

Amended
Rules of 90
Divisional Commissioner ①

Amended Rules- 2000

HARYANA GOVT GAZ. (EXTRA.), AUG. 22, 2000
(SRVN 31, 1922 SAKA)

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[Authorised English Translation]

HARYANA GOVERNMENT
REVENUE DEPARTMENT

Notification

The 22nd August, 2000

No. G.S.R. 36/Const./Art. 309/2000.—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 Revenue Department Divisional Subordinate (Group C) Service Rules, 1988, namely :—

1. These rules may be called the Haryana Revenue Department Divisional Subordinate (Group C) Service (First Amendment) Rules, 2000;

2. In the Haryana Revenue Department Divisional Subordinate (Group C) Service Rules, 1988 (hereinafter called the said rules), in rule 9, for clauses (a), (b), and (c) and entries thereunder, the following clauses and entries thereunder shall be substituted, namely :—

“(a) in the case of Assistant Superintendent,—

by promotion from amongst the Assistants/Stenographers working in the Commissioner's /Deputy Commissioner's office of a Division;

(b) In the case of Personal Assistant,—

by promotion from amongst Stenographers working in Deputy Commissioner's office of a Division;

(c) In the case of Assistant,—

by promotion from amongst Clerks/Steno-typists working in the Commissioner's/Deputy Commissioner's office of a Division;

(cc) In the case of Stenographer,—

(i) by direct recruitment ; or

(ii) by promotion from amongst Steno-typists working in the Commissioner's/Deputy Commissioner's office of a Division ;”

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3. 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	Assistant Superintendent	14	2	16	5500—175—8300— EB—175—9000
2	Personal Assistant	2	..	2	5500—175—8300— EB—175—9000
3	Assistant	150	52	202	5500—150—7100— EB—150—7850
4	Stenographer	8	2	10	5000—150—7100— EB—150—7850
5	Steno-typist	..	2	2	3050—75—350—EB— 80—4590—Rs. 100 Special pay.
6	Clerk	26	..	26	3050—75—350—EB— —80—4590

4. In the said rules in Appendix B, under Columns 1, 2, 3 and 4 for serial number (a), (b), (c) and entries thereagainst the following serial numbers and entries thereagainst shall be substituted, namely :—

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"APPENDIX B"
(See rule 7)

Sr. Designation No. of Posts	Academic qualifications and experience, if any, for direct recruit- ment	Academic qualification and experience, if any, for appointment other than by direct appoint- ment
1	2	3
(a) Assistant Superintendent	..	Five years experience as Assistant/Stenogra- pher in Commissioner's/ Deputy Commissioner's office of a Division.
(b) Personal Assistant	..	Five years experience as Stenographer in the Deputy Commissioner's office of a Division.
(c) Assistant	..	Three years experience as Clerk/Steno-typist in the Commissioner's/Deputy Commissioner's office of a Division.
(cc) Stenographer	(i) Matric 1st Division or Higher Secondary 2nd Division or 10+2 (Vocational) or Graduate or Intermedi- ate 2nd Division or its equivalent (for ESM Matric only); (ii) Hindi up to Matric Standard.	(i) Three years experience as Steno-typist in Commissioner's/ Deputy Commissioner's Office of a Division. (ii) Pass departmental type test in Hindi shorthand @ 80 words per minute and transcrip- tion thereof @ 15 words per minute and English shorthand @ 100 words per minute and transcrip- tion thereof @ 20 words per minute.
	(iii) Speed in English shorthand @ 100 words per minute and trans- cription @ 20 words per minute and speed in Hindi Shorthand @ 80 words per minute and transcription thereof @ 15 words per minute.	

5. In the said rules, for Appendices C and D, the following Appendices shall be substituted, namely :—

"APPENDIX C"

[See rule 14 (I)]

Sr. No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6	7
1	Assistant Superintendent	Commissioner	(I) Minor Penalties ; (i) Warning with a copy in the personal file (character roll) ; (ii) censure ; (iii) withholding of promotion ;	Deputy Commissioner or Commissioner, as the case may be.	Commissioner or Financial Commissioner, as the case may be.	Financial Commissioner or Governor
2	Personal Assistant	—				
3	Assistant	—				
4	Stenographer					

1	2	3	4	5	6	7
5 Steno-typist						
6 Clerk						
	(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence of the Central Government or a State Government or to a Company and association 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 :				Financial Commissioner	Government
	(v-a) withholding of increments of pay with cumulative effect ;					

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(vi) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

(vii) reduction to a lower scale of pay, grade, post or service 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

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further directions re-
garding conditions of
restoration to the
grade or post or
service from which
the Government em-
ployee was reduced
and his seniority
and pay on such
restoration to that
grade, post or service;

(viii) Compulsory retire-
ment ;

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

(x) dismissal from service
which shall ordinarily
be a disqualification
for future employ-
ment under the
Government.

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APPENDIX D

[See rule 14 (2)]

Sr. Designation of posts No.	Nature of order	Authority empowered to make the order	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5
1 Assistant Superintendent	(i) Reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Commissioner	Financial Commissioner	Government
2 Personal Assistant	(ii) terminating the appointment otherwise than upon his attaining the age fixed for superannuation			
3 Assistant				
4 Stenographer				
5 Stenotypist				
6 Clerk				

L. M. GOYAL,

Financial Commissioner and Secretary to Government, Haryana,
Revenue Department.