

[Authorised English Translation]

HARYANA GOVERNMENT  
SOCIAL WELFARE DEPARTMENT

## Notification

The 14th July, 2000

**No. G.S.R. 50 Const.Art.309/2000.**—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 Directorate of Social Justice and Empowerment, Haryana (Group-B) Service, namely :—

## PART-I-GENERAL

## Short title.

1. These rules may be called the Directorate of Social Justice and Empowerment, Haryana (Group-B) Service Rules, 2000.

## Definitions.

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

- (a) "Commission" means the Haryana Public Service 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 any State Government ;
- (c) "Director" means the Director, Social Justice and Empowerment, Haryana ;
- (d) "Government" means the Haryana Government in the Administrative Department ;
- (e) "Institution" means,—
  - (i) any institution established by law in force in the State of Haryana ; or
  - (ii) any other institution recognised by the Government for the purpose of these rules ;
- (f) "recognised university" means,—
  - (i) any university incorporated by law in India ;
  - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ; or
  - (iii) any other university which is declared by the Government to be a recognised university for the purpose of these rules ;



(g) "Secretary" means the Secretary to Government, Haryana, Social Welfare Department; and

(h) "Service" means the Directorate of Social Justice and Empowerment (Group-B) 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 effect the inherent right of the Government to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

**Nationality, domicile and character of candidates appointed to Service.**

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

(a) a citizen of India; or

(b) a subject of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the first 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 of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

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

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

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



submission of application to the Commission or the recruiting authority, as the case may be.

**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 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 :

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

**Disqualifications:**

8. No person,—

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

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

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

**Method of recruitment:**

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

(a) in the case of Deputy Directors —

(i) 75% by way of promotion from amongst District Social Welfare Officer and Superintendent of Directorate, Social Justice and Empowerment, Haryana; and

(ii) 25% by way of direct recruitment; or

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

(b) in the case of District Social Welfare Officer —

(i) 50% by way of promotion amongst Social Welfare Investigation Officer, Probation Officer and Superintendents of the Institution namely



Mahila Ashram, Rohtak, Mahila Ashram, Karnal, Kasturba Sewa Sadan, Faridabad and Home for Destitute Women and Widows at Karnal, State After Care Home (for Girls), Karnal, State After Care Home (for Boys), Sonapat, Home for Aged and Infirm, Faridabad Special School, Sonapat and Protective Home, Faridabad; and

(ii) 50% by direct recruitment; or

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

(c) in the case of Superintendent—

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

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

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

**Probation:**

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

Provided that—

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

(b) any period of work in equivalent or higher rank prior to appointment to any post in the service may in the case of an appointment by transfer at the discretion of appointing authority be allowed to count towards the period of probation fixed under these 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 or conduct of a person during the period of probation is not satisfactory, it may—

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

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

(i) revert him to his former post; or

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



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

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

- (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
- (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
- (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

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

- (i) dispense with his services, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

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

#### Seniority :

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

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

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

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case 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 transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given



to a member who was drawing a higher rate of pay, in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and if the length of such Service is also the same, the older member shall be senior to the younger member.

**Liability to 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 or university within the State of Haryana;
- (ii) the Central Government or a Company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
- (iii) any other State Government, an international organisation, an autonomous body not controlled by the Government or a private body ;

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

**Pay, leave, pension and other matters :**

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

**Discipline, penalties and appeals:**

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

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

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



**Vaccination**

15. Every member of the Service shall get himself vaccinated 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 reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**Special provisions**

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

**Reservations**

19. Nothing contained in these rules shall affect 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 time to time :

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

**Repeal and savings**

20. The Haryana Social Welfare Department and Relief Organisations Class-II Service Rules, 1975, which are in force immediately before the commencement of these rules hereby repealed :

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



APPENDIX A

(See rule 3)

Sr. No.	Designation of post	Number of Posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1	Deputy Director	1	1	2	Rs. 8000—200—10200—EB— 275—13500
2	District Social Welfare Officer	—	16	16	Rs. 6500—200—8500—EB— 200—10500
3	Superintendent	2	2	4	Rs. 6500—200—8500—EB— 200—10500



## 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	Deputy Director	<p>(a) Master's degree in Social Work or its equivalent from recognised University ;</p> <p>(b) Hindi upto Matric Standard ;</p> <p>(c) Five years experience in administrative capacity in Social Work in Government or Voluntary Organisations.</p>	<p>1. By Promotion :</p> <p>Five years experience as District Social Welfare Officer</p> <p>or</p> <p>Five years experience as Superintendent in the office of Director, Social Justice and Empowerment.</p> <p>2. By transfer or deputation :</p> <p>(a) Master's degree in Social Work or its equivalent from recognised University ;</p> <p>(b) Hindi upto Matric Standard ;</p> <p>(c) Five years experience in administrative capacity in Social Work in Government or Voluntary Organisation.</p>
2	District Social Welfare Officer	<p>(a) Master's degree in Social Work from a recognised University ;</p> <p>(b) Hindi upto Matric Standard.</p>	<p>1. By promotion :</p> <p>Five years experience as Social Welfare Investigation Officer, Probation Officer and Superintendent of the institutions namely Mahila Ashram, Rohtak, Mahila Ashram, Karnal, Kasturba Sewa Sadan, Faridabad and Home for Destitute Women and Widows at Karnal.</p>



1	2	3	4
2	District Social Welfare Officer		State After Care Home for Girls, Karnal, State After Care Home for Boys, Sonapat, Home for Aged and Infirms, Faridabad, Special School, Sonapat and Protective Home, Faridabad,
			2. By transfer or deputation :
			(a) Master's degree in Social Work from a recognised University;
			(b) Hindi upto Matric Standard;
			(c) Five years experience in Women Organisation as Social Worker in Government Department.
			1. By promotion :
			Ten years service out of which three years experience as Deputy Superintendent or Personal Assistant
			or
			Ten years experience as Assistant or Accountant or Junior Auditor or Cashier
			or
			Ten years experience as Senior Scale Stenographer who will opt the Ministerial Cadre
3	Superintendent		
			<i>Note.</i> —Personal Assistant or Senior Scale Stenographer will be eligible for promotion as Superintendent, if he has worked as Assistant for a period of 2 years, in addition to his own duties.



1	2	3	4
			2 By transfer or deputation
			(i) Ten years service out of which three years experience as Deputy Superintendent or Personal Assistant
			or
			Ten years experience as Assistant or Accountant or Junior Auditor or Cashier. Ten years experience as Senior Scale Stenographer who opts the ministerial cadre;
			(ii) Hindi upto Matric Standard;
			(iii) Personal Assistant or Senior Scale Stenographer will be eligible for promotion as Superintendent, if he has worked as Assistant for a period of 2 years, in addition to his own duties.



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	Government	1 Minor penalties :	Director	Secretary
2	District Social Welfare Officer		(i) Warning with a copy on personal file (Character roll);		
3	Superintendent		(ii) censure;		
			(iii) with holding of promotion;		
			(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to a Company and Association, or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State; and		
			(v) withholding of increments of pay without cumulative effect;		
			2 Major Penalties :		
			(vi) withholding of increments of pay with cumulative effect;	Secretary	Government
			(vii) reduction of a lower stage in the time scale of pay		



1	2	3	4	5	6
			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 re- duction will or will not have the effect of post- poning the future increments of his pay;		
		(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 with- out further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;		
		(ix)	Compulsory retirement;		
		(x)	removal from service which shall not be a disqualification for future employment under the Government;		
		(xi)	dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		



APPENDIX D

(See rule 14(2))

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate Authority
1	2	3	4	5
1	Deputy Director	(i) reducing or with holding the amount of ordinary or additional pension admissible under the rules governing pension;	Director	—
2	District Social Welfare Officer			
3	Superintendent	(ii) terminating the appointment of member otherwise than on his attaining the age fixed for superannuation.		

DEEPA JAIN SINGH,

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