

(Authorised English Translation)

HARYANA GOVERNMENT
EDUCAITON DEPARTMENT

Notification

The 6th August, 1998

No. G.S.R.89/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 Education Department Sub- Offices, Ministerial (Group C) Service Rules, 1983, namely:-

1. These rules may be called the Haryana Education Department Sub Offices, Ministerial (Group C) Service Amendment Rules 1998.
2. In the Haryana Education Department Sub Offices, Ministerial (Group C) Service Rules, 1983 (hereinafter referred to as the said rules, in rule 2, after clause (a), the following clause shall be inserted, namely:-
 - “(aa) Administrative Officer” means Administrative Officer (Schools) Secondary Education Department, Haryana.
3. In the said rules, in ruled 5, for the word “thirty” the word: “thirty five” shall be substituted.
4. In the said rules, in rule 6, for the word and figure “column 2”. the word and figure “column 3” shall be substituted.
5. In the said rules, in rule 9, in sub rule (1)-
 - (I) against clause (a), existing entries shall be omitted;
 - (II) after clause (n) and entries there under, the following clause and entries there under shall be added at the end, namely:-
 - (o) In the case of Senior Laboratory Attendant,-
 - (i) 20% by promotion from amongst Laboratory 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 Government of India.”
 6. In the said rules, for rule 4, the following rule shall be substituted, namely:-
 7. “14(1) Discipline, penalties and Appeals.- (I) 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 articles 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 © 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.”

In the said rules, for Appendix A, the following Appendix shall be substituted.

APPENDIX A

(See Rule 3)

Sr.No.	Designation of Post	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Head Clerk	18	35	53	5500-175-8300-EB-175-9000
2.	Assistant Superintendent	8	-	8	5000-150-7100-EB-150-7850
3.	Assistant	76	69	145	5000-150-7100-EB-150-7850
4.	Senior Scale Stenographers	6	4	10	5000-150-7100-EB-150-7850
5.	Junior Scale Stenographers	6	4	10	4000-100-4800-EB-100-6000
6.	Steno Typist	1	46	47	3050-75-3900-EB-80-4590
7.	Clerk	898	654	1562	3050-75-3900-EB-80-4590
8.	Driver (Jeep/Staff/ Car)	7	6	13	4000-100-4-EB—100-6000
9.	Clerk Incharge	1	-	1	3050-75-3950-EB-80-4590
10.	Librarian	-	18	18	4000-100-4800-EB-100-6000
11.	Junior Auditor	11	-	11	5000-150-7100-EB-150-7850
12.	Computers	-	7	7	3050-75-3950-EB-80-4590
13.	Computers-cum-Clerks	-	30	30	3050-75-3950-EB-80-4590
14.	Senior Laboratory Attendant	1010	232	1242	3050-75-3950-EB-80-4590

8. In the said rules, in Appendix B, under Columns 1,2,3 and 4,-
- (a) against serial number 1, existing entries shall be omitted;
- (b) after serial number 14 and entries there, against, the following serial number and entries there against shall be added at the end, namely:-

1	2	3	4
*1	Senior Laboratory Attendant	(i) Matric with Physics, Chemistry, Biology or General Science; (ii) Hindi upto Matric Standard	(i) Matric with Hindi and Science; (ii) Five years experience as Laboratory Attendant:.

9. In the said rules, for Appendices C and D the following Appendices shall be substitute, namely:-

APPENDIX C
[See rule 14(1)]

Sr.No.	Designation of posts	Appointing authority	Nature of Penalty	Authority empowered to penalty	Appellate authority
1	2	3	4	5	6
1	Head clerk	Director	Minor Penalties:	Director	Government
2	Assistant Superintendent		(i) Warning with a copy in the personal file (Character roll); (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
increment of pay
without cumulative
effect.

Major Penalties:

- (vi) With holding 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
employees will
earn increments of
pay, during the
period of such
reduction and
whether on the
expiry to such
period, the
reduction will or
will not have the
effect of
postponing the
future increments
of his pay;
- (viii) Reduction to a
lower scale of pay,
grade, post or
service which shall
ordinarily be a bar
to the promotion of
the Government
employee to the
time scale of pay,
grade post or
service from which
he 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;		
			(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		
			Minor Penalties		
3	Assistant Administrative Officer			Principal of Government Colleges in respect of the staff working under him;	Government
4.	Senior Scale Stenographer		(i) Warning with a copy in the personal file (Character roll);		
5.	Junior Scale Stenographer		(ii) Censure		
6.	Steno-Typist		(iii) With-holding of promotion;		
7.	Clerk		(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 to 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	Director State Council of Education and Research Training in respect of the staff working under him; and (3) In case not covered under (1) and (2) above, the District Education Officer concerned.	
8	Driver (Jeep/ Staff Car)				
9	Clerk Incharge				
10	Librarian				
11	Junior Auditor				
12	Computer				
13	Computer-cum Clerk				
14	Senior Laboratory Attendant				

(v) Withholding of increment of pay without cumulative effect.

Major Penalties:

(vi) With holding of increments of pay with cumulative effect' Administrative Government Officer

(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 employees will earn increments of pay, during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increments of his pay;

(viii) Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade post or service from which he 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;

(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 orders	Appellate Authority
1.	Head Clerk	(i)reducing or with holding the amount of ordinary or additional pension admissible under the rules governing pension;	Director	Government
2.	Assistant Superintendent	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation	Administrative Officer	Government
3.	Assistant	(i)reducing or with holding the amount of ordinary	Administrative Officer	Government

- or additional
pension admissible
under the rules
governing pension;
(ii) terminating the
appointment
otherwise than on
his attaining the
age fixed for
superannuation
4. Senior Scale Stenographers
 5. Junior Scale Stenographer
 6. Steno-Typist
 7. Clerk
 8. Driver (Jeep/ Staff Car)
 9. Clerk Incharge
 10. Librarian
 11. Junior Auditor
 12. Computer
 13. Compute-cum-Clerk
 14. Senior Laboratory Attendant
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