

प्रेषक

प्रधानाचार्य,  
लेखा प्रशिक्षण संस्थान, हरियाणा,  
सिंचाई भवन, "बी ब्लॉक", पंचम तल,  
सैक्टर 5, पंचकूला ।  
☎ : 0172-2929535

सेवा में

1. हरियाणा राज्य में सभी प्रशासनिक सचिव,
2. हरियाणा राज्य में सभी विभागाध्यक्ष ।

यादि क्रमांक टीए-(एटीआई)2023 / 1580-81

दिनांक 13.10.2023

विषय:- स्टेट एस0ए0एस0, भाग-1 के उम्मीदवारों को लेखा प्रशिक्षण संस्थान, हरियाणा, पंचकूला में प्रशिक्षण देना - 18वां कोर्स ।

उपरोक्त विषय के सन्दर्भ में ।

आपको सूचित किया जाता है कि एस0ए0एस0 भाग-1 का 18वां प्रशिक्षण कोर्स 30.10.2023 से 22.12.2023 तक प्रायोजित किया जाएगा। इसलिये आपसे अनुरोध है कि आप अपने विभाग व अपने अधीनस्थ कार्यालयों से अधिकतम तीन कर्मचारियों के नामों की सिफारिश (Recommendation) करके प्रधानाचार्य, लेखा प्रशिक्षण संस्थान, हरियाणा, सिंचाई भवन, 'बी' ब्लॉक, पंचम तल, सैक्टर 5, पंचकूला को दिनांक 27.10.2023 तक भेजें ।

1. विभागाध्यक्ष यह अवश्य सुनिश्चित करेंगे कि सिफारिश किये गये कर्मचारी हरियाणा राज्य लेखा अधीनस्थ (वर्ग ग) सेवा नियम, 2022 के नियम 7, अनुबन्ध ख (प्रति संलग्न) एवं हिदायतें क्रमांक 14/30/2021-1 वि0ले0, दिनांक 06.02.2023 (प्रति संलग्न) अनुसार योग्यता पूर्ण करते हैं । इस बारे मुख्यालय स्तर पर सक्षम प्राधिकारी Annexure 'A' अनुसार प्रमाण पत्र देंगे । प्रशिक्षण हेतु पात्रता पत्र जारी होने की तिथि को देखी जाएगी ।
2. विश्वविद्यालयों, बोर्ड, निगमों, प्रसंगों एवं प्राधिकरण के केवल वही कर्मचारी उक्त कोर्स में भाग लेने हेतु योग्य है जहां सम्बन्धित विश्वविद्यालय, बोर्ड, निगम, प्रसंग एवं प्राधिकरण हरियाणा राज्य लेखा अधीनस्थ (वर्ग ग) सेवा नियम, 2022 एवं हिदायतें



क्रमांक 14/30/2021-1 वि०ले०, दिनांक 06.02.2023 अनुसार संगठन (Organization) की परिभाषा के अन्तर्गत आते हैं एवं उक्त नियमों तथा हिदायतों की शर्तों को पूर्ण करते हैं । इस बारे सम्बन्धित संगठन स्तर पर सक्षम प्राधिकारी Annexure 'A' अनुसार प्रमाण पत्र देगे । ऐसे कार्यालय के कर्मचारियों को उक्त कोर्स में भाग लेने हेतु सम्बन्धित विश्वविद्यालय, बोर्ड, निगम, प्रसंघ एवं प्राधिकरण द्वारा राशि 4,000/- रुपये प्रति कर्मचारी ट्रेनिंग फीस के रूप में ड्राफ्ट द्वारा अग्रिम रूप में प्रस्तुत करनी होगी। ड्राफ्ट प्रधानाचार्य, लेखा प्रशिक्षण संस्थान, हरियाणा, पंचकूला के पक्ष में देय होना चाहिये ।

3. जो कर्मचारी एस०ए०एस०, भाग-1 का आठ सप्ताह का प्रशिक्षण पूर्व में प्राप्त कर चुके हैं तो कृपया ऐसे कर्मचारियों को प्रशिक्षण के लिये न भेजा जाये ।
4. कर्मचारी की सूचना Annexure 'A' अनुसार भिजवाई जाए ।
5. केवल उन कर्मचारियों के नामों की सिफारिश की जाये जिनकी पिछले दस वर्षों, यदि सेवा काल दस वर्ष से कम हो तो कुल सेवा काल में 70 प्रतिशत गोपनीय रिपोर्ट अच्छी/बहुत अच्छी/उत्कृष्ट हो और इस अवधि में जिनकी ईमानदारी कभी सन्देहयुक्त न रही हो । विभागाध्यक्ष/कार्यालयध्यक्ष कृपया यह भी स्पष्ट रूप से प्रमाणित करें कि जिन कर्मचारियों की वे इस कोर्स के लिये सिफारिश कर रहे हैं उनकी ईमानदारी कभी भी सन्देहयुक्त नहीं रही है ।
6. कर्मचारी के आवेदन पत्र कृपया अपनी सिफारिश के साथ इस संस्थान को भेजें। यह भी देखा गया है कि कर्मचारी एस०ए०एस०, भाग-1 की परीक्षा के लिये नियत पुस्तकों के बिना ही आ जाते हैं और उनमें बहुत से नियमों की प्रारम्भिक जानकारी के बिना होते हैं और न ही वे अच्छी तरह से लिखने की क्षमता रखते हैं । पुस्तकों/नियमों की प्रारम्भिक जानकारी तथा लिखने की क्षमता के बिना उनके लिये प्रशिक्षण प्राप्त करना सम्भव नहीं होता । इसलिये आपसे अनुरोध है कि उम्मीदवार के नाम की सिफारिश करने से पूर्व यह अवश्य सुनिश्चित करें कि उनके पास निर्धारित पुस्तकें हैं और वे एस.ए.एस. परीक्षा को पास करने के लिये वास्तव में उत्सुक हैं और नियमों की जानकारी में रूचि और लिखने की पर्याप्त क्षमता रखते हैं तथा परिश्रमी हैं।



7. उन कर्मचारियों को, जिन्होंने किसी अन्य ऐसे पद, जिस पर नियुक्ति के कारण अथवा किसी अन्य कारण से उन्हें प्रशिक्षण बीच में ही छोड़ना पड़े, प्रशिक्षण के लिये आवेदन पत्र दिया हो, के नाम की सिफारिश न की जाए ।
8. कर्मचारियों को प्रशिक्षण अवधि के दौरान यात्रा भत्ता तथा दैनिक भत्ता हरियाणा सिविल सेवा (यात्रा भत्ता) नियम 2016 के नियम 51 के तहत तथा अन्य सम्बन्धित अनुदेशों के अधीन सम्बन्धित विभाग से मिलेगा ।
9. आपसे अनुरोध है कि प्रशिक्षणार्थी को पदमोचन करने से पूर्व कृपया आप देख लें कि यह कर्मचारी एस0ए0एस0, भाग-1 की परीक्षा देने के लिये सरकार द्वारा समय-समय पर बनाये हुये नियमों के अनुसार पूरी तरह से योग्य है ।
10. केवल प्रशिक्षण में शामिल होने मात्र को हरियाणा राज्य लेखा अधीनस्थ (वर्ग ग) सेवा नियम, 2022 एवं हिदायतें क्रमांक 14/30/2021-1 वि0ले0, दिनांक 06.02.2023 के अन्तर्गत एस0ए0एस0 (ओ0 बी0) भाग-1 की परीक्षा हेतु पात्रता से नहीं जोड़ा जाएगा । परीक्षा हेतु पात्रता विभाग द्वारा उस समय के नियम/सम्बन्धित नियम/हिदायतों अनुसार, जब भी परीक्षा होगी, अलग से आंकी जाएगी ।


कर्मचारी को पद मोचन करके इस संस्थान में दिनांक 30.10.2023 को प्रातः 11.00 बजे तक उपस्थित होने के आदेश दे, तथापि प्रशिक्षण के कार्यक्रम में किसी प्रकार के बदलाव व प्रतिभागी के नाम को स्वीकार/अस्वीकार करने बारे अन्तिम निर्णय संस्थान का ही होगा । आप द्वारा ऐसे कर्मचारियों को इस संस्थान में भेजने से पहले नॉन-ज्यूडिशियल स्टांप पेपर पर एक बांड भी भरवाना होगा, जिसकी नमूना प्रति संलग्न है (Annexure 'B')। इस बांड को अपने कार्यालय में जिम्मेदार अधिकारी की देखरेख में सुरक्षित रखना है और इस संस्थान को इसकी फोटो प्रति भेजते हुये केवल उसकी सूचना देनी है कि यह बांड भरवा लिया गया है ।

प्रशिक्षणार्थियों के ठहरने के लिये फिलहाल छात्रावास का कोई प्रबन्ध नहीं है और उन्हें प्रशिक्षण के दौरान यहां पर ठहरने के लिये प्रबन्ध स्वयं करना होगा । प्रशिक्षण के



दौरान प्रशिक्षणार्थियों को दोपहर का भोजन तथा दो समय चाय दी जाती है । यह परिपत्र (सम्बंधित नियम एवं हिदायतों सहित) Director, Treasuries and Accounts, Haryana की वेबसाईट (<http://www.hrtreasuries.gov.in/>) से भी डाउन लोड किया जा सकता है ।


संलग्न-उपरोक्तानुसार

  
(पी०के०सचदेवा)  
प्रधानाचार्य  
लेखा प्रशिक्षण संस्थान, हरियाणा,  
पंचकूला ।

पृ० क्रमांक टीए-(एटीआई)-2023 / 1582

दिनांक 13.10.2023

इसकी एक प्रति हरियाणा सरकार के सभी विश्वविद्यालयों, बोर्ड, निगमों, प्रसंगों एवं प्राधिकरण को सूचनार्थ भेजी जाती है । आपसे अनुरोध किया जाता है कि कृपया उन कर्मचारियों का नाम रिकमैण्ड करके भेजें, जोकि निर्धारित शर्तों को पूरी करता हो । आप के कार्यालय द्वारा 4,000/- रुपये ट्रेनिंग फीस प्रति कर्मचारी ड्राफ्ट द्वारा अग्रिम रूप में इस संस्थान में प्रशिक्षण से पूर्व प्रस्तुत करनी होगी । ड्राफ्ट प्रधानाचार्य, लेखा प्रशिक्षण संस्थान, हरियाणा, पंचकूला के पक्ष में देय होना चाहिये । प्रशिक्षण पर भेजने के लिये सक्षम प्राधिकारी की स्वीकृति लेना सम्बन्धित कार्यालय की अपनी जिम्मेवारी होगी ।

  
(पी०के०सचदेवा)  
प्रधानाचार्य  
लेखा प्रशिक्षण संस्थान, हरियाणा,  
पंचकूला ।



### Annexure 'A'

1.	कर्मचारी की जन्म तिथि	
2.	नियमित रूप से सरकारी सेवा में आने की तिथि	
3.	कर्मचारी की शैक्षणिक योग्यता	
4.	कर्मचारी के अन्तिम 10 वर्षों या यदि सेवा काल 10 वर्ष से कम हो तो कुल सेवा काल की गोपनीय रिपोर्टों का ब्यौरा :-	क. कुल रिपोर्टों की संख्या = ख. अच्छी, बहुत अच्छी तथा उत्कृष्ट रिपोर्टों की संख्या = ग. औसत रिपोर्टों की संख्या = घ. औसत से कम रिपोर्टों की संख्या = ङ उन रिपोर्टों की संख्या जिनमें कर्मचारी की ईमानदारी पर सन्देह प्रकट किया गया हो =

प्रमाणित किया जाता है कि उक्त कर्मचारी हरियाणा राज्य लेखा अधीनस्थ (वर्ग ग) सेवा नियम, 2022 के नियम 7, अनुबन्ध ख एवं हिदायतें क्रमांक 14/30/2021-1 वि०ले०, दिनांक 06.02.2023 अनुसार शैक्षणिक योग्यता एवं अनुभव प्रशिक्षण हेतु पत्र जारी होने की तिथि अर्थात् दिनांक 13.10.2023 को पूर्ण करता है तथा कर्मचारी एस०ए०एस० भाग-1 की परीक्षा में भाग लेने हेतु पूर्ण रूप से योग्य है ।

मुख्यालय/संगठन स्तर पर सक्षम प्राधिकारी के हस्ताक्षर

मोहर सहित (with Stamp)



केवल विश्वविद्यालय, बोर्ड, निगम, प्रसंघ, प्राधिकरण के मामले में लागू

प्रमाणित किया जाता है कि ..... (संस्था का नाम)

हरियाणा राज्य लेखा अधीनस्थ (वर्ग ग) सेवा नियम, 2022 एवं हिदायतें क्रमांक 14/30/2021-1 वि०ले०, दिनांक 06.02.2023 अनुसार संगठन की परिभाषा में आता है एवं निहित शर्तें पूर्ण करता है ।

संगठन स्तर पर सक्षम प्राधिकारी के हस्ताक्षर

मोहर सहित (with Stamp)



## ANNEXURE 'B'

### SPECIMEN FORM OF BOND FOR GOVERNMENT EMPLOYEES/EMPLOYEES OF ORGANIZATION PROCEEDING ON H.S.A.S. PART-I TRAINING IN THE ACCOUNTS TRAINING INSTITUTE, HARYANA, SINCHAI BHAWAN, "B" BLOCK, 5<sup>TH</sup> FLOOR SECTOR 5, PANCHKULA.

This indenture made this \_\_\_\_\_ day of \_\_\_\_\_ two thousand twenty three between Shri/Ms \_\_\_\_\_ son/daughter/wife of Sh. \_\_\_\_\_ (hereinafter called the obligor which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the Governor of Haryana (hereinafter called "the Govt.") which expression shall include his successors and assignees of the other part.

Whereas the obligor has been selected for undergoing training in connection with subordinate Accounts Service in the Accounts Training Institute, Haryana, Panchkula and the Govt. have agreed to bear all the expenses in relation to the said training and to make certain payments in the form of pay and allowances.

And whereas the conditions upon which the obligor has been selected to undergo training are that he will appear in the State Subordinate Accounts Service, Part-I Examination to be conducted by Government after the completion of his training except on medical grounds or due to other unavoidable circumstances for which he has to satisfy his Head of Department and that he will serve the State Govt. of Haryana at least 5 years after undergoing the training in the Accounts Training Institute and in the event of breach of these conditions he will be liable to pay to the Govt. all expenses incurred by the Govt. on his training including pay and allowances etc. together with interest thereon at the rate for the time being in force on Govt. loans and that if he is declared successful in Subordinate Accounts Services Examination conducted by the Govt. his services will be placed at the disposal of the Director, Treasuries and Accounts Department, Haryana for posting against vacancies of Section Officers in the Department concerned.

Now this indenture witnesseth that for the consideration aforesaid, the obligor both hereby convenient to appear in the State Subordinate Accounts Service, Part-I Examination to be conducted immediately after the completion of his training except or medical ground or due to other unavoidable circumstances for which he will satisfy his Head of Department and that he will serve the State Govt. at least for five years after undergoing the training in the Institution and in the event of any breach thereof, he will pay to the Govt. all the expenses incurred by the State Govt. on his training



including pay and allowances etc. together with interest thereon at the rate for the time being in force on Govt loans.

In witness whereof the said \_\_\_\_\_ (obligor's name) and \_\_\_\_\_ for and on behalf of the Govt. have hereinto set their respective hands the day and year first above written.

Signature & Designation of the Obligor

Signature by the said obligor in

the presence of : -

1. \_\_\_\_\_

2. \_\_\_\_\_

(Signature of witness)

signed by (Name and designation)

\_\_\_\_\_

For and on behalf of the Govt. of

Haryana in the presence of: -

1. \_\_\_\_\_

2. \_\_\_\_\_

(Signature of witnesses)

Signature & Designation of the Officer



**HARYANA GOVERNMENT**

**FINANCE DEPARTMENT**

**Notification**

The 13th December, 2022

**No. G.S.R. 144/Const./Art. 309/2022.**— In exercise of the powers conferred under the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules for regulating the recruitment and conditions of service of persons appointed to the Haryana State Subordinate Accounts (Group C) Service, namely:—

**Part-1- GENERAL**

- |              |  |
|--------------|--|
| Short title. | 1. These rules may be called the Haryana State Accounts Subordinate (Group C) Service Rules, 2022.   |
| Definitions. | <p>2. In these rules, unless the context otherwise requires,-</p> <p>(a) "Administrative Secretary" means the Additional Chief Secretary or the Principal Secretary to Government, Haryana, Finance Department, as the case may be;</p> <p>(b) "Commission" means the Haryana Staff Selection Commission;</p> <p>(c) "direct recruitment" means an appointment made otherwise than by appointment through Haryana State Accounts Service Examination or by transfer of an official already in service in any Organization under Haryana Government;</p> <p>(d) "Director" means the Director General or the Director, Treasuries and Accounts Department, Haryana, as the case may be;</p> <p>(e) "examination" means Haryana State Accounts Services Examination Part-I and II conducted by the Government or any other agency authorized by Government for this purpose, in accordance with such regulations as may be notified by Government from time to time;</p> <p>(f) "Government" means the Government of the State of Haryana in the administrative department;</p> <p>(g) "institution" means—</p> <p style="padding-left: 20px;">(i) any institution established by law in force in the State of Haryana; or</p> <p style="padding-left: 20px;">(ii) any other institution recognized by the Government for the purposes of these rules;</p> <p>(h) "organization" means and includes all Departments of Haryana Government, Statutory Bodies. It also includes Universities, Boards, Corporations, Federations, Authorities wholly owned and controlled by the State Government;</p> <p>(i) "reputed organization" for the purpose of experience means an organization under any State Government or Government of India and includes the Private Organization registered under Companies Act, 2013 (Central Act 18 of 2013) having turnover of Rs. 100 crore for at least one year;</p> <p>(j) "recognized university" means,-</p> <p style="padding-left: 20px;">(i) any university incorporated by law in India; or</p> <p style="padding-left: 20px;">(ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules;</p> <p>(k) "regular employee" for the purpose of appearing in the examination means an employee of an organization whose appointment is made on regular basis by the competent authority;</p> <p>(l) "Service" means the Haryana State Subordinate Accounts (Group C) Service;</p> <p>(m) "Syllabus" means syllabus for examination for Part-I and II as specified by the Government from time to time.</p> |



### 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 affect the inherent right of the Government to make addition to, or reductions in the number of such regular posts or to create new posts with different designations and scales of pay.

4. (1) No person shall be appointed to a post in the Service unless he is,-
- (a) a citizen of India; or
  - (b) a subject of Nepal; or
  - (c) a subject of Bhutan:

Nationality,  
domicile and  
character of  
candidates.

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

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

(3) No person shall be appointed to a 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.

5. No person shall be appointed to the post in the Service by direct recruitment who is less than twenty-one years or more than forty- two years of age on the last date of submission of application to the Commission or any other recruiting agency.

Age.

6. All appointments to the posts in the Service shall be made by the Director.

Appointing  
authority.

7. (1) No person shall be appointed to a 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:

Qualifications and  
experience.

Provided that a person recruited to the Service by direct appointment who fails to pass—

- (i) the examination of Part-I in two attempts; and
- (ii) the examination of Part-II in two attempts,

his services shall be dispensed with. No further attempt to appear in the examination of any part shall be allowed:

Provided further that if an employee fails to appear in the examination due to the circumstances beyond his control, the Administrative Secretary, at his discretion, may grant one extra attempt on compassionate ground.

**Explanation.—** Two attempts means the number of examination(s) conducted by Government/agency after three months from the date of appointment of the concerned person irrespective of the fact that he has applied for or appeared in such examination or not. An attempt of examination taken within three months after the date of appointment shall be ignored for the purpose of two attempts.

- (2) No annual increment shall be admissible until a person appointed by direct recruitment qualifies both the parts of examination.

8. No person—

Disqualifications

- (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 post in the Service:

Provided that the Government may, if satisfied that—

- (i) such marriage is permissible under the personal law applicable to such person and the other party to the marriage; and  
(ii) 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 in the case of Section Officer shall be made—  
(i) 30% by direct recruitment; and  
(ii) 70% by appointment through Haryana State Accounts Services Examination; or  
(iii) by transfer or deputation of an official already in the service in any Organization under Haryana Government.

(2) For the purpose of appointment through Haryana State Accounts Services Examination, a separate merit list of all the candidates who have passed both the parts of Examination on a specified date shall be maintained on the basis of total marks obtained in both the parts of examinations irrespective of the number of attempts availed by them.

(3) Appointment shall be made subject to availability of the sanctioned vacant posts. Mere passing of the examination in both the parts referred to in sub-rule (2) above shall not confer any right upon any candidate to appointment in the Service. However, the merit list referred to in sub-rule (2) shall remain valid till the joining of the last candidate whose name appears at the bottom of the merit list.

Probation.

10. (1) Person appointed by direct recruitment in the Service shall be probationer for a period of two years or up to the period of passing the examination as prescribed in sub-rule (1) of rule 7 whichever is later and if appointed otherwise shall remain on probation for a period of one year:

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 the service prior to appointment 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;

(2) If in the opinion of the appointing authority, a probationer who has qualified both the parts of examination during the period of two years but his work or conduct is not satisfactory, in such case the appointing authority may—

- (a) dispense with his services; or  
(b) extend his period of probation for a period of one year;

(3) If in the opinion of the appointing authority the work and conduct of a person appointed otherwise than by direct recruitment during the period of probation is not satisfactory, in such case it may—

- (i) revert him to his former post; or  
(ii) deal with him in such manner as the terms and conditions of his previous appointment permit; or  
(iii) extend his period of probation and thereafter pass such orders, 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 two years.



(4) On the completion of the period of probation of a person, the appointing authority may, if his work or conduct has, in its opinion been satisfactory, confirm such person from the date of his appointment.

11. The syllabus and procedure for conduct of Examination for the persons appointed by direct recruitment and appointed otherwise than by direct recruitment shall be such as specified by the Government from time to time. Examination.

12. Seniority inter-se of the members of the Service shall be determined as per following provisions.— Seniority.

(1) 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.

(2) In the case of two or more members appointed by different mode of recruitment on the same date, their seniority shall be determined as follows—

(i) a member appointed by direct recruitment shall be senior to a member appointed otherwise than by direct recruitment;

(ii) member appointed through Haryana State Accounts Services Examination shall be senior to a member appointed by transfer;

(3) In the case of members appointed through Haryana State Accounts Services Examination—

(i) seniority shall be determined according to the merit list prepared on the basis of aggregate marks obtained in both the parts of examination;

(ii) where the total marks of both the parts of two or more candidates of the same or different Organization is equal, in such case the seniority shall be determined according to pay. Preference shall be given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn in previous appointment are also the same, elder in age shall be senior in the service.

13. (1) A member of Service may, in public interest, be transferred by the appointing authority or Head of the Department, whichever is higher, to foreign service or on deputation to any organization/Department under the control of Haryana Government including Chandigarh Administration and Bhakra Beas Management Board: Liability to serve.

Provided that no member of Service shall be transferred on deputation during the period of probation and one year before his retirement on superannuation.

(2) No member of Service shall be transferred to foreign service or on deputation against his will in any organization/department under the control of Government of India or any other State Government or out of India.

(3) Transfer of a member of Service under sub-rule (1) or (2) above shall be sanctioned by the competent authority subject to the conditions laid down in the Haryana Civil Services (General) Rules, 2016 and any restrictions which it may deem fit to impose by general or special orders.

**Note 1.—** No member of Service shall be transferred to foreign service on deputation unless the borrowing employer undertakes to afford him the privileges not inferior to those which he would have enjoyed, had he remained in the service of the Government of Haryana.

**Note 2.—** The lien of member of Service in this Department shall remain intact had he not been transferred to foreign service or on deputation.

**Note 3.—** A member of Service transferred to Chandigarh Administration, Bhakra Beas Management Board or any other Department of Haryana Government shall be on deputation. However, he shall not be entitled to any deputation allowance and there shall be no liability on the borrowing Department for payment of leave salary and pension contribution, except matching contribution under Defined Contributory Pension Scheme, for the period of deputation.



- |  |   |
|--|---|
| Pay, leave, pension and other matters. | <p><b>14.</b> 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 Haryana Civil Services Rules and other rules and regulations as may have been or may be adopted by the competent authority under the Constitution of India or under any law for the time being in force or made by the State Legislature.</p>   |
| Discipline, penalties and appeals.     | <p><b>15.</b> (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, 2016 as amended from time to time:</p> <p style="padding-left: 20px;">Provided that the nature of penalties which may be imposed, the authorities empowered to impose such penalties and appellate authorities shall, subject to the provision 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.</p> <p style="padding-left: 20px;">(2) The authority competent to pass an order under clause (c) or clause (d) or clause (f) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016 and the appellate authority shall be as specified in Appendix D to these rules.</p> |
| Vaccination.                           | <p><b>16.</b> Every member of the Service shall get himself vaccinated or revaccinated as and when the Government so directs by a special or general order.</p>   |
| Oath of allegiance.                    | <p><b>17.</b> 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 established by law.</p>  |
| Power of relaxation.                   | <p><b>18.</b> 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.</p>  |
| Special provision.                     | <p><b>19.</b> Notwithstanding anything contained in these rules, the Director may impose special terms and conditions in the order of appointment if, it is deemed expedient to do so.</p>  |
| Reservation.                           | <p><b>20.</b> Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Persons with disabilities or any other class or category of persons under clause (4) of article 16 of the Constitution of India and in accordance with the order issued by the State Government in this regard from time to time.</p>   |
| Repeal and savings.                    | <p><b>21.</b> The Haryana State Subordinate Accounts (Group C) Service Rules, 2013 are hereby repealed:</p> <p style="padding-left: 20px;">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.</p>   |



**APPENDIX A**

(See rule 3)

Serial Number	Designation of post	Number of Posts	Scale of pay
1	2	3	4
1.	Section Officer	523	Functional Pay Level-7, Cell 1 Rs. 44,900-1,42,400



**APPENDIX B**

(see rule 7)

Serial Number	Designation of post	Academic qualifications and experience, if any, for appointment by direct recruitment	Academic qualification and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1.	Section Officer	<p>(i) Bachelor Degree in Commerce (B.Com.) with 60% marks (1<sup>st</sup> Division) from recognized university and having three years' experience in accounting from a reputed organization, acquired after passing the degree examination; or</p> <p>(ii) Master Degree in Commerce (M.Com) with 55% marks from a recognized university and having three years' experience in accounting from a reputed organization, acquired after passing the master degree examination; or</p> <p>(iii) Chartered Accountants from the Institute of Chartered Accountant India with three years' experience in accounting from a reputed organization acquired after passing the examination; and</p> <p>(iv) Hindi or Sanskrit as one of the subject in matric or Hindi as one of the subject in higher standard.</p>	<p><b>By appointment through Haryana State Accounts Services examination:</b></p> <p>From amongst regular employees of Organization working on a post Group B or C or equivalent post, possessing a bachelor degree or its equivalent and having rendered minimum 3 years' regular satisfactory service on any of the Group B and/or C post subject to qualifying both the parts of Haryana State Accounts Services Examination as per instructions issued by the Government in this regard from time to time.</p> <p><b>By transfer/ deputation: -</b></p> <p>From amongst regular employees of Organization under Haryana Government already appointed on the post of Section Officer or equivalent post after qualifying both the parts of Haryana State Accounts Services Examination.</p>



**APPENDIX C***[see rule 15(1)]*

Serial Number	Designation of post	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority	Second and final Appellate Authority
1	2	3	4	5	6	7
1.	Section Officer	Director	(i) <b>Minor Penalties:</b> As prescribed in the Haryana Civil Services (Punishment and Appeal) Rules, 2016;  (ii) <b>Major Penalties:</b> As prescribed in the Haryana Civil Services (Punishment and Appeal) Rules, 2016	Director	Administrative Secretary	Government



**APPENDIX-D**

[(see rule 15(2))]

Serial Number	Designation of post	Nature of Order	Authority empowered to make the order	Appellate Authority	Second and final Appellate Authority
1	2	3	4	5	6
1.	Section Officer	(i) reducing or withholding the amount of pension admissible under the rules governing the pension; (ii) termination of service; (iii) premature retirement from service in public interest before attaining the age of superannuation.	Director	Administrative Secretary	Government

ANURAG RASTOGI,  
Additional Chief Secretary to Government, Haryana,  
Finance Department.



No. 14/30/2021-1FA

From

The Additional Chief Secretary to Government of Haryana,  
Finance Department.

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments, Commissioners of Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
3. All the Managing Directors, Chief Administrators of Board/Corporations of State of Haryana.
4. The Registrar, Punjab and Haryana High Court, Chandigarh and All District & Session Judges in Haryana.
5. All the Registrar of the Universities in State of Haryana.

Dated

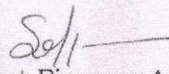
**Subject:- Instructions for conducting Haryana State Subordinate Accounts Services (HSAS) Examination, Part-I and Part-II (Ordinary Branch).**

Sir,

I am directed to invite a reference to this office letter No. 14/30/2021-1FA, dated 16.07.2021 vide which Government had issued revised Regulations which were challenged vide CWP No. 18507 of 2021 titled as Amit and others v/s State of Haryana and others in Hon'ble Punjab and Haryana High Court to quash the Regulations dated 16.07.2021 stated to be contrary to the Haryana State Subordinate Accounts Service (Group-C) Rules, 2013. Accordingly, Rules namely Haryana State Accounts Subordinate (Group-C) Service Rules, 2022 have been notified vide FD Notification No. G.S.R.144/Const./Art.309/2022 dated 13.12.2022.

Now, Government has decided to issue necessary instructions regarding conducting of Haryana State Accounts Services (HSAS) Examination (Part-I and Part-II), which are enclosed herewith. Further, SAS Examination in future will be conducted as per guidelines (Annexure I and II) mentioned in the said instructions strictly.

You are requested to bring this instruction to the notice of all employees under your control.

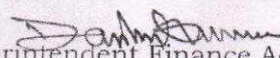
  
Superintendent Finance Accounts,  
for Additional Chief Secretary to Government of Haryana,  
Finance Department.

Endst. No. 14/30/2021-1FA

Dated 06.02.2023

A copy alongwith enclosure is forwarded to the following for information and further necessary action:-

1. Director General, Treasuries and Accounts Department, Haryana, Chandigarh.
2. Principal, Accounts and Training Institute, Haryana, Sector-5, Panchkula.

  
Superintendent Finance Accounts,  
for Additional Chief Secretary to Government of Haryana,  
Finance Department.

CC:-

✓ In-charge, Computer Cell (FD)



**ANNEXURE - I**

**(Regulations for conducting of Haryana State Accounts Services Examination)**

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In order to maintain the requisite standard of the technical expertise for accounting work in the Departments/Organizations, the Haryana Government shall hold the Haryana State Accounts Services Examination consisting of Part-I and Part II to meet the demands of the qualified trained Accounts personnel in the Departments/Organizations under the control of the State Government. The said examination shall be conducted as per following norms: -

1. The Examination shall be got conducted from any Institute/ Department/University or any other Agency at such time as may be decided by the Finance Department from time to time.
2. The examination shall consist two parts, namely Haryana State Accounts Services Examination Part I and II.
3. (a) Subject to other conditions prescribed in these instructions/norms, regular employees of Organizations working on a post of Group B or C or equivalent post, possessing a bachelor degree or its equivalent and having rendered minimum 3 years' regular satisfactory service on any of the Group B and/or C post shall be eligible to appear in this examination.

"Organization" means and includes all Departments of Haryana Government, Statutory Bodies. It also includes Universities, Boards, Corporations, Federations, Authorities wholly owned and controlled by the State Government.

*Exception- The employees of Constitutional Bodies namely, Haryana Vidhan Sabha, Haryana Public Service Commission, Punjab and Haryana High Court/District Courts etc. who want to appear in the Haryana State Accounts Services Examination, may be allowed subject to the condition that they shall submit an affidavit to the effect that they will not lay any claim for appointment to the Haryana State Accounts Subordinate "Group C" Service Cadre on the basis of their participation and successfully passing the examination. Further their appointment will be subject to the vacancies existing in their respective organization. Result of such candidates will be declared separately.*

Explanation:

- (i) "wholly owned" means an entity which is percent (100%) owned by the Haryana Government.
- (ii) "controlled" means an entity which is controlled by the Haryana Government, whether in regard to the proceedings generally or to specific matters such as the sanctioning of their budget, sanction for the creation or filling up of particular posts, or the enactment of leave, pension or similar rules.



- (iii) Employees of only those organizations will be eligible to appear in this examination whose entity is covered under both above (i) and (ii) explanations.
4. (a) On forwarding the application form of an employee for appearing in the examination, the concerned Head of the Organization shall certify that: -
- (i) The candidate is efficient and is likely to pass the examination.
  - (ii) The integrity of the candidate is above board as per instructions issued by the CS vide No. 2759-4GHI-73/12854, dated 21.05.1973 and further amended from time to time.
  - (iii) The candidate has obtained 70% or more reports of "Good" or above grading during the last ten years or actual service if less than ten years.
- (b) Head of Universities/Boards/Corporations/Federations/ Authorities will also certify that the organization is wholly owned (100%) and controlled by the State Govt. as per explanation mentioned in para 3 of the Regulation.
5. Employees regularized under the State Government Policy No. 6/7/2014-1GSI, dated 16.06.2014, 18.06.2014, 07.07.2014 and 28.07.2014 shall be allowed to participate in the examination on provisional basis. However, it is made clear that mere participation in the stated written examination shall not create any right in equity so as to claim benefit thereof, in case candidates otherwise fail in SLP No. 31566 of 2018 titled as State of Haryana and others v/s Yogesh Tyagi and others pending before the Hon'ble Supreme Court of India in the matter of regularization of their services. Such candidates on passing of examination will not be considered for appointment on the post of Section Officer till the SLP attains finality.
6. If eligibility of any candidate is doubtful or subject to any proceedings/orders of any court of law, he/she shall not be eligible for this examination.
7. The Administrative Secretary to Government of Haryana, Finance Department reserves the right to reject any application for appearing in the examination by giving duly recorded reasons thereof.
8. The candidates who have not passed Part-I of the Examination shall not be eligible to appear in the Part-II of the examination.
9. The maximum number of chances for passing the two parts of the examination shall be rigidly limited to six chances of which not more than four chances may be taken for passing Part-I of the examination:

Provided that if any employee fails to appear in the examination due to the circumstances beyond his control, the Administrative Secretary, Finance Department, at his discretion, may grant one extra attempt on compassionate ground.

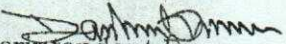


Provided further that those candidates who have already applied for SAS Part-II Examination in the year 2021 and who have already availed six or more chances in both parts of SAS Examination, they will be allowed to appear in two consecutive chances. No further opportunity will be given to them.

10. In order to pass the examination, a candidate must obtain not less than 45 percent marks in each subject and 50 percent in the aggregate of all the subjects in each part of the examination. Candidates who obtain 60 percent marks or more in any subject will not be required to reappear in that subject.

Provided that the condition mentioned above regarding obtaining the passing marks shall not be applicable on those candidates who have already passed SAS, Part-I and also applied for SAS Part-II in the year 2021. For such candidates, the conditions mentioned in the Regulations of 1987 of securing pass marks shall be applicable i.e. "in order to secure a pass, a candidate must obtain not less than 40 percent marks in each subject and 45 percent in aggregate in all the subjects."

11. A candidate failing to secure 20 percent marks in the aggregate shall be debarred from appearing in the examination for two chances.
12. Each Candidate shall pay the prescribed fees as notified while inviting the application. The fee once paid shall not be refunded in any case.
13. The syllabus for the examination is appended to these regulations as Annexure II. Candidates may bring their own books, as prescribed in the syllabus where papers are allowed to be answered with the aid of books.
14. Prescribed application form for appearing in the State SAS Examination will be made available at E-GRAS Portal in due course. The application form duly filled in all respect along with acknowledgement of requisite fee deposited; required documents and particulars should be submitted through the Head of the Departments/Organization of the employee who will send his form along with his recommendations to the Director, Treasuries & Accounts Department, Haryana so as to reach it by the last date that may be fixed.
15. Appointment of successful candidates shall be subject to the provisions laid down in Haryana State Accounts Subordinate (Group C) Service Rules, 2022.
16. The requisite documents/certificates of the candidates will be verified after qualifying the SAS Part-II examination. If any facts of a candidate are found incorrect at any stage, his/her candidature is liable to be cancelled.

  
Superintendent Finance Accounts  
for Additional Chief Secretary to Government of Haryana,  
Finance Department