

[Authorised English Translation]

HARYANA GOVERNMENT

REVENUE DEPARTMENT

Notification

The 3rd July, 1998

No. GSR-15/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 Financial Commissioner's Office (Group C) Service, namely :--

PART I--GENERAL

Short title and Commencement :

1. (1) Those rules may be called the Haryana Financial Commissioner's Office (Group C) Service Rules, 1998.

(2) They shall come into force on the date of its publication in the official Gazettee.

Definitions :

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

(a) "Commission" means the Haryana Staff Selection 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) "Financial Commissioner" means the Financial Commissioner and Secretary to Government, Haryana, Revenue Department ;

(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) "Joint Secretary" means the Joint Secretary to Government, Haryana, Revenue Department ;

- (g) "recognised 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 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 ;
- (h) "Service" means the Haryana Financial Commissioner's Office (Group C) Service ;
- (i) "Under Secretary" means the Under Secretary to Government, Haryana, Revenue Department.

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 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 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 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 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 17 years or more than 35 years of age, on or before the 1st day of the month next preceding the last date of submission of application to the Commission.

Appointing Authority :

6. Appointments to the posts shall be made by the appointing authorities mentioned in Column 3 of Appendix C.

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 otherwise 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 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.

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 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 shall be made,--

(i) in the case of Deputy Superintendent,--

(i) by promotion from amongst Assistants, 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 ;

(ii) 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 ;

(iii) in the case of Senior Scale Stenographer,--

(i) 80% by promotion from amongst Junior Scale Stenographers ; and

(ii) 20% 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 ;

(iv) in the case of Assistant,--

(i) by promotion from amongst Junior Scale Stenographers Steno-typists or Clerks ; or

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- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (v) in the case of Senior Revenue Accountant,--
- (i) by promotion from amongst Junior Revenue Accountants ; or
- (ii) by transfer or deputation from amongst District Revenue Accountants, Sedar Kanungoes, Tehsil Revenue Accountants, Wasil Baqi Nawis and Kanungoes already in the service of any State Government or the Government of India ;
- (vi) in the case of Junior Revenue Accountant,--
- (i) by promotion from amongst Clerks working with Land Revenue Audit Party ; or
- (ii) by transfer or deputation from amongst Tehsil Revenue Accountants or Kanungoes or Wasil Baqi Nawis already in the service of any State Government or the Government of India ;
- (vii) in the case of Out-Board Mechanic,--
- (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 ;
- (viii) in the case of Stamp Auditor,--
- (i) by promotion from amongst Junior Scale Stenographers, Steno-typists or Clerks ; or
- (ii) by transfer or deputation from amongst Wasil Baqi Nawis of District Office or Steno-typists, Reader, or Clerks employed in Civil/Criminal and Revenue Courts already in the service of any State Government or the Government of India ;
- (ix) in the case of Supervisor (Drivers),--
- (i) by promotion from amongst drivers ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

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- (x) in the case of Driver,--
- (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 ;
- (xi) in the case of Junior Scale Stenographer,--
- (i) 60% by promotion from amongst Steno-typists ; and
 - (ii) 40% 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 ;
- (xii) in the case of Electrician,--
- (i) by promotion from amongst Restorers, Peons, Chowkidars, Frash etc ; or
 - (ii) 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 ;
- (xiii) in the case of Steno-typist,--
- (i) 20% by promotion from amongst Clerks ; 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 ;
- (xiv) in the case of Junior Translator,--
- (i) by promotion from amongst Clerks ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (xv) in the case of Clerk,--
- (i) 20% by promotion or seniority-cum-fitness basis from amongst the Group-C Restorers, Duplicating Machine Operators and amongst Group-D Peons,

Chowkidars or Frash etc. of the Service having scales equal or less than those of Clerks and are otherwise eligible in accordance with the instructions issued by the Government from time to time ; 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 ;
- (xvi) in the case of Clerk (Land Revenue Audit Party),--
- (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 ;
- (xvii) in the case of Potedar,--
- (i) by promotion from amongst Supervisors (Record)/ Restorers ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (xviii) in the case of Supervisor (Record),--
- (i) by promotion from amongst Restorers ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (xix) in the case of Restorer,--
- (i) 50% by promotion from amongst Stampers and Daftries ; and
 - (ii) 50% 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 ;
- (xx) in the case of Book Binder,--
- (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 .

(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.

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 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 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 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 members appointed by direct recruitment, 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 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 the rates of pay drawn are also the same, then by the length of their service in the previous 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 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 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 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) rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and the appellate authority shall be as specified in Appendix D to these rules.

Vaccination :

15. Every member of the Service shall get himself vaccinated and re-vaccinated as and when 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 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 expedient to do so.

Reservations :

19. Nothing contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen and physically handicapped 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. The Punjab Financial Commissioner's Office (State Service Class III) Rules, 1957 in their application to the State of Haryana, 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	Number of posts		Total	Scale of pay
		Permanent	Temporary		
1	2	3	4	5	6
1.	Deputy Superintendent	7	2	9	Rs. 1640-60-2600-EB-75-2900+ Rs. 150 Special Pay
2	Personal Assistant	18	23	41	Rs. 1640-60-2600-EB-75-2900+ Rs. 150 Special Pay
3	Senior Scale Stenographer	11	1	12	Rs. 1600-50-2300-EB-60-2660+ Rs. 60 Special Pay
4	Assistant	142	7	149	Rs. 1600-50-2300-EB-60-2660+ Rs. 60 Special Pay
5	Senior Revenue Accountant	3	--	3	Rs. 1400-40-1600-50-2300-EB- 60-2600+Rs. 100 special Pay
6	Junior Revenue Accountant	3	--	3	Rs. 1400-40-1600-50-2300-EB- 60-2600+Rs. 100 Special Pay
7	Out Board Mechanic	1	--	1	Rs. 1400-40-1600-50-2300-EB- 60-2600+Rs. 50 Special Pay
8	Stamp Auditor	13	8	21	Rs. 1400-40-1600-50-2300-EB- 60-2600
9	Supervisor (Drivers)	--	1	1	Rs. 1200-30-1560-EB-40-2040 +Rs. 300 Special Pay +Rs. 60 Special Pay
10	Driver	7	14	21	Rs. 1200-30-1560-EB-40-2040- +Rs. 300 Special Pay
11	Junior Scale Stenographer	6	3	9	Rs. 1200-30-1560-EB-40-2040 +Rs. 40 Special Pay
12	Electrician	1	--	1	Rs. 1200-30-1560-EB-40-2040
13	Steno-typist	22	15	37	Rs. 950-20-1150-EB-25-1500 +Rs. 100 Special Pay
14	Junior Translator	1	--	1	Rs. 950-20-1150-EB-25-1500 +Rs. 40 Special Pay
15	Clerk	128	19	147	Rs. 950-20-1150-EB-25-1500 +Rs. 40 Special Pay

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1	2	3	4	5	6
16	Clerk (Land Revenue Audit Party)	1	2	3	Rs. 950-20-1150-EB-25-1500
17	Potedar	1	--	1	Rs. 950-20-1150-EB-25-1500 +Rs. 30 Special Pay +Rs. 40 Special Allowance
18	Supervisor (Record)	3	--	3	Rs. 950-20-1150-EB-25-1500 +Rs. 30 Special Pay
19	Restorer	12	7	19	Rs. 950-20-1150-EB-25-1500 +Rs. 30 Special Pay
20	Book Binder	1	--	1	Rs. 950-20-1150-EB-25-1400 +Rs. 30 Special Pay

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 Superintendent	--	<p>By promotion--</p> <p>8 years experience as an Assistant or Senior Scale Stenographer. In case of promotion from amongst Senior Scale Stenographers, 8 years experience shall include minimum two years experience as an Assistant.</p> <p>By transfer or deputation--</p> <p>(i) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent;</p> <p>(For Ex-servicemen, Matric only);</p> <p>(ii) Knowledge of Hindi up to Matric Standard;</p> <p>(iii) 3 years experience as Deputy Superintendent;</p>
	Personal Assistant	--	<p>By promotion--</p> <p>5 years experience as Senior Scale Stenographer.</p> <p>By transfer or deputation--</p> <p>(i) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent;</p> <p>(For Ex-Servicemen, Matric only);</p> <p>(ii) Knowledge of Hindi up to Matric Standard;</p>

1	2	3	4
3 Senior Scale Stenographer	(i) Matric Ist Division/ Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graudate or equivalent; (For Ex-Servicemen, Matric only);	(iii) 5 years experience as Personal Assistant.	By Promotion--
	(ii) Knowledge of Hindi up to Matric Standard;	(i) One year experience as Junior Scale Stenographer;	
	(iii) Speed in English shorthand at 100 words per minute and transcription thereof at 20 words per minute. Mistakes should not exceed 4 per cent; and	(ii) Speed in English shorthand at 100 words per minute and transcription thereof at 20 words per minute. Mistakes should not exceed 4 per cent; and	
	(iv) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 4 per cent.	(iii) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 4 per cent.	By transfer or deputation--
		(i) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graudate or equivalent; (For Ex-Servicemen, Matric only);	
		(ii) Knowledge of Hindi up to Matric Standard;	
		(iii) Speed in English shorthand at 100 words per minute and transcription thereof at 20 words per minute. Mistakes should not exceed 4 per cent.	
		(iv) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 4 per cent;	
		(v) One year experience as Senior Scale Stenographer.	

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4 Assistant

By promotion--

3 years experience as Junior Scale Stenographer/Stenotypist or Clerk separately or combined.

By transfer or deputation--

- (i) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent;
(For Ex-Servicemen, Matric only);
- (ii) Knowledge of Hindi up to Matric Standard;
- (iii) 3 years experience as an Assistant.

5 Senior Revenue Accountant

By promotion--

One year experience as Junior Revenue Accountant.

By transfer or deputation--

- (i) B.Com. or B.A. with Math or Economics. Preference will be given to B.Com;
- (ii) Knowledge of Hindi up to Matric Standard;
- (iii) 3 years experience as District Revenue Accountant/Sadar Kanungo/ Tehsil Revenue Accountant and 5 years experience as Wasil Baqi Nawls or Kanungo.

6 Junior Revenue Accountant

By promotion--

10 years experience as Clerk working with the Land Revenue Audit Party.

1	2	3	4
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By transfer or deputation--

- (i) B.Com. or B.A. With Math or Economics. Preference will be given to B.Com.;
- (ii) Knowledge of Hindi up to Matric Standard;
- (iii) 3 years experience as Tehsil Revenue Accountant or Kanungo and 5 years experience as Wasil Daqi Nawis.

7 Out-Board
Mechanic

- (i) Matric Pass;
- (ii) Knowledge of Hindi up to Matric Standard;
- (iii) I.T.I. Certificate in Auto or Motor Mechanic Trade (Petrol Engines);
- (iv) Must know swimming;
- (v) Preference will be given to those who can repair both Petrol and Diesel Engines.

By transfer or deputation--

- (i) Matric Pass;
- (ii) Knowledge of Hindi up to Matric Standard;
- (iii) I.T.I. Certificate in Auto or Motor Mechanic Trade (Petrol Engines);
- (iv) Must know swimming;
- (v) Preference will be given to those who can repair both petrol and Diesel Engines.

8 Stamp Auditor

By promotion--

- (i) 3 years experience as Junior Scale Stenographer having working knowledge of stamp and Court Fees Act and should have passed the Registration Clerk Examination to be held by the Director of Land Records, Haryana; or
- (ii) 5 years experience as Stenotypist or Clerk having working knowledge of Stamp and Court Fees Act and should have passed the Registration Clerk Examination to be held by the Director, Land Records, Haryana;

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(iii) He will be required to undergo two weeks training with Senior Stamp Auditor/Chief Stamp Auditor.

By transfer or deputation--

(i) Graduate or its equivalent;

(ii) Knowledge of Hindi up to Matric Standard;

(iii) A Hasil Baqi Nawis of District Offices with 3 years experience; or

(iv) Steno-typist/Reader or Clerk employed in Civil, Criminal or Revenue Court with 5 years experience;

(v) He will be required to undergo two weeks training with Senior Stamp Auditor/Chief Stamp Auditor.

9 Supervisor
(Drivers)

By promotion--

5 years experience as Driver.

By transfer or deputation--

(i) Matric Pass;

(ii) Knowledge of Hindi up to Matric Standard;

(iii) Should have driving licence with 5 years experience of driving cars or jeeps.

10 Driver

(i) Matric Pass;

(ii) Knowledge of Hindi up to Matric Standard;

(iii) Light Transport vehicle driving licence with 5 years experience of driving.

By transfer or deputation--

(i) Matric Pass;

(ii) Knowledge of Hindi up to Matric Standard;

(iii) Light Transport Vehicle driving licence with 5 years experience of driving.

1	2	3	4
11 Junior Scale Stenographer	<p>(i) Matric Ist Division/ Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent; (For Ex-Servicemen, Matric only);</p> <p>(ii) Knowledge of Hindi up to Matric Standard;</p> <p>(iii) Speed in English short- hand at 100 words per minute and transcription thereof at 20 words per minute. Mistakes should not exceed 8 per cent; and</p> <p>(iv) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 8 per cent.</p>	<p>By promotion--</p> <p>(i) 2 years experience as Steno- typist;</p> <p>(ii) Speed in English shorthand at 100 words per minute and trans- cription thereof at 20 words per minute. Mistakes should not exceed 8 per cent; and</p> <p>(iii) Speed in Hindi shorthand at 80 words per minute and trans- cription thereof at 15 words per minute. Mistakes should not exceed 8 per cent.</p> <p>By transfer or deputation--</p> <p>(i) Matric Ist Division/Higher Secondary Second Division/ Intermediate Second Division/ 10+2 (Vocational) Second Division/ Graduate or equivalent; (For Ex-Servicemen, Matric only);</p> <p>(ii) Knowledge of Hindi up to Matric Standard;</p> <p>(iii) Speed in English shorthand at 100 words per minute and transcription thereof at 20 words per minute. Mistakes should not exceed 8 per cent; and</p> <p>(iv) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 8 per cent.</p> <p>(v) One year experience as Junior Scale Stenographer.</p>	
12 Electrician	<p>(i) Matric pass;</p> <p>(ii) Knowledge of Hindi up to Matric Standard;</p>	<p>By promotion--</p> <p>(i) I.T.I. Diploma/Certificate in Electrical Trade;</p>	

1	2	3	4
	<p>(iii) I.T.I. diploma/Certificate in Electrical Trade.</p>	<p>(ii) Two years experience as Restorer or 3 years experience as Peon, Chowkidar or Frash.</p> <p>By transfer or deputation--</p> <p>(i) Matric pass;</p> <p>(ii) Knowledge of Hindi up to Matric Standard;</p> <p>(iii) I.T.I. Diploma/Certificate in Electrical Trade;</p> <p>(iv) 3 years practical experience as Electrician.</p> <p>By promotion--</p>	
<p>13 Steno-typist</p>	<p>(i) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent;</p> <p>(For Ex-Servicemen, Matric or 15 years service in the Army with Army Certificate of Class-I);</p> <p>(ii) Knowledge of Hindi up to Matric Standard;</p> <p>(iii) Speed in English shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 8 per cent; and</p> <p>(iv) Speed in Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute. Mistakes should not exceed 8 per cent;</p>	<p>(i) One year experience as Clerk;</p> <p>(ii) Speed in English shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 8 per cent; and</p> <p>(iii) Speed in Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute. Mistakes should not exceed 8 per cent.</p> <p>By transfer or deputation--</p> <p>(i) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent;</p> <p>(For Ex-Servicemen, Matric or 15 years Service in the Army with Army Certificate of Class-I);</p> <p>(ii) Knowledge of Hindi up to Matric Standard;</p>	

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(iii) Speed in English shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 8 per cent; and

(iv) Speed in Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute. Mistake should not exceed 8 percent ;

(v) One year experience as Stenotypist.

14 Junior Translator

By promotion:

(i) 2 years experience as Clerk ;

(ii) Hindi as one of the elective subject in B.A.

By transfer or deputation--

(i) Graduate with Hindi as one of elective subject ;

(ii) One year experience as Junior Translator.

15 Clerk

(1) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent ;

(For Ex-Servicemen, Matric or 15 years service in the Army with Army Certificate of Class-I) ;

(ii) Knowledge of Hindi upto Matric Standard ;

By promotion :

(i) Matric with English and Hindi ;

(ii) Should pass departmental written test in Hindi and English languages upto Matric Standard;

(iii) 5 years experience as Restorer, Duplicating Machine Operator etc. or on any Group D post i.e. Peon, Chowkidar or Frash etc. or combined ;

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2

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(iii) Should pass the prescribed test in Hindi or English typing at the speed of 25/30 words per minute respectively within a period of one year from the date of appointment, failing which he would not be allowed annual increment(s) till he passes the prescribed typing test. On passing the typing test, he will be allowed due increment(s) without arrears.

(iv) Should pass the prescribed test in Hindi or English typing at the speed of 25/30 words per minute respectively within a period of one year from the date of appointment, failing which he would not be allowed annual increment(s) till he passes the prescribed typing test. On passing the typing test, he will be allowed due increment(s) without arrears ;

By transfer or deputation--

(i) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent ;

(For Ex-Servicemen, Matric or 15 years service in the Army with Army Certificate of Class I) ;

(ii) Knowledge of Hindi upto Matric Standard ;

(iii) Should pass the prescribed test in Hindi or English typing at the speed of 25/30 words per minute respectively within a period of one year from the date of appointment, failing which he would not be allowed annual increment(s) till he passes the prescribed typing test. On passing the typing test, he will be allowed due increment(s) without arrears ;

(iv) 3 years experience as Clerk.

1	2	3	4
16 Clerk (Land Revenue Audit Party)	(f) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent ; (For Ex-Servicemen, Matric or 15 years service in the Army with Army Certificate of Class I) ;	(i) Matric Ist Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent ; (For Ex-Servicemen, Matric or 15 years Service in the Army Certificate of Class I) ;	By transfer of deputation--
	(ii) Knowledge of Hindi upto Matric Standard ;	(ii) Knowledge of Hindi upto Matric Standard ;	
	(iii) Should pass the prescribed test in Hindi or English typing at the speed of 25/30 words per minute respectively within a period of one year from the date of appointment, failing which he would not be allowed annual increment(s) till he passes the typing test. On passing the typing test, he will be allowed due increment(s) without arrears ;	(iii) Should pass the prescribed test in Hindi or English typing at the speed of 25/30 words per minute respectively within a period of one year from the date of appointment, failing which he would not be allowed annual increment(s) till he passes the prescribed typing test. On passing the typing test, he will be allowed due increment(s) without arrears ;	
17 Photodar		(iv) 3 years experience as Clerk.	By promotion-- 3 years experience as Supervisor (Record)/Restoror. By transfer or deputation--
		(i) Matric or its equivalent ;	
		(ii) Knowledge of Hindi upto Matric Standard ;	
		(iii) 2 years experience as Photodar.	

1	2	3	4
18	Supervisor (Record)	--	<p>By promotion--</p> <p>2 years experience as Restorer.</p> <p>By transfer or deputation--</p> <p>(i) Matric or its equivalent ;</p> <p>(ii) Knowledge of Hindi upto Matric Standard ;</p> <p>(iii) 2 years experience as Supervisor (Record).</p>
19	Restorer	<p>(i) Matric or its equivalent ;</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p>	<p>By promotion--</p> <p>(i) 3 years experience as Stemper or Daftri ;</p> <p>(ii) Should be able to read and write Hindi and English.</p> <p>By transfer of deputation--</p> <p>(i) Matric or its equivalent ;</p> <p>(ii) Knowledge of Hindi upto Matric Standard ;</p> <p>(iii) 2 years experience as Restorer.</p>
20	Book Binder	<p>(i) Middle pass with Hindi ;</p> <p>(ii) 5 years practical experience as Book Binder in some reputed Firm or Government Department.</p>	<p>By transfer or deputation--</p> <p>(i) Middle pass with Hindi ;</p> <p>(ii) 5 years experience as Book Binder.</p>

APPENDIX C
[See Rule 14(1)]

Sr. Designation No. of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appe- llate autho- rity, if any
2	3	4	5	6	7
1 Deputy Superintendent	Financial Commissioner	1. Minor penalties-- (i) warning with a copy in the personal file (character roll) ;	Financial Commissioner	Government	---
2 Personal Assistant		(ii) censure ;			
3 Senior Scale Stenographer		(iii) withholding of promotion ;			
4 Assistant		(iv) recovery from pay of the whole or part of any pecu- niary 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 indi- viduals whether incorporated or not which is wholly or substantially owned or controlled by the Government or to a local autho- rity or university set up by an Act of Parliament or of the Legislature of a State ;			
5 Senior Revenue Accountant		(v) withholding of in- crements of pay with- out cumulative effect;			
6 Junior Revenue Accountant		2. Major penalties--			
7 Out Board Mechanic		(vi) withholding of increments of pay with cumulative effect ;			
8 Stamp Auditor		(vii) reduction to a lower stage in the time scale of pay for a specified period with further direc- tions as to whether or not the Govern- ment employee will			

1	2	3	4	5	6	7
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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 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 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 .

9	Supervisor (Drivers)	Joint Secretary	1. Minor penalties:--	Joint Secretary	Financial Commissioner	Government
10	Driver		(i) warning with a Copy in the personal file (character roll);			
11	Junior Scale Stenographer		(ii) censure;			
12	Electrician		(iii) withholding of promotion;			
13	Steno-typist		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence			
14	Junior Translator					
15	Clerk					

1	2	3	4	5	6	7
16 Clerk (Land Revenue Audit Party)			<p>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</p>			
			<p>(v) withholding of increments of pay without cumulative effect;</p>			
			<p>2. 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 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 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 direction regarding conditions of restoration to the grade or post or service from which</p>			

1 2 3 4 5 6 7

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.

17 Potedar Under
18 Supervisor Secretary
 (Record)
19 Restorer
20 Book Binder

1. 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 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;
- (v) withholding of increments of pay without cumulative effect;

Under Joint Financial
Secretary Secretary Commissioner

1	2	3	4	5	6	7
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2. 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 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 direction 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.
-

[Authorized English Translation]

HARYANA GOVERNMENT

REVENUE DEPARTMENT

Notification

The 14th October, 2005

No. G.S.R. 13/Const./Art. 309/2005.— 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 Financial Commissioner's Office (Group C) Service Rules, 1998, namely :—

1. (1) These rules may be called the Haryana Financial Commissioner's Office (Group C) Service (Amendment) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Haryana Financial Commissioner's Office (Group C) Service Rules, 1998 (hereinafter called the said rules), in rule 5,—

(i) for sign “.” existing at the end, the sign“;” shall be substituted ;

(ii) the following proviso shall be added, namely :—

“ provided that in the case of appointment of drivers by promotion, the maximum age shall be restricted to fifty years.”.

3. In the said rules, in rules 9, in sub-rule (1), for clause (X), the following clause shall be substituted, namely :—

“(X) in the case of Driver,—

(i) 20% by promotion on seniority-cum-fitness basis from amongst Group C posts i.e. Restorers, Duplicating Machine Operators and amongst Group D posts i.e. Peons, Chowkidars or Frash etc; 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 ;”.

4. In the said rules, in Appendix B, against Sr. No. 10, under column 4, for the existing entries, the following entries shall be substituted, namely :—

4

“By promotion—

- (i) Matric Pass ;
- (ii) Knowledge of Hindi upto Matric Standard ;
- (iii) Should have driving license of driving Cars or Jeeps of at least 5 years old ;
- (iv) 5 years service on Group C post i.e. Restorer/Duplicating Machine Operator or on Group D post i.e. Peon/Chowkidar or Frash etc, or combined service as such ;
- (v) Should pass the driving test of Driver conducted by the Government Central Workshop, Haryana.

By transfer or deputation—

- (i) Matric Pass;
- (ii) Knowledge of Hindi upto Matric Standard ;
- (iii) Light Transport Vehicle driving licence with 5 years experience of driving.”

K. C. SHARMA,
Financial Commissioner and Principal
Secretary to Government Haryana,
Revenue Department.

The 8th November, 2013

No. G.S.R. 44/Const./Art. 309/2013.—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 Financial Commissioner's Office (Group C) Service Rules, 1998, namely :—

1. These rules may be called the Haryana Financial Commissioner's Office (Group C) Service (Amendment) Rules, 2013.

2. In the Haryana Financial Commissioner's Office (Group C) Service (Amendment) Rules, 1998 (hereinafter called the said rules), in rule 9, in sub-rule (1), clause (xvi), shall be omitted.

3. In the said rules, after rule 9, the following rule shall be inserted, namely:—

'9A. (1) Typing test is substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typist shall also qualify the State Eligibility

Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfilment of the prescribed condition in the Service Rules.

(4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.

(5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

(6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) :—

- (i) M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorised Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and

(v) Physically disabled candidates *i.e.* amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC)."

4. In the said rules, in Appendix-A,

I. against Serial Number 15, under column 3, 4, and 5 for the existing entries, the following entries shall be substituted, namely:—

"3	4	5
129	21	150";

II. serial number 16 and entries thereagainst shall be omitted.

5. In the said rules, in Appendix-B,—

I. against serial number 3, under column 3, for item (i) the following item shall be substituted, namely:—

"(i) 10+2 First Division/Graduate or equivalent
(for Ex-Servicemen 10+2 only);";

II. against serial number 11,—

(a) under column 3, for item (i) the following item shall be substituted, namely:—

"(i) 10+2 First Division/Graduate or equivalent
(for Ex-Servicemen 10+2 only);";

III. against serial number 13,—

(a) under column 3, for item (i) the following item shall be substituted, namely:—

"(i) 10+2 First Division/Graduate or equivalent;
(for Ex-Servicemen 10+2 or 15 years service in the Army with Army Certificate of Class-I);";

- IV against serial number 15,—
- (a) under column 3, for item (i) and (iii), the following items shall be substituted, namely:—
- “(i) 10+2 First Division/Graduate or equivalent;
(for Ex-Servicemen 10+2 or 15 years service in the Army with Army Certificate of Class-I);” and
- “(iii) existing item (iii) omitted in view of rule 9A.”;
- (b) under column 4, under heading “By Promotion,” the existing items (i), (ii) and (iv), the following items shall be substituted, namely:—
- “(i) 10+2;”;
- (ii) should pass departmental written test in Hindi and English languages upto 10+2 level;” and
- “(iv) existing item (iv) omitted in view of rule 9A;
- (v) knowledge of Hindi up to Matric standard;”;
- (c) under column 4, under heading “By Transfer or deputation,” for items (i) and (iii), the following items shall be substituted, namely:—
- “(i) 10+2 First Division/Graduate or equivalent;
- (ii) omitted in view of rule 9A.”;
- V. serial number 16 and entries there against shall be omitted.

6. In the said rules, in Appendix C and D, under column 1 and 2, serial number 16 and entry thereagainst shall be omitted.

KRISHANA MOHAN,
Additional Chief Secretary and Financial Commissioner
to Government, Haryana,
Revenue and Disaster Management Department.

[Authorised English Translation]

HARYANA GOVERNMENT
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

CORRIGENDUM

The 8th January, 2014

In the Haryana Government, Revenue and Disaster Management Department, Notification No. GSR 44/Const./Art. 309/2013, dated the 8th November, 2013, published in the Haryana Government Gazette (Extra Ordinary) on 8th November, 2013, in its authorized English Translation, at page 2016,

In clause IV, under sub-clause (c) for,—

- “(i) 10+2 First Division/Graduate or equivalent;
- (ii) Omitted in view of rule 9A.”;

read

- “(i) 10+2 First Division/Graduate or equivalent;” and
- (iii) Omitted in view of rule 9A.”;

KRISHNA MOHAN,
Additional Chief Secretary and
Financial Commissioner to Government Haryana,
Revenue and Disaster Management Department.

*[Authorised English Translation]***HARYANA GOVERNMENT**
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**Notification**

The 22nd July, 2016

No. G.S.R. 22 /Const./Art/309/2016.—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 Financial Commissioner's Office (Group C) Service Rules, 1998, namely:—

1. These rules may be called the Haryana Financial Commissioner's Office (Group C) Service (Amendment) Rules, 2016.
2. In the Haryana Financial Commissioner's Office (Group C) Service (Amendment) Rules, 1998, in Appendix B, -
 - I. against serial number 3, under column 4, under heading 'By transfer or deputation' for item (i), the following item shall be substituted, namely :—
“(i) 10+2 First Division/Graduate or equivalent;
(For Ex-Servicemen 10+2 only);”;
 - II. against serial number 11, under column 4, under heading 'By transfer or deputation' . for item (i), the following item shall be substituted, namely :—
“(i) 10+2 First Division/Graduate or equivalent;
(For Ex-Servicemen 10+2 only);”;
 - III. against serial number 13, under column 4, under heading 'By transfer or deputation' for item (i), the following item shall be substituted, namely :-
“(i) 10+2 First Division/Graduate or equivalent;
(For Ex-Servicemen 10+2 or 15 years service in the Army with Army Certificate of Class-I);”;
 - IV. against serial number 15, under column 4, -
 - (a) under heading 'By Promotion' , for item (i), the following item shall be substituted, namely :—
“(i) 10+2;
Note :- In case of Restorar, Duplicating Machine Operator etc. or any Group D post i.e. Peon, Chowkidar or Frash etc., who recruited on or before 07-11-2013, academic qualification shall be Matric”; and
 - (b) under heading 'By transfer or deputation' , for item (i), the following item shall be substituted, namely :—
“(i) 10+2 First Division/Graduate or equivalent;
“(For Ex-Servicemen 10+2 or 15 years service in the Army with Army Certificate of Class-I);”.

KESHNI ANAND ARORA,
Additional Chief Secretary and Financial Commissioner to Government Haryana,
Revenue and Disaster Management Department.

[Authorised English Translation]

HARYANA GOVERNMENT
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

Notification

The 1st February, 2018

No. GSR-8 /Const./Art. 309/2018.— 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 Financial Commissioner's Office (Group C) Service Rules, 1998, namely :-

1. These rules may be called the Haryana Financial Commissioner's Office (Group C) Service (Amendment) Rules, 2018.
2. In the Haryana Financial Commissioner's Office (Group C) Service Rules, 1998 (hereinafter called the said rules), in rule 5, for the figure and words "35 years", the words and sign "forty-two years" shall be substituted.
3. In the said rules, in rule 14,—
 - (i) in sub-rule (1), for the figure "1987", the figure "2016" shall be substituted; and
 - (ii) in sub-rule (2), for the words, brackets, figures and signs "clause (c) or clause (d) of sub-rule (1) rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987", the words, brackets, figures and signs "clause (c) or clause (d) of rule 9 of Haryana Civil Services (Punishment and Appeal) Rules, 2016" shall be substituted.

KESHNI ANAND ARORA,
Additional Chief Secretary and Financial Commissioner to Government Haryana,
Revenue and Disaster Management Department.

HARYANA GOVERNMENT
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

Notification

The 30th August, 2019

- No. G.S.R. 39/Const./Art. 309/2019.**— In exercise of 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 Financial Commissioner's Office (Group C) Service Rules, 1998, namely :-
1. These rules may be called the Haryana Financial Commissioner's Office (Group C) Service (Amendment) Rules, 2019.
 2. In the Haryana Financial Commissioner's Office (Group C) Service Rules, 1998, in Appendix B, under columns 3 & 4, for the words "knowledge of Hindi up to Matric Standard", wherever occurring, the words "Hindi or Sanskrit as one of the subject in Matric or Higher Education" shall be substituted.

NAVRAJ SANDHU,
Additional Chief Secretary and Financial Commissioner to Government, Haryana,
Revenue and Disaster Management Department.