Hostel Warden		<p>(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;</p>		
15	Stenography Instructor		<p>(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay grade, post or service from which he was reduced, with or without further directions regarding condition 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</p>		
16	Senior Scale Stenography				
17	Junior Scale Stenography				
18	Accountant-cum-Clerk				
19	Cashier				
20	Lady Social Worker				
21	Assistant Librarian				
22	Driver				

23	Steno-typist		(ix) compulsory retirement;		
24	Male Social Worker		(x) removal from service which shall not be a disqualification for future employment under the Government;		
25	Clerk				
26	Store Keeper		(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
27	Record Keeper				

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APPENDIX-D

[See Rule 14(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1	Lady Welfare Officer	(i) reducing or withholding the amount or ordinary or additional pension admissible under the rules governing pension;	Director	Government
2	Assistant Research Officer	(ii) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
3	Deputy Superintendent			

- 4 Lecturer Hindi
- 5 Lecturer English
- 6 Lecturer
Mathematics
- 7 Lecturer
General Studies
- 8 Statistical
Assistant
- 9 Tehsil Welfare
Officer
- 10 Assistant
- 11 Junior Auditor
- 12 Accountant
- 13 Lady Supervisor
- 14 Hostel Warden
- 15 Stenography
Instructor

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1	2	3	4	5
16	Senior Scale Stenographer			
17	Junior Scale Stenographer			
18	Accountant- cum-Clerk			
19	Cashier			
20	Lady Social Worker			
21	Assistant Librarian			
22	Driver			
23	Steno typist			
24	Male Social Worker			
25	Clerk			

26 Store Keeper

27 Record Keeper

KOMAL ANAND,

Commissioner and Secretary to Govt. Haryana

Welfare of Scheduled Castes & Backward Classes Department

HARYANA GOVERNMENT

WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 1st October, 2004

No. G.S. R. 27/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 Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 namely:-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service (Amendment) Rules, 2004.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 (hereinafter called the said rules), in rule-5, for the words and sign "thirty-five the word, " forty" shall be substituted.
3. In the said rules, in rule-9 in sub-rule (1) after clause (a) the following clause shall be inserted, namely:-

"(aa) in the case of Personal Assistant

- (i) by promotion from amongst 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".

4. In the said rules, in Appendix-'A' under columns 1,2,3,4,5 and 6 after Sr. No. 1 and entries there against; the following serial number and entry there- against shall be inserted, namely:-

1	2	3	4	5	6
"1A.	Personal Assistant	-	1	1	5500-175-8300-EB-175 9000+150/- Special Pay.;"

-
5. In the said rules, in Appendix-B
a. under columns 1,2,3 and 4 after serial number 1 and entries thereagainst, the following serial number and entries thereagainst shall be inserted, namely:-

1	2	3	4
"1A	Personal Assistant	-	(i) Should be Senior Scale Stenographer having minimum 5 years experience on the Post; (ii) Should be Graduate from a recognized University; (iii) Knowledge of Hindi upto Matric standard; (iv) English shorthand at 100 words per minute and transcription thereof at 20 words per minute;

Preference

- (V) Persons having knowledge of

Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute will be preferred”;

b. Under column 4, against serial number 16, for item (ii), the following

item shall be substituted, namely:-

(ii) Shall be required to pass departmental examination in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute;

OR

English Shorthand at 100 words per minute and transcription thereof at 20 words per minute;”

6. In the said rules, in Appendix-C, under columns 1 and 2 after serial number 1 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:-

1	2
“1A	Personal Assistant

7. “In the said rules, in Appendix-D, under columns 1 and 2 after serial number 1 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:-

1	2
---	---

"1A Personal Assistant".

D.S. DHESI,
Commissioner and Secretary to
Government Haryana,
Welfare of Scheduled Castes and
Backward Classes Department

HARYANA GOVERNMENT

WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 23rd January, 2009

No. G.S. R. 27/Const./Art.309/2009- 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 Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997, namely:-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service (Amendment) Rules, 2009.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 (hereinafter called the said rules), in rule-9, in sub-rule (i), in clause (f) for sub-clauses (i) and (ii), the following sub-clause shall be substituted, namely:-

- “(i) 25 % by promotion from amongst Accountant-cum-Clerks/Cashier/Junior/Scale Stenographer ; and
- (ii) 75% by direct recruitment; or.”

3. In the said rules, in Appendix-B against serial number 9, under column 4, under heading “ By Promotion” for the existing entry, the following entry shall be substituted, namely:-

4

“Two years experience as Accountant-cum-Clerk/Cashier/Junior Scale Stenographer”.

NAVRAJ SANDHU

Commissioner and Secretary to Government

Haryana, Welfare of Scheduled Castes and

Backward Classes Department

HARYANA GOVERNMENT

WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 12th December, 2014

No. G.S.R. 55/Const./Art 309/2014.—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 Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997, namely:—

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service (Amendment) Rules, 2014.

2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997, in Appendix B, under columns 1, 2, 3 and 4, for serial number 22 and entries thereagainst, the following serial number and entries thereagainst shall be substituted, namely:—

1	2	3	4
"22	Driver	(i) Matric; (ii) should have light vehicle valid driving licence at least three years old; (iii) should have passed the driving test conducted by the Haryana Staff Selection Commission; (iv) should not be colour blind; (v) Hindi/Sanskrit upto Matric standard or higher education;	(i) Matric; (ii) should have light vehicle valid driving licence at least three years old; (iii) Three years experience of driving of light vehicle; (iv) should not be colour blind; (v) Hindi/Sanskrit upto Matric standard or higher education; (vi) should not be more than fifty years age;"

S. K. GULATI,

Additional Chief Secretary to Government Haryana,
Welfare of Scheduled Castes and Backward Classes Department.

हरियाणा सरकार

अनुसूचित जातियां तथा पिछड़े वर्ग कल्याण विभाग

WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

अधिसूचना

दिनांक 12 दिसम्बर, 2014

संख्या सांका०नि० 55/संवि०/अनु० 309/2014.—भारत से संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (ग्रुप-ग) सेवा नियम, 1997, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. ये नियम हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (ग्रुप-ग) सेवा (संशोधन) नियम, 2014, कहे जा सकते हैं।

2. हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (ग्रुप-ग) सेवा नियम, 1997 में परिशिष्ट ख में, खाना 1, 2, 3 तथा 4 के नीचे, क्रम संख्या 22 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात् :-

1	2	3	4
"22	चालक	(i) मैट्रिक; (ii) कम से कम तीन वर्ष पुरानी वैद्य हल्का वाहन चालन अनुज्ञप्ति होनी चाहिए; (iii) हरियाणा कर्मचारी चयन आयोग द्वारा आयोजित चालन परीक्षा पास होनी चाहिए; (iv) वर्णान्ध नहीं होना चाहिए; (v) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत	(i) मैट्रिक; (ii) कम से कम तीन वर्ष पुरानी वैद्य हल्का वाहन चालन अनुज्ञप्ति होनी चाहिए; (iii) हल्का वाहन चालक के रूप में तीन वर्ष का अनुभव; (iv) वर्णान्ध नहीं होना चाहिए; (v) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत; (vi) पचास वर्ष से अधिक की आयु का नहीं होना चाहिए;"।

एस० के० गुलाटी,

अपर मुख्य सचिव, हरियाणा सरकार,
अनुसूचित जातियां तथा पिछड़े वर्ग कल्याण विभाग।Additional Chief Secretary
Welfare of Scheduled Castes and Backward Classes Deptt.,

HARYANA GOVERNMENT

WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 22nd January, 1998

No. 15- 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 condition of service of persons appointed to the Haryana Welfare Scheduled Castes and Backward Classes Department (Group-D) Service

namely:-

PART-I GENERAL

1. These rules may be called the Haryana Welfare Scheduled Castes and Backward Classes Department (Group-D) Service Rules, 1998. Short Title.
2. In these rules, unless the context otherwise requires;- Definitions.
 - (a) "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;
 - (b) "Director" means the Director, Welfare of Scheduled Castes and Backward Classes Department, Haryana;
 - (c) "Government" means the Haryana Government in the Administrative Department;
 - (d) "Institution means,-
 - (i) any institution established by law in force in the State of Haryana; or
 - (ii) any other institution recognized by the Government, for the purpose of these rules;
 - (e) "Secretary" means the Secretary to Government Haryana Welfare Scheduled Castes and Backward Classes Department;
 - (f) "Service" means the Haryana Welfare Scheduled Castes and Backward Classes Department (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
posts

4. (I) 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 day of January, 1962, with the intention of permanently settling in India; or

(e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, or any other 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 or 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 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 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 School or Institution.

age

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 16 years or more than 35 years of age, on or before the last date of submission of application to the recruiting authority.

HARYANA GOVT. GAZ. MARCH 10, 1998
(PHGN 19, 1919 SAKA)

6. Appointment to this posts in the Service shall be made by the Director. Appoi
autho
7. No person shall be appointed to any post in the Service, unless he is in possession of qualification 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: Qualif
8. No person,- Disqualifica
- (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. Recruitment to the Service shall be made- Method of
recruitment.
- (a) In the case of Cooks;-
- (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.
- (b) In the case of Assistant Cooks,-
- (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.
- (c) In the case of Sweepers:-
- (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;

(d) In the case of Sweeper-cum-Chowkidars-

- (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;

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(e) In the case of Lady Attendants,-

- (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;

(f) In the case of Peons,-

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

(g) In the case of Chowkidars,-

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

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- (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 appointment 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 satisfactory, 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 orders, as it could have passed on the expiry of the first period of probation:

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

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

Seni

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 appointing authority, shall not be disturbed in fixing the seniority:

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of a member appointed by 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 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 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 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 the Central or any other State Government or any organization or body referred to in clausd (ii) or (iii) except with his consent.

Pay, leave,
pension and
other matters

13. In respect of pay, leave pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of Indian or under any other 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 shall be as specified in Appendix D to these rules.

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

Vaccina

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
allegian

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

Powe
relax

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, 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:

Reserv

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

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:

Repeal and

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

HARYANA GOVT. GAZ. MARCH 10, 1998
(PHGN 19, 1919 SAKA)

APPENDIX-A

(See rule 3)

Sr. No.	Designation of the posts	Number of Posts			Scale of Pay
		Permanent	Temporary	Total	
1	Cook	1	10	11	Rs. 775-12-871-EB-14-1,025
2	Assistant Cook	1	3	4	Rs. 775-12-871-EB-14-1,025
3	Sweeper	-	6	6	Rs.750-12-870-EB-14-940+Rs. 65 Special Allowance
4	Sweeper-cum- Chowkidar	5	17	22	Rs. 750-12-870-EB-14-940+Rs 65 Special Allowance
5	Lady Attendant	38	70	108	Rs. 750-12-870-EB-14-940
6	Peon	25	67	92	Rs. 750-12-870-EB-14-940
7	Chowkidar	2	6	8	Rs. 750-12-870-EB-14-940

HARYANA GOVT. GAZ. MARCH 10, 1998
(PHGN 19, 1919 SAKA)

APPENDIX-B

(See rule 7)

Sr.No.	Designation of the posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than by direct
1	2	3	4
1	Cook	(i) Knowledge of reading and writing of Hindi; (ii) Sufficient knowledge of Cooking;	(i) Knowledge of reading and writing of Hindi; (ii) Sufficient knowledge of Cooking;
2	Assistant Cook	(i) Knowledge of reading and writing of Hindi (ii) Sufficient knowledge of cooking	(i) Knowledge of reading and writing of Hindi; (ii) Sufficient knowledge of cooking
3	Sweeper	Literate having knowledge of Hindi;	Literate having knowledge of Hindi.
4	Sweeper-cum-Chowkidar	Literate having knowledge of Hindi;	Literate having knowledge of Hindi.
5	Lady Attendant	(i) Trained Dai Diploma (One year); (ii) Literate having knowledge of Hindi;	(i) Trained Dai Diploma (One year) (ii) Literate having knowledge of Hindi.
6	Peon	(i) Literate having knowledge of Hindi; (ii) Knowledge of cycling;	(i) Literate having knowledge of Hindi; (ii) Knowledge of cycling.
7	Chowkidar	Literate having knowledge of Hindi;	Literate having knowledge of Hindi;

APPENDIX-C

[See rule 14 (1)]

Sr.No.	Designation of the posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
Minor Penalties					
1	Cook	Director	(i) Warning with a copy in the personal file (Character roll);	Director	Secretary
2	Assistant Cook				
3	Sweeper		(ii) Censure ;		
4	Sweeper-cum- Chowkidar		(iii) withholding of promotion;		
5	Lady Attendant		(iv) recovery from pay of 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 on Act of Parliament or of the Legislature of a State;		
6	Peon		(v) withholding of increments of pay without cumulative effect;		
7	Chowkidar		Major Penalties		
			(vi) withholding of increments of pay without 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 increment of his pay;
- (viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions or restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- (ix) Compulsory retirement.
- (x) removal from service which shall not be 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)]

1	2	3	4	5
1	Cook	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Director	Secretary
2	Assistant Cook			
3	Sweeper			
4	Sweeper-cum-Chowkidar	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
5	Lady Attendant			
6	Peon			
7	Chowkidar			

SANJAY KOTHARI,

Commissioner and Secretary to Government, Haryana,
Welfare of Scheduled Castes and Backward Classes,
Department.

HARYANA GOVERNMENT

WELFARE OF SCHEDULED CASTES AND
BACKWARD CLASSES DEPARTMENT

Notification

The 9th October, 2009

No. G.S.R. 27/Const./Art. 309/2009- 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 Welfare of Scheduled Castes and Backward Classes Department (Group-D) Service Rules, 1998, namely:-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-D) Service (Amendment) Rules, 2009.

2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-D) Service Rules, 1998, in Appendix B, under column 3 and 4-

- (i) against serial number 6, for existing item (i), the following item shall be substituted, namely:-
- (ii) against serial number 7, for existing entry, the following entry shall be substituted, namely:-

“Middle pass with Hindi”

NAVRAJ SANDHU
Financial Commissioner and Principal Secretary
to Government Haryana, Welfare of Scheduled
Castes and Backward Classes Department

