

[Authorised English Translation]

HARYANA GOVERNMENT  
REVENUE DEPARTMENT

## Notification

The 9th September, 1988

No. G.S.R. 67/const./Art. 309/88.—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 Revenue Department District Subordinate (Group C) service namely:—

## PART I GENERAL

Short title

Definition

1. These rules may be called the the Haryana Revenue Department District Subordinate (Group C) Service Rules, 1988;
2. In these rules, unless the context otherwise requires;
  - (a) "Board" means the Haryana Subordinate Services Selection Board;
  - (b) "Commissioner" means the Commissioner of the Division;
  - (c) "Deputy Commissioner" means the Deputy Commissioner of a District ;
  - (d) "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 ;
  - (e) "Government" means the Haryana Government in administrative Department ;
  - (f) "recognised university" means:—
    - (i) any University established by law in India or
    - (ii) in the case of degree, diploma or certificate obtained as a result of examination held before 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 purposes of these rules ;
  - (g) "Service" means the Haryana Revenue Department District Subordinate (Group C) Service ;

## Part-II Recruitment to Service



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

Number and character of posts

Provided that nothing in these rules shall effect 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 designations and scales of pay, either permanently or temporarily.

4. (1) No person shall be appointed to the service unless he is :

Nationality domicile and character of candidates recruited to the service.

(a) A citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

(d) a Tibetan refugee who came over of India before the 1st January, 1962, with the intention of the 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 Tanga-nika and Zanzibar) Zambia, Malawi, Zair and Ethiopia with the intention of permanently settling in India ;

Provided that a person belonging to any of the categories (b), (c), (d) and (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 Board or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the service by direct recruitment, unless he produces a certificate of character from the Principal academic officer of the University college, School or institution last attended, if any, and similar certificates from two other responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. No person shall be appointed to the Service by direct recruitment who is less than seventeen years or more than thirty years of age on or before the 1st day of January next preceding the last date of submission of application to the Board.

Age.

6. Appointment to the posts in the Service shall be made by the—

Appointing authority.

(i) Commissioner in the case of Superintendent and Assistant Superintendent ; or



Qualifications.

- (ii) in the case of other than (i) the Deputy Commissioner, concerned ;

7. No person shall be appointed to the Service, unless he is in possession of qualification and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment otherwise than direct recruitment.

Disqualifications.

8. No person—

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

(b) who having a spouse living, has entered into or contracted a marriage with any person ; shall be eligible for appointment to any post in the service ;

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

Method of Recruitment.

9. Recruitment to any post in the service shall be made :—

(a) In the case of Superintendent :—

By promotion from amongst the Assistant Superintendent (Revenue & Record) in Deputy Commissioner's office.

(b) In the case of Assistant Superintendent (Revenue and Record)

By promotion from amongst the Assistants in Deputy Commissioner's office.

(c) In the case of District Revenue Accountant :—

By promotion from amongst the Tehsil Revenue Accountants.

(d) In the case of Tehsil Revenue Accountant :—

By promotion from amongst the Wasil Baqi Nawis

(e) In the case of Wasil Baqi Nawis :

By promotion from amongst the Assistant Wasil Baqi Nawis ;

(f) In the case of Assistant Wasil Baqi Nawis

By promotion from amongst the Clerks/Patwaris :

Provided that if suitable persons are not available the vacancy/ vacancies will be filled up by direct recruitment.



(g) In the case of Assistant :—

By promotion from amongst the Clerks/Steno-typists working in the Deputy Commissioner's offices.

(h) In the case of Stenographer:

By promotion from amongst the Steno-typists working in the Deputy Commissioner officer:

Provided that if the suitable persons are not available the vacancy/vacancies will be filled up by direct recruitment.

(i) In the case of Steno-typist:

By promotion from amongst the Clerks working in the Deputy Commissioners office:

Provided that if the suitable persons are not available the vacancy/vacancies will be filled up by direct recruitment.

(j) In the case of Clerks:—

(i) 80% by direct recruitment, and;

(ii) 20% by promotion from amongst the class IV and class III employees of the service having scales less than those of clerks and are otherwise eligible in accordance with the instructions issued by the Government from time to time:

Provided that not more than 20% of the posts of clerks shall be filled by this manner i.e. on the basis of Seniority-cum-merit.

Unless otherwise provided all appointments by promotion shall be made on the basis of seniority-cum-merit and no person shall be entitled to promotion on the basis of seniority alone as a matter of right.

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 :

Probation.

Provided that—

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

(b) any period of work in equivalent or higher rank, prior to appointment to the Service may in the case of an appointment by transfer at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and



(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

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

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

(i) revert him to his former post ; or

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

(3) On completion of the period of probation of a person the appointment 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 post ; 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 this 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 cadre in the service the seniority shall be determined separately for each cadre :

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board, shall not be disturbed in fixing the seniority :

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

- (a) 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 their length of such service and if the length of service is also the same, the older member shall be senior to the younger member.

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.

Liability  
to serve.

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



Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clauses (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 member of the service shall be governed by such rules as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline,  
penalties  
and appeals.

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

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

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

Vaccination.

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

Oath of  
allegiance.

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

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 of any class or category of persons.

Special  
provision.

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

Reservation.

19. Nothing contained in these rules shall effect reservation and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time under clause (4) of article 16 of the Constitution of India.

Repeal and  
savings.

20. The Punjab District Subordinate Service Rules, 1942 are hereby repealed :

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



APPENDIX A

(See Rule 3)

Sr. No.	Designation of posts	Perma- nent	Tempo- rary	Total	Scale of pay
1	Superintendent	10	2	12	Rs 2,000—60—2,300— EB—75—3,200—100— 3,500
2	Assistant Superin- tendent (Revenue and Record)	10	2	12	Rs 1,640—60—2,600— EB—75—2,900
3	District Revenue Accountant	19	5	24	Rs 1,400—40—1,600— 50—2300—EB—60— 2,600
4	Tehsil Revenue Accountant	34	3	37	Rs 1,400—40—1,600— 50—2300—EB—60— 2,600
5	Assistant	132	52	184	Rs 1400—40—1,600— 50—2,300— EB— 60— 2,600
6	Stenographer	8	2	10	Rs 1400—40—1600— 50—2300—EB—60— 2600
7	Wasil Baqi Nawis	96	8	104	Rs 1400—40—1600— 50—2300—EB—60— 2,600
8	Assistant Wasil Baqi Nawis	201	5	206	Rs 1200—30—1560— EB—40—2040
9	Steno-typist	13	0	13	Rs 950—20—1,150— EB—25—1500—50/ S.P.
10	Clerk	823	257	1080	Rs 950—20—1,150— EB—25—1500



APPENDIX 'B'  
(See Rule 7)

Sr. No.	Name of Post	Academic Qualification, experience, if any for direct recruitment	Academic qualification and experience, if any for appointment other than by direct recruitment
1	2	3	4
1	Superintendent	—	Five years experience as Assistant Superintendent (Revenue and Record) in Deputy Commissioner's Office.
2	Assistant Superintendent (Revenue & Record)	—	Five years experience as Assistant in Deputy Commissioner's Office, or
3	District Revenue Accountant	—	Five years experience as District Revenue Accountant.
4	Tahsil Revenue Accountant	—	Three years experience as Tehsil Revenue Accountant.
5	Assistant	—	Five years experience as Wasil Baqi Nawis or must have worked as Kanungo for at least two years. Three years experience as Clerk/Stenotypist in the Deputy Commissioner's Office.



In the case of promotion. Three years experience as Assistant Wasil Baqi Nawis.

Three years experience as Clerk/Patwari.

6 Wasil Baqi Nawis

7 Assistant Wasil Baqi Nawis

In the case of direct recruitment,—

(i) B. A. with Math or Economics. Preference will be given to B. Com.

(ii) To undergo service training in accounts for 3 months.

8 Stenographer

In the case of direct recruitment,—

(i) Matric 1st Division or Higher Secondary 2nd Division or Graduate or Intermediate IInd Division or its equivalent. (for ESM Matric only.)

(ii) Hindi up to Matric Standard;

(iii) Speed in English Shorthand,

@ 100 W.P.M. and transcription  
@ 20 W. P. M. and Speed in  
Hindi Shorthand 80 W. P. M.  
and transcription on thereof @  
15 W. P. M.

In the case of promotion,—

(i) Three years experience as Steno-Typist.

(ii) Pass Departmental type test in Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute and English shorthand at 100 words per minute and transcription thereof 20 words per minute.



1	2	3	4
9	Stenotypist	<p>In the case of direct recruitment,—</p> <p>(i) Matric 1st Division or Higher Secondary, IInd Division or Intermediate IInd Division or Graduate or its equivalent (for Ex-Servicemen Matric only).</p> <p>(ii) Hindi upto Matric Standard.</p> <p>(iii) Hindi Shorthand at the speed of 64 Words per Minute and transcription thereof at the speed of 11 Words Per Minute and speed in English shorthand at the speed of 80 Words Per Minute; and transcription thereof at the speed of 15 words per minute,</p> <p>In the case of promotion,—</p> <p>(i) One year regular service as clerk:</p> <p>(ii) Pass Departmental test in the case of English Stenotypist @ 80 W.P.M. and transcription thereof at the speed of 15 W.P.M. and in the case of Hindi Stenotypist @ 64 W.P.M. Transcription thereof at the speed of 11 W.P.M.</p>	
10	Clerk	<p>In the case of direct recruitment,—</p> <p>(i) Matric 1st Division or Higher Secondary or its equivalent</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p> <p>In the case of Promotion,—</p> <p>(i) Matric.</p> <p>(ii) Five years experience as Group-C or Group-D employees</p>	



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- (iii) To pass Departmental test in Hindi or English at the speed of 25/30 words per minute, respectively, within a period of one year from the date of appointment failing which annual increment shall not be allowed till he qualifies the test. On qualifying annual increments shall be released with retrospective effect from the dates these may otherwise due but no arrear shall be paid for the past period.

- (iii) Knowing Typewriting in Hindi or English at the speed of 25/30 words per minute respectively.



## APPENDIX C

[See rule 14(1)]

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	Superintendent	Commissioner	Minor Penalties (i) warning with a copy in the personal file (character roll); (ii) censure; (iii) withholding of promotion; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or con-	Deputy Commissioner	Commissioner	Financial Commissioner (Revenue)
2	Assistant Superintendent (Revenue and Record)					



- trolled 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.

Major Penalties

- (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 of 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 further directions regarding conditions of restoration to the grade or post of service from which the Government em-



1	2	3	4	5	6	7
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ployee was reduced and his seniority and pay on such restoration to that grade, post or service;

(viii) compulsory retirement;

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

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

3 District  
Revenue  
Accountant

4 Tahsil  
Revenue  
Accountant



	Wasil Baqi Nawis	Deputy Commis- sioner	Penalties (i) to (x) above	Deputy Commissioner	Commissioner	Financial Commissioner (Revenue)
5						
6	Assistant Wasil Baqi Nawis					
7	Assistant					
8	Stenographer					
9	Stenotypist					
10	Clerk					



## APPENDIX D

[See rule 14(2)]

Sr. No.	Designation of post	Nature of order	Authority empowered to make the order	Appellate Authority,	Second and final appellate authority if any
1	2	3	4	5	6
1	Superintendent	(i) reducing or withholding the amount of ordinary for additional pension admissible under the rules governing pension ; (ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for Superannuation.	Commissioner	Financial Commissioner	Government
2	Assistant Superintendent (Revenue and Record)				
3	District Revenue Accountant	(i) to (ii) above	Deputy Commissioner	Commissioner	Financial Commissioner (Revenue)



- 4 Tahsil Revenue Accountant
- 5 Wasil Baqi Nawis
- 6 Assistant Wasil Baqi Nawis
- 7 Assistant
- 8 Stenographer
- 9 Steno-typist
- 10 Clerk

(Sd.) . . . . ,

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