

Contents

NOTIFICATION (The 14th March, 1983)	1
No. G.s.r. 32/const./art.309/83. In exercise of the powers offered by the provision 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 Town & Country Planning Department ministerial (group-c) service, namely :-.....	1
PART I-GENERAL	1
PART II- Recrutmnt To Service	2
PART III-CONDITIONS OF SERVICE.....	4
ANNEXURE A (See Rule 3)	9
APPENDIX B (SEE RULE 7).....	10
APPENDIX C (SEE RULE 14 (I)).....	15
APPENDIX 'D' (SEE RULE 14(2)	16
Notification (The 18th November, 1996).....	17
No, g,s,r. 102/const. Art. 309/96.-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 Town & Country Planning Department, technical (group c) service, namely:-.....	17
Part-1 GENERAL.....	17
Part- II RECRUITMENT TO SERVICE	18
APPENDIX A [SEE RULE 3].....	24
APPENDIX B [See rule 7].....	25
APPENDIX C [See rule 14(1)]	28
APPENDIX D [See rule 14(2)].....	31
Notification (The 5th November, 1976).....	32
No. G.s.r.211/const./art.309/76----- in exercise of the powers conferred by the proviso of article 309 of the constitution of India and all other powers enabling him in this behalf, the governor of Haryana hereby makes the following rules regulating he recruitment, and the conditions of service of persons appointed to the Haryana service of town planners (state service class-i) namely:-	32
PART I-GENERAL.....	32
(PART II)	33
PART III - CONDITIONS OF SERVICE	35
APPENDIX 'A' (See Rule 3)	39
APPENDIX 'B' (See Rule 7)	40
APPENDIX 'C'	45
APPENDIX 'D' (See Rule 14(2)).....	47
Notification (The 17th July, 2009).....	48
No. 1/3/2005-1tcp:-- in exercise of the powers conferred by the proviso of the article 309 of the constitution of India, the governor of Haryana, hereby makes the following rules further to amend	

the Haryana service of town planners (state service group a) rules, 1976, namely:-	48
Appendix 'A' See rule (3)	49
Appendix 'b' See rule (7)	50
Appendix 'C' (See rule-14{1}).....	52
Appendix 'd' (See rule-14{2}).....	54
Notification (The 13th June, 2008)	55
No. G.s.r 15/const./art. 309/2008—in exercise of the powers conferred by the proviso to article 309 of the constitution of India, the governor of Haryana hereby makes following rules further to amend the Haryana Town & Country Planning Department (group b) service rules, 1998 namely,--	55
Appendix 'A' (See rule-3)	55
Appendix 'B' (See rule-7).....	56
Notification (The 18th January 2008)	57
No. Gsr 4/const./art.. 309/2008—in exercise of powers conferred by the provision to article 309 of the constitution of India, the governor of Haryana hereby makes the following rules, further to amend the Haryana Town & Country Planning Department technical (group c) service rules 1996, namely:--	57
Notification (The 8th November, 2013).....	58
No. G.s.r. 73/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 Town & Country Planning Department ministerial (group c) service rules, 1983, namely ;-.....	58
Notification (The 16th August, 2013)	61
No. Gsr 18/coust. / 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 amendments further to amend the Haryana Town & Country Planning Department technical (group c) service rules, 1996, namely:--	61
Appendix 'A' (See rule-3)	62
"For promotion from amongst Senior Draftsman.....	63
For promotion from amongst Junior Engineers (degree holders)- or	63
For promotion from ,amongst Junior, engineer (Diploma Holder)	63
By transfer or deputation-.....	63

**HARYANA GOVERNMENT
TOWN AND COUNTRY PLANNING DEPARTMENT
NOTIFICATION
The 14th March, 1983**

No. G.s.r. 32/const./art.309/83. In exercise of the powers offered by the provision 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 Town & Country Planning Department ministerial (group-c) service, namely :-

PART I-GENERAL

Short Title and Commencement

I. (1) These rules may be called the Haryana Town and Short Country Planning Department Ministerial (Group C) Service Rules, 1983.

(2) These shall be deemed to have come into force with effect from 6th day of October, 1978.

Definitions.

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

- (1) "Board" means the Subordinate Services Selection Board, Haryana ;
 - (2) "Direct recruitment" means an appointment made other. wise 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;
 - (3) "Government" means the Haryana. Government in the Administrative Department
 - (4) "Director" means the Director, Town and Country Planning Department, Haryana ;
 - (5) "Service" means the Haryana Town and Country Planning Department Ministerial (Group C) Service ;
- ,(1) "Recognized University" means----
- (i) any university incorporated by law in India; or
 - (ii) in the .case of a degree, diploma or certificate obtained as 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 recognized university for purpose of these rules.

PART II- RECRUTMRNT TO SERVICE

Number and Character of Posts.

III. The Service shall comprise the posts shown in Appendix A, to these roles and the member" of the Service shall draw , pay in the scales of pay shown there against :

Provided that nothing in these rules shall affect the inherent right of the Government to make addition to, deduction 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 candidate recruited to the service

IV. . (I) No person shall be appointed to any post in the Service domicile 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 t 1st January, 1962, with the intention of permanently settling in India; or

(II) a person of Indian origin who has migrated (from Pakistan, Burma, Sri Lanka or any of the East Africa Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zamba. 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) and (e) shall be a person in whose favor a certificate. of eligibility has been issued by the Government.

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

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

Age.

V. No person shall be appointed to any post in the Service by direct recruitment who is less than seventeen years or more than thirty years of age on the last date of Submission of applicant to the Board.

Appointing authority.

VI. Appointment to the posts in the service shall be made by the Director.

Qualifications.

VII. No person shall be appointed to the Service unless he is in possession of academic qualification and experience specified in column 2 of Appendix B to these rules in the case of direct recruitment and those specified in column 3 of the aforesaid Appendix in the case of recruitment other than by direct recruitment.

Disqualification.

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

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

Method of Recruitment.

VIII. . (1) Recruitment to the Service shall be made

(a) in case of Superintendent-

- (i) by promotion from amongst Head Assistants and in case Head Assistant is not available then from Head Clerks/Accounts Assistants; or
- (ii) by transfer or deputation of an official already in the service of the State Government or the Government of India;

(b) in case of Head Assistant

- (i) by promotion from amongst Head Clerks or Accounts Assistants or;
- (ii) by transfer or deputation of an official already in the service of the State Government or the Government of India;

(c) in case of Head Clerk-

- (i) by promotion from amongst Accounts Clerks or Assistants or Senior_ Scale Stenographers; or
- (ii) by transfer or deputation of an official already in the service of the State Government or the Government of India;

(d) in case of Accounts Assistant

- (i) by promotion from amongst Assistants or Accounts Clerks; or
- (ii) by transfer or deputation of an official already in service of the State Government or Government of India;

(e) in case of Assistant-

- (i) by promotion from amongst Clerks or Stenographers or Steno typists; of
 - (ii) by transfer or deputation of an official already in the service of the State Government or Government of India;
 - (f) in case of Accounts Clerk-
 - (i) by promotion from amongst Clerks or Junior Stenographer or Steno-typist: or
 - (ii) by transfer or deputation of an official already in the service of the State Government, or the Government of India; .
 - (g) in case of Senior Scale Stenographer-
 - (i) by promotion from amongst Junior Scale Stenographer or
 - (ii) by transfer or deputation of an official already in the service of the State Government or the Government of India;
 - (h) in case of junior Scale Stenographer-
 - (i) fifty percent by direct recruitment; and
 - (ii) fifty percent by promotion amongst Steno-typist and in case suitable candidates are not available for appointment by promotion then by direct recruitment,
 - (i) in 'case of Steno-typist'-
 - (i) fifty percent by direct recruitment; and
 - (ii) fifty percent by promotion from amongst Clerk and in case suitable candidates are not available for appointment by promotion then by direct recruitment
 - (j) in case of Clerk-
 - (i) eighty per cent by direct recruitment; and
 - (ii) not more than twenty per cent by promotion from amongst Group C employees whose scales of pay are lower or whose duties and responsibilities are lesser than that of a Clerk and Group D employees, on seniority-cum-fitness basis.
- (2) Unless otherwise provided promotions in the Service shall be made on the basis of 'seniority-cum-merit, and no person shall have any claim to such post on the basis of seniority alone.
- (3) Appointment by transfer or deputation shall be made only in case suitable persons are not available for appointment by promotion.

PART III-CONDITIONS OF SERVICE

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 or corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank prior to the appointment by transfer may, 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 to the Service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

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

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

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of 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, or revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit if appointed otherwise; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation including extension, if any, shall not exceed three years.

11. (I) The seniority interse of members of the Service shall be determined by the length of continuous service on the 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 Board shall not be disturbed in fixing the seniority:

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

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or transfer;

(b) a member appointed by promotion shall be senior to a member appointed by transfer:

(c) in the case of members appointed by promotion, or transfer, seniority shall be determined according to the seniority of such members in the appointment, 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 appointment: and if the length of service is also the same, the older member shall be senior to the younger one.

(2) On the commencement of these rules the services existing immediately before the commencement of these rules, namely, the Ministerial Headquarters service and the Ministerial field service (hereinafter called the existing services) shall be integrated to be the Service to be governed under these rules.

(3) The interse seniority of the members of the existing services shall be determined in accordance with the provision, of sub rule (1).

12. (1) A member of the Service shall be liable to serve at any liability .place whether within of outside the Slate 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 or 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 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 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 other law for the time being in force, made by the State Legislature.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeals) Rules, 1952, 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 clauses (c) and (d) of sub-rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, 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 revaccinated if and when the Government so directs by a special or general order.

Oath of allegiance.

16. Every member of the Service unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India, 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 reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of person.

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.

(Published in the Haryana Government Gazette, Legislative Supplement dated the 22nd March 1983)

Reservation.

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

Repeal and Saving

20. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is 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.

ANNEXURE A (SEE RULE 3)

Serial Number	Designation of post	No. of posts		Total	Scales of pay	
		Permanent	Temporary		As on 6 th October, 1978	As on 1st April, 1979
1	2	3	4	5	6	7
1.	Superintendent	2	--	2	400-25-500/30-600	1,000-50-1,500
2.	Head Assistant	--	3	3	300-20-500/25-550	700-30-850/900-40-1,000-EB-50-1,250
3.	Head Clerk	6	13	19	225-15-360/20-500	700-30-850/900-40-1,000-EB-50-1,250
4.	Accounts Assistant	---	1	1	225-15-360/20-500	525-15-600-20-660/700-30-850-EB-89 0-40-1,050
5.	Assistant	9	15	24	160-10-280/15-400	525-15-600-20-660/700-30-850-EB-89 0-40-1,050
6.	Accounts Clerk	11	17	28	160-10-280/15-400	525-15-600-20-660/700-30-850-EB-89 0-40-1,050
7.	Senior Scale Stenographer	1	2	3	160-10-280/15-400	525-15-600-20-660/700-30-850-EB-89 0-40-1,050
8.	Junior Scale Stenographer	8	9	17	140-6-170/8-210/1 0-310 with start Rs. 158	480-15-600-EB-20-700-30-760
9.	Steno-typist	17	23	40	110-4-130/5-160/5 -225+Rs	400-10-490/540-15-600-EB-20-660+Rs 25 25 Special pay
10.	Clerk	33	56	89	110-4-130/5-160/5 -225	400-10-490/540-15-600-EB-20-660 (TS)

APPENDIX B (SEE RULE 7)

Designation of post	Academic qualification and experience for direct recruitment	Academic qualification and experience for appointment other than by direct recruitment
1	2	3
		BY PROMOTION
1. Superintendent	-	Three years experience as Head Assistant or six years experience as Head Clerk/Accounts Assistant
		BY TRANSFER
		(I) Graduate;
		(II) Five years experience as Head Assistant
		BY PROMOTION
2. Head Assistant	--	Three years experience as Head Clerk or Accounts Assistant.
		BY TRANSFER
		(i) Graduate with three years experience as Head Clerk ; or
		(ii) Metric with 5 years experience as Head Clerk.
		BY PROMOTION
3. Head Clerk	---	Five years experience as Assistant or Accounts Clerk or Senior Scale

		Stenographer. In case of Senior Scale Stenographer, 2 years experience as Assistant.
		BY TRANSFER
		Five years experience as Assistant or Senior Scale Stenographer. In case of Senior Scale Stenographer, 2 years experience as Assistant.
		BY PROMOTION
4. Accounts Assistant	---	Three years experience as Assistant or Accounts Clerk in the Department.
		BY TRANSFER
		Three years experience as Assistant.
		BY PROMOTION
5. Assistant	---	Three years experience as Clerk or Steno-typist or Junior Scale Stenographer. In case of Steno-typist or Junior Scale Stenographer two years experience as Clerk.
		BY TRANSFER
		(i) Graduate with three years experience as Clerk or Steno-typist or Junior Scale Stenographer.
		(ii) Metric with five years experience as Clerk.
		BY PROMOTION
6. Accounts Clerk	---	Three years experience as Clerk or Steno-typist or Junior Scale

		Stenographer. In case of Steno-typist or Junior Scale Stenographer two years experience as Clerk.
		BY TRANSFER
		(i) Graduate with three years experience as Clerk or Steno-typist or Junior Scale Stenographer.
		(ii) Metric with five years experience as Clerk.
		BY PROMOTION
6. Senior Scale Stenographer	---	Two years experience as Junior Scale Stenographer and passes the test in shorthand as under:-
		(i) Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute with 4% mistakes; and
		(ii) English shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute with 4% mistakes.
		BY TRANSFER
		i). Graduate ii). Passes the test in english shorthand at the speed of 100 words per minute and transcription there of at 20 words per minute and also

		Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute. iii). 2 years experience as Junior Scale Stenographer.
		BY PROMOTION
7. Junior Scale Stenographer	1. Matric or Higher secondary or equivalent examination of a recognized university.	one years experience as Steno Typist and also passes the department test in shorthand and typewriting as prescribed for direct recruitment.
		BY TRANSFER
	1. Knowledge of Hindi upto Matric Standard	i). Matric or Higher Secondary or Equivalent examination of recognized university.
	2. Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute, with 8% mistake and English shorthand at the speed of 100 words per minutes and transcription thereof at 20 words per minutes with 8% mistakes.	ii). Knowledge of Hindi upto Matric Standard. iii) Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute with 8% mistakes and iv). English shorthand at 100 words per minutes and transcription thereof at 20 words per minutes with 8% mistakes.
		BY PROMOTION
8. Steno-typist	1. Matric/Higher Secondary or equivalent examination of a recognized university/a	i). Matric or Higher Secondary or equivalent examination of a recognized university.

	<p>statutory Board.</p> <p>2. Knowledge of Hindi upto Matric standard.</p> <p>3. Hindi Shorthand at 64 words per minutes and transcription thereof at 11 words per minutes. English shorthand at 80 words per minute and transcription thereof at 15 words per minute.</p>	<p>ii). Knowledge of Hindi upto Matric Standard.</p> <p>iii) Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute and transcription thereof at 11 words per minute. English shorthand at 80 words per minute and transcription thereof at 15 words per minute.</p>
9.Clerk	<p>1. Matric or Higher secondary examination of recognized university.</p> <p>2. Knowledge of Hindi upto Matric Standard.</p> <p>3. Passes test in hindi or English typing at a speed of 25/30 words per minute respectively.</p>	<p>i). Matric</p> <p>ii). Five years service of Group D employee or Group C employee or combined service as such.</p>
		BY TRANSFER
		<p>i). Matric or Higher Secondary or equivalent examination of recognized university.</p> <p>ii) Knowledge of Hindi upto Matric Standard.</p> <p>iii) Hindi or English typing at a speed of 25/30 words per minute respectively.</p>

APPENDIX C (SEE RULE 14 (I))

Designation of the post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
1. Superintendent	Director	(a) Warning with a copy in personal file;	Director	Government
2. Head Assistant		(b) Censure;		
3. Head Clerk		(c) with-holding of increment or promotion including stoppage at an efficiency bar;		
4. Accounts Assistant		(d) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of order;		
5. Assistant		(e) reduction to a lower post or time scale or to a lower stage in a time scale;		
6. Accounts Clerk				
7. Senior Scale Stenographer		(f) removal from the Service which does not disqualify from future employment;		
8. Junior Scale Stenographer		(g) dismissal from the Service which does ordinarily disqualify from future employment.		

9. Steno-typist

10. Clerk

APPENDIX 'D' (SEE RULE 14(2))

Designation of post	Nature of order	Authority Empowered to make	Appellate authority Order
1	2	3	4
1. Superintendent	(i) Reducing or withholding the pension admissible under the rules governing pension	Director	Government Amount of ordin
2. Head Assistant	(ii) Terminating the appointment of a member of the service otherwise than on his attending the age fixed for superannuation		
3. Head Clerk			
4. Account Assistant			
5. Assistant			
6. Account Clerk			
7. Senior scale Stenographer			
8. Junior Scale Stenographer			
9. Steno-Typist			
10. Clerk			

HARYANA GOVERNMENT
TOWN AND COUNTRY PLANNING DEPARTMENT
Notification

The 18th November, 1996

No, g,s,r. 102/const. Art. 309/96.-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 Town & Country Planning Department, technical (group c) service, namely:-

PART-1 GENERAL

Short title.

1. These rules may be called the Haryana Town & Country Planning Department, Technical (Group C) Service Rules, 1996.

Definitions.

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

- (a) "Board" means the Subordinate services Selection Board, Haryana;
- (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) "Director" means the Director Town and country Planning Department. Haryana ;
- (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) "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 day of August, 1947, the Punjab Sind or Dacca University; or
 - (iii) any other University which is declared by the Government to a recognised University for the propose of these rules; and

- (g) "Service" means the Haryana Town and Country Planning Department, Technical (Group C) Service.

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 the 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.

- 4 (1) No person shall be appointment 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 favor a certificate of eligibility has. been issued by the Government.

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

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal, Academic Officer of the University,

(KRTK, 27, 1918 SAKA)

College, School or Institution last attended, if any, and similar certificate from two other responsible persons, not being his relative 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 seventeenth years or more than thirty years of age, on or before the 1st day of January next preceding the last date of submission of application to the Board.

Appointing authority.

6. Appointment to the post in the Service shall be made by the Director. \

Qualification

7. No person shall be appointed to any post in the Service, unless he is in possession of academic 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 persons appointed other than by direct recruitment:

Provided that in case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Caste, 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.

Disqualification

8. No person,-

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

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are

other grounds for so doing, exempt any person from the operation of this rule.

Method of Recruitment.

Recruitment to the Service shall be made.

(a) in the case of Planning Assistant,-

(i) 70% by promotion amongst the Senior Draftsman; and

(ii) 30% by promotion amongst Junior Engineers;

or

by transfer or deputation of an official already in the service of any state Government or the Government of India;

(b) in the case of Senior Draftsman,-

(i) by promotion amongst Junior Draftsman; and

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India

(c) in the case of Junior Draftsman.

(i) 50% by promotion amongst the Assistant Draftsman; and

(ii) 50% by direct appointment; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(d) in the case of Junior Engineer ,-

(i) by direct recruitment; or

(ii) any transfer or deputation of an official already In the service of any State Government or the Government of India ;

(e) in the case of Kanungo,

(i) by promotion amongst Patwaris ;

(ii) by, transfer or deputation of an official already of the service of any State Government or the Government of India;

(f) in the case of Field Investigator,

(KRTK, 27, 1918 SAKA)

- (i) 25 % by promotion amongst Patwari ; and
 - (ii) 75 % by direct appointment; or
 - (iii) by transfer or deputation of an official already in service of any State Government or the Government of India;
- (g) in the case of Assistant Draftsman
- (i) 33 % by promotion amongst Tracer and Ferro-printers; and
 - (ii) 67 % by recruitment; or ,
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (h) in the case of Driver,-
- (i) 25 % by promotion amongst Group C or Group-D employees whose pay scales are less than of drivers ; and
 - (ii) 75% by direct appointment; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (i) in the case of Tracer
- (i) 25 % by promotion amongst Ferro-KhaLasi or Ferro-Printer; and
 - (ii) 75% by direct recruitment; or
 - (iii) by transfer or deputation of all official already in the service of any State Government or the Government of India;
- (j) in the case-of Patwaries
- (i) by direct appointment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (k) in the case of Ferro-Printer,-
- (i) by promotion amongst Ferro-Khalasi ; or
 - (ii) by transfer or deputation of an ,official already in the service of any State Government or the Government of India;

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 all 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 the service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987 as amended from time to time.

Provided that the nature of penalties which may be imposed by the authority empowered to impose such penalties shall be subject to the provisions.

of any law or rules made under article 509 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) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules.

Vaccination.

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

Oath of allegiance.

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

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 affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, other Backward Classes Ex-servicemen, physically handicapped persons or any other class or category of 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 fifty per cent, at any time.

Repeal and Savings.

20. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is 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 or these rules.

APPENDIX A [SEE RULE 3]

Sr. No.	Designation of posts	Number of posts			Scale of pay
		Per- manent	Temporary	Total	
1	2	3	4	5	6
1	Planning Assistant	15	16	31	2000-60-2300-75-3200 plus Rs 100 special pay
2	Senior Draftsman	13	3	16	2000-60-2300-75-3200
3	Junior Draftsman	20	23	43	1640-60-2600-EB-75-2900
4	Junior Engineer	35	102	137	(i) 1640-60-2600-EB-75-2900 and 2000-60-2300-75-3200 (for those junior engineer who complete fifteen years regular and satisfactory service and have not been promoted to the next higher post) 50% promotional grade. (ii) Two advance increments to a junior engineer who acquires AMIE or an equivalent degree subject to the condition that he has completed a minimum of 5 years regular and satisfactory service.
5	Kanungo	1	1	2	1400-40-1600-50-2300-EB-60-2600 plus Rs 50 special pay.
6	Field Investigation	20	21	41	1400-40-1600-50-2300-+EB-60-2600
7	Assistant Draftsman	34	56	90	1400-40-1600-50-2300-EB-60-2600
8	Driver	2	22	24	1200-30-1500-EB-40-2040- plus Rs200 special pay for headquarter staff and Rs 100 for field offices.
9	Tracer	14	18	32	975-25-1150-EB-30-1540
10	Patwari	11	48	59	950-20-1150-EB-25-1500
11	Ferro Printer	1	1	2	950-20-1150-EB-25-1500

APPENDIX B [SEE RULE 7]

Sr. No.	Designations of posts	Academic qualification and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than by direct recruitment
1	Planning Assistant		For Senior Draftsman— (i) Six years experience as Senior Draftsman; (ii) Intermediate in Architecture or its equivalent from an institution; or Three years diploma in Architectural assistant ship from an institution with two year experience as a draftsman in an Architectural or town planning office; or Diploma/ certificate in Civil Draftsmanship from an institution with three years experience in an Architectural of Town Planning office; For junior engineer; Ten years experience as junior engineers.
2	Senior draftsman		By promotion; Six years experience as Junior Draftsman By transfer; Intermediate in Architecture or should have passed three years degree course in Architecture from an institution; or Three years diploma in Architectural Assistantship from an institution with two years experience as a draftsman in an architectural or Town Planning office; or Diploma in civil draftsmanship from an institution with three years experience in an Architectural or Town Planning office.
3	Junior Draftsman	(i) Matric or its equivalent; (ii) intermediate in Architecture; or	By promotion Six years experience as Assistant Draftsman

		<p>Successful completion of three years degree course in Architecture from an institution; or</p> <p>Three years diploma in Architectural Assistantship from an institution with two years experience as a draftsman in an Architectural or Town Planning office; or</p> <p>Diploma Certificate in Civil Draftsmanship from an institution with three years experience in Architectural or Town Planning office;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>	<p>By transfer</p> <p>(i) Matric or its equivalent;</p> <p>(ii) intermediate in Architecture; or should have passed three years degree course in Architecture from an institution; or</p> <p>Three years diploma in Architectural Assistantship from an institution with two years experience as a draftsman in an Architectural or Town Planning office; or</p> <p>Diploma Certificate in Civil Draftsmanship from an institution with three years experience in Architectural or Town Planning office;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>
4.	Junior Engineer	<p>(i) Matric or its equivalent;</p> <p>(ii) Three years diploma course in Civil Engineering conducted by the State Board of Technical Education or its equivalent qualification from an institution.</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>	<p>(i) Matric or its equivalent;</p> <p>(ii) Three years diploma course in Civil Engineering conducted by the State Board of Technical Education or its equivalent qualification from an institution.</p>
5.	Kanungo	-	<p>(i) Five years experience as patwari and</p> <p>(ii) Possess prescribed settlement training under para 2.5A of the Land Record Manual.</p>
6.	Field Investigator	<p>(i) Bachelor of Arts with one of the compulsory subject of Geography, economics or sociology;</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p>	<p>By Prmotion</p> <p>Six years experience as patwari</p> <p>By Transfer</p> <p>Bachelor of Arts with one of the compulsory subject as Geography, Economics or Sociology with two years experience as patwari,</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p>
7.	Assistant Draftsman	<p>(i) Matric or its equivalent;</p> <p>(ii) Three years diploma in</p>	<p>By promotion</p> <p>Five years experience as Tracer and</p>

		Architectural Assistantship from an institution; Or Diploma/ certificate in civil draftsmanship from an institution; (iii) Knowledge of Hindi upto Matric Standard	Feroprinter By transfer (i) Matric or its equivalent from a recognized university or board; (ii) Three years diploma in Architectural Assistantship from an institution or Diploma/ Certificate in Civil Draftsmanship from an institution (iii) Knowledge of Hindi upto Matric Standard.
8.	Driver	(i) Middle pass; (ii) Possesses driving licence (iii) Two years experience of driving light vehicles.	(i) Middle pass; (ii) Five years experience on any post of Group C or grade D employee; (iii) possesses driving licence.
9.	Tracer	(i) Matric or its equivalent (ii) Certificate in Civil Draftsmanship from an institution (iii) Knowledge of Hindi upto Matric Standard	By promotion (i) Matric or its equivalent; (ii) Five years experience as Ferro-Khalasi or Ferro Printer or combined experience as such. By transfer- (i) Matric of its equivalent (ii) Certificate of draftsmanship from an institution (iii) Knowledge of Hindi upto Matric Standard
10.	Patwari	(i) Matric or its equivalent; (ii) Patwari Pass (Revenue) (iii) Knowledge of Hindi upto Matric Standard.	(i) Matric or its equivalent; (ii) Patwari Pass (Revenue) (iii) Knowledge of Hindi upto Matric Standard.
11.	Ferro- Printer		By promotion (i) matric or its equivalent; (ii) Five years experience as Ferro-Khalasi; By Transfer (i) MATric or its equivalent with drawing as one of the subjects from a recognized university institution/ board (ii) one year experience in the operation of Azo-printing Machine (iii) Knowledge of Hindi upto Matric standard.

APPENDIX C [SEE RULE 14(1)]

Sr. No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority
1	2	3	4	5	6	7
1	Planning-Assistant	Director	1. Warning with a copy in the personal file (character roll)			
2	Senior Draftsman		2. Censure			
3	Junior Draftsman		3. recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order to the Central Government or to a company and association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the legislature of a State and (v) withholding of increments of pay without			
4	Kanungo					
5	Field Investigator					
6	Assistant Draftsman					
7	Driver					
8	Tracer					
9	Patwari					
10	Ferro Printer					

(KRTK, 27, 1918 SAKA)

			<p>cumulative effect; Major Penalties; (v-a) withholding of increment of pay with cumulative effect; 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 or his pay; (vii) reduction to a lower scale of pay, grade, post of 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</p>			
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(KRTK, 27, 1918 SAKA)

			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 the grade, post or service (viii) compulsory retirement; (ix) removal from service which shall not be a disqualification or future employment under the government\ (x) dismissal from service which shall ordinarily be disqualification for future employment under the government			
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APPENDIX D [SEE RULE 14(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make orders	Appellate authority
1	2	3	4	5
1	Planning-Assistant	(i) regarding or withholding the amount of ordinary or additional pension admissible under the rules governing pension; (ii) terminating the appointment otherwise that on his attaining the age fixed for superannuation.	Director	Government
2	Senior Draftsman			
3	Junior Draftsman			
4	Kanungo			
5	Field Investigator			
6	Assistant Draftsman			
7	Driver			
8	Tracer			
9	Patwari			
10	Ferro Printer			

M.L TAYAL
Secretary to Government, Haryana
Town and Country Planning, Department

Part III HARYANA GOVERNMENT
TOWN AND COUNTRY PLANNING DEPARTMENT
Notification

The 5th November, 1976

No. G.s.r.211/const./art.309/76----- in exercise of the powers conferred by the proviso of article 309 of the constitution of India and all other powers enabling him in this behalf, the governor of Haryana hereby makes the following rules regulating the recruitment, and the conditions of service of persons appointed to the Haryana service of town planners (state service class-i) namely:-

PART I-GENERAL

1. (i) These rules may be called the Haryana Service of Town Planners short title and cum men cement (State Service Class-I) Rules, 1976.
(ii) They shall come into force at once.
2. In these rules, unless the context otherwise requires,--
 - (a) 'Commission' means the Haryana Public Service Commission;
 - (b) 'Direct recruitment' means an appointment made otherwise than by promotion from within the service or by transfer of an officer already in the service of the Government of India or any State Government;
 - (c) 'Government' means the Haryana Government in the Administration Department;
 - (d) 'Planning Assistant' means an official who is working as such in the Town and Country Planning Department;
 - (e) 'Recognized University' means-
 - (i) any University incorporated by law in any of the States of 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, Sindh or Dacca University; or
 - (iii) any other University which is declared by the Government to be a recognized University for the purpose of these rules; and
 - (iv) 'Service' means the Haryana Service of Town Planners.

(PART II)

RECRUITMENT TO SERVICE

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

Number and ----- or of posts

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to or reduction in the number of such posts or to create new posts with different designation and scales of pay either permanently or temporarily.

Nationality, domicile and Character of can

----- appointed of the service

4 (I) No person shall be appointed to 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 January 1962, with the intention of permanently setting in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India;:

Provided that a person belonging to category (b), (c), (d) or (e) shall be a person in whose favor a certificate of eligibility has been issued by the Government of India and if he belongs to category (e) the certificate of eligibility will be issued for a period of one year, after which such person will be retained in the service subject to his having acquired Indian citizenship.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or any other recruiting authority or his furnishing proof that he has applied for the certificates and eh may also provisionally be appointed subject to the necessary certificate being issued to him by the Government of India.

(3) No person shall be appointed to the Service by direct recruitment, unless he produces a certificate of character from the Principal, Academic Officer of the University, College, School or Institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives who are ----- with him in his private life and are unconnected with his University, College, School, or Institution.

5. No person shall be appointed to this service by direct recruitment who is less than twenty-one years or more than thirty-five years of age, on the last date fixed for submission of applications to the Commission.

Provided that in the case of candidates belonging to the Scheduled Castes and other Backward

Class the maximum age limit shall be such as may be fixed by the Government from time to time.

6. Appointment to the posts in the Service shall be ----- by the Government.

7. No person shall be appointed to the Service unless he is in possession Qualification Academic Qualification and experience specified in column 2 of Appendix ----- to these rules in the case of direct recruitment or by transfer and those specified in column 3 of the aforesaid appendix in the case of recruitment by promotion.

8. (I) No person,---

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
 - (b) Who having a spouse living, has entered into or contracted a marriage with any person.
- shall be eligible for appointment to any post in the Service:

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

(2) No person---

- (a) who has more than two children and has not got himself/herself his or her spouse sterilized; or
 - (b) who having not more than two children, does not give an undertaking not to have more than two children,
- shall be allowed to join the Service.

(3) A breach of undertaking under clause (b) of sub-rule (2) shall render the Government employee liable to removal from Service.

9. (I) Recruitment to the Service shall be made in the following manner:-

- (i) in the case of Assistant Town Planners---
- (ii) seventy-five percent of the posts by direct recruitment; and
- (iii) twenty-five percent of the posts promotion from amongst the Planning Assistants;
- (iv) when there is a suitable candidate available under sub-clause (i) and (ii) above, any of the vacancies mentioned therein may be filled in by transfer or deputation of an officer ----- of any State Government or of the Government of India;

(b) in the case of District Town Planners----

- (i) by promotion from amongst the Assistant Town Planners;
- (ii) when there is no suitable candidate available under sub-clause (i) above, any of the vacancies mentioned therein may be filled in by transfer or deputation of an officer already in the service of any State Government or of the Government of India;

(c) in case of Regional Town Planner, by promotion from a ----- the District Town Planners;

Provided that if there is no suitable candidate with requisite academic qualifications and experience available amongst District Town Planners for promotion then any of the vacancies may be filled in by transfer or deputation of an officer already in the service of any State Government of the Government of India or any State Government.

(2) All promotions to the posts in the Service shall be made on the basis of seniority-cum-merit. If any officer with lesser experience than the one pressed in Appendix 'B' is promoted in the exigencies of public interest, then in such cases, the person concerned shall not be entitled to earn his annual increment in the scale to which he is promoted until he completes the prescribed period of experience.

PART III - CONDITIONS OF SERVICE

10. 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) in the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to the appointment to the Service may, 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 to the Service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may---
- (a) if such person has been appointed by direct recruitment dispense with his services; and
 - (b) if such person has been appointed otherwise than by direct recruitment-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.
- (3) On 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, not been satisfactory--
 - (i) dispense with his services, if appointed by direct recruitment or 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 the expiry of the first period of probation;

Provided that the total period of probation including extension, if any, shall not exceed three years.

11. Seniority, inverse of members of the service in each cadre shall be determined by the length of their continuous service on a post in that cadre of the Service:

Seniority of members of the service.

Provided 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 and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of a subsequent selection:

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) A member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or by transfer, their seniority shall be determined according to the seniority of such members in the appointment 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 to pay drawn are also the same, then by the length of their service in the appointments, and if the length of such service is also the same, the older member, shall be senior to the younger one.

12 (1) A member of the service shall be liable to serve under the Government at any place whether within or outside the State of Haryana.

(2) A member of the service shall also be deputed to serve under:-

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

controlled by the Government, or a private body;

Provided that no member of the Service shall be deputed to the Central or any other State Government or any organization or body referred to in clauses (ii) and (iii) except with his consent.

- 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 other law for the time being in force.
- Discipline penalties and appeals.** 14 (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeals) Rules, 1952, as amended from time to time:
Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties 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 clauses (c) and (d) of sub-rule (i) of rule 10 of the said rules shall be as specified in Appendix 'D' to these rules.
- Liability vaccination.** for Every member of the service shall get himself vaccinated or re-vaccinated if and when the Government so directs by a special or general order.
- Oath of allegiance.** 16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India 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, be 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** 17-A 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.

APPENDIX 'A' (SEE RULE 3)

Serial No.	Designation of post	Number of posts				Scale of pay
		Permanent	Temporary	Total		
1	2	3	4	5	6	
1.	Assistant Town Planner	13	26	39	Rs. 400-30-580/40-780/40-1,100	
2.	District Town Planner	5	7	12	Rs. 750-50-1,000/50—1,300	
3.	District Town Planner (Selection Grade)	-	1	1	Rs. 1,300-50-1,600	
4.	Regional Town Planner	-	1	1	Rs. 1,300-50-1,600	
5.	Senior Town Planner	1	2	3	Rs. 1,600-50-1,800-100-2,0000	

APPENDIX 'B' (SEE RULE 7)

Designation of post	Academic qualifications and experience for direct recruitment	Academic qualifications and experience for appointment other than by direct recruitment
1	2	3
1. Assistant Town Planner	(i) A post-graduate degree or diploma in Town Planning from a recognized university/institution making the holder eligible for Associate membership of the Institute of the Town Planners (India).	BY TRANSFER
	OR	OR
	A degree in Civil Engineering or a degree/diploma in Architecture recognized by the Institute of Engineers (India) and the Institute of Architects respectively, followed by 3 years experience in Town Planning under a qualified Town Planner.	A degree in Civil Engineering or a degree/diploma in Architecture recognized by the Institute of Engineers (India) and the Institute of Architects respectively, followed by 3 years experience in Town Planning under a qualified Town Planner.
	(ii) Adequate knowledge of Hindi as prescribed by the Government.	(ii) Adequate knowledge of Hindi as prescribed by the Government.
		BY PROMOTION
		A person having five years experience as Planning Assistant in the Department.
	Not applicable	BY TRANSFER

1. District Town
Planner

- (i) A post-graduate degree or diploma in Town Planning from a recognized university/institution making the holder eligible for Associate membership of the Institute of the Town Planners (India) followed by six years experience as Assistant Town Planner or equivalent capacity in Town Planning.

OR

A degree in Civil Engineering or a degree/diploma in Architecture recognized by the Institute of Engineers (India) and the Institute of Architects respectively for their membership followed by nine years experience in Town Planning out of which at least six years should be Assistant Town Planner or an equivalent capacity.

- (ii) Adequate knowledge of Hindi as prescribed by the Government.
BY PROMOTION

Academic qualifications prescribed for appointment as Assistant Town Planner by direct recruitment and a minimum experience of six years as Assistant Town Planner.

Not applicable

1. Regional Town
Planner

BY TRANSFER

A post-graduate degree or diploma in Town Planning from a recognized University/Institution making the holder eligible for Associate membership of the Institute of the Town Planners (India) followed by at least 11 years experience out of which at least 5 years should be as District Town Planner or an equivalent post.

OR

A degree in Civil Engineering or a degree/diploma in Architecture recognized by the Institute of Engineers (India) and the Institute of Architects (India), respectively for their membership, followed by 14 years experience in Town Planning out of which at least 5 years should be District Town Planner or an equivalent post.

BY PROMOTION

Five years experience as District Town Planner.

Not applicable

1. Senior Town Planner

BY TRANSFER

(i) A post-graduate degree or diploma in Town Planning from a recognized University/Institution making the holder

eligible for Associate membership of

the Institute of the Town Planners (India).

(ii) 16 years experience in Town Planning out of which 10 years should be on the post of District Town Planner or an equivalent post in Town Planning.

OR

A degree in Civil Engineering or a degree/diploma in Architecture recognized by the Institute of Engineers (India) and the Institute of Architects respectively, followed by 19 years experience in Town Planning out of which 10 years should be on the post of District Town Planner or an equivalent post in Town Planning.

BY PROMOTION

10 years experience on the post of District Town Planner/Regional Town Planner.

APPENDIX 'C'

Designation of the post	Appointing Authority	Nature of penalty	Authority empowered to impose penalty
1. Assistant Town Planner	Government	(a) Censure:	
2. District Town Planer		(b) withholding of increment or promotion including stop-page at an efficiency bar;	
3. Regional Town Planer		(c) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders;	Government
4. Senior Town Planer		(d) reduction to a lower post or time scale or to a lower stage in a time scale;	

- (e) removal from the service which does not disqualify from future employments;
- (f) dismissal from the service which does ordinarily disqualify from future employment.

APPENDIX 'D' (SEE RULE 14(2))

Designation of the post

Nature of order

**Authority empowered to
make the orders**

1. Assistant Town Planner
2. District Town Planer
3. Regional Town Planer
4. Senior Town Planer

- (i) Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension.
- (ii) Terminating the appointment of a member of the service otherwise than on his attaining the age fixed for superannuation.

Government

Haryana Government
Town and Country Planning Department
Notification
The 17th July, 2009

No. 1/3/2005-1tcp:-- in exercise of the powers conferred by the proviso of the article 309 of the constitution of India, the governor of Haryana, hereby makes the following rules further to amend the Haryana service of town planners (state service group a) rules, 1976, namely:-

1. These rules may be called the Haryana Service of Town Planners (State Service Group A) amendment Rules, 2009.

2. In the Haryana Service of Town Planners (State Service Group A) Rules, 1976 (hereinafter called the said rules), in rule 9, in sub-rule (1)—

(i) clause c shall be omitted;

(ii) for clause (d), the following clause shall be substituted, namely—

“(d) in the case of Senior Town Planner, the post may be filled amongst the District Town Planners;

Provided that if there is no suitable candidate with the requisite academic qualifications and experience available amongst the district Town Planner for promotion then the post may be filled in by transfer or deputation of an officer already in the service of the State Government of the Government of India;

(iii) after clause (d), the following clause shall be added, namely—

“(e) in the case of Chief Town Planner, the post may be filled from amongst the Senior Town Planner;

Provided that if there is no suitable candidate available with requisite academic qualification then the post may be filled in by transfer or deputation of persons already in service of the State Government of the Government of India”.

3. In the said rules, in rule 14, for the words, brackets, sign and figures “Punjab Civil Services (Punishment and Appeal) Rules 1952” the words brackets, sign and figures “Haryana Civil Services (Punishment and Appeal) Rules, 1987 shall be substituted.

i) In the said rules, for Appendices A,B,C and D the following appendices shall be substituted, namely:-

APPENDIX 'A' SEE RULE (3)

Number of posts

SR. No.	Designation	Permanent	Temporary	Total	Scale of pay
1.	Assistant Town Planner (ATP)	13	38	51	(a) 15600-39100(PB-3) + Grade pay 5400 (b) 15600-39100+Grade pay 6000 (after 5 years of regular satisfactory service in the cadre) (c) 15600-39100+Grade oat 7600 (after 11 years of regular satisfactory service limited to 20% of the cadre posts)
2.	District Town Planner (DTP)	5	27	32	(a) 15600-39100 (PB-3) +Grade pay 6000 (b) 15600-39100-7600 Grade pay (For such who have completed 11 years of regular satisfactory service as ATP and above).
3.	Senior Town Planner (STP)	1	7	8	(a)15600-39100 (PB-3) + Grade pay 8000 (b) 37400-67000 (PB-4) + Grade pay 8700 (fir such who have completed 13 years of regular satisfactory service as DTP and above.
4.	Chief Town Planner (CTP)	-	2	2	37400-67000 (PC-4) + 10000 Grade pay

APPENDIX 'B' SEE RULE (7)

SR. No.	Designation of posts	Academic qualifications and experience for direct recruitment	Academic qualification and experience for appointment other than by direct recruitment
1.	Assistant Town Planner	<p>i) A post graduate degree in urban and regional planning/ urban planning/ regional planning/ M. Tech in Planning (Urban, traffic and transport housing infrastructure) or equivalent making the holder eligible for associate membership of the institute of Town Planners, India</p> <p>or</p> <p>B.Tech degree in planning from a recognized institute / university with two years experience in the field of Town Planning under a qualified town planner.</p> <p>ii) Hindi/ Sanskrit upto Matric standard.</p>	<p>By promotion</p> <p>A person having five years experience as planning Assistant in the Department</p> <p>By transfer/ deputation</p> <p>(i) A post graduate degree in urban and regional planning/ urban planning/ regional planning/ M.Tech in planning (Urban, traffic and transport housing infrastructure) or equivalent making the holder eligible for associate membership of the institute of Town Planners, India.</p> <p>Or</p> <p>B.tech degree in planning from a recognized institute / university with two years experience in the field of Town Planning under a qualified town planner.</p> <p>(ii) Hindi/ Sanskrit upto Matric standard.</p>
2.	District Town Planner	Not applicable	<p>By promotion</p> <p>Academic qualification prescribed for appointment as Assistant Town Planner and minimum.</p> <p>Six years experience as Assistant Town Planner.</p> <p>By transfer/ Deputation</p> <p>(i) A post graduate degree in urban and regional planning/ urban planning/ regional planning/ M.Tech in planning (Urban, traffic and transport housing infrastructure) or equivalent making the holder eligible for associate membership of the institute of Town Planners, India.</p> <p>Or</p> <p>B.tech degree in planning from a recognized institute / university with two years experience in the field of Town Planning under a qualified town planner.</p> <p>(ii) minimum six years experience as Assistant Town Planner or its equivalent.</p> <p>(iii) Hindi/ Sanskrit upto Matric standar.</p>
3.	Senior Town	Not applicable	By promotion

	Planner		<p>Minimum of 8 years experience on the post of district Town Planner in the Department.</p> <p>By transfer/ Deputation</p> <p>(i) A post graduate degree in urban and regional planning/ urban planning/ regional planning/ M.Tech in planning (Urban, traffic and transport housing infrastructure) or equivalent making the holder eligible for associate membership of the institute of Town Planners, India.</p> <p>Or</p> <p>B.tech degree in planning from a recognized institute / university with two years experience in the field of Town Planning under a qualified town planner.</p> <p>(ii) minimum eight years experience as District Town Planner or its equivalent capacity.</p> <p>(iii) Hindi/ Sanskrit upto Matric standard.</p>
4.	Chief Town Planner	Not applicable	<p>By promotion</p> <p>Minimum one year experience as Senior Town Planner.</p> <p>By transfer/ Deputation</p> <p>(i) A post graduate degree in urban and regional planning/ urban planning/ regional planning/ M.Tech in planning (Urban, traffic and transport housing infrastructure) or equivalent making the holder eligible for associate membership of the institute of Town Planners, India.</p> <p>Or</p> <p>B.tech degree in planning from a recognized institute / university with two years experience in the field of Town Planning under a qualified town planner.</p> <p>(ii) minimum three years experience as Senior Town Planner or its equivalent capacity.</p> <p>(iii) Hindi/ Sanskrit upto Matric standard.</p>

APPENDIX 'C' (SEE RULE-14{1})

SR. No.	Designation of post	Government appointing authority	Nature of penalty	Authorized empowered to impose penalty	Appellate authority
1	Assistant Town Planner		<p>Minor penalties:-</p> <p>(i) warning with a copy on the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) withholding of promotion;</p> <p>(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of a Legislature of a State.</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 Government employee to the time scale of pay, grade, post or service from which</p>		
2	District Town Planner				
3	Senior Town Planner				
4	Chief Town Planner				

			<p>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;</p> <p>(ix) compulsory retirement;</p> <p>(x) removal from service which shall not be a disqualification for future employment under the government;</p> <p>(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>		
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APPENDIX 'D' (SEE RULE-14{2})

SR. No.	Designation of post	Nature of order	Authorized empowered to make the orders	Appellate authority
1	Assistant Town Planner	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension. (ii) terminating the appointment of otherwise than on his attaining the age fixed for superannuation.	Government	
2	District Town Planner			
3	Senior Town Planner			
4	Chief Town Planner			

D.S. DHESI
 Financial Commission and Principal Secretary to
 Government Haryana,
 Town and Country Planning Department.

Haryana Government
Town and Country Planning Department
Notification

The 13th June, 2008

No. G.s.r 15/const./art. 309/2008—in exercise of the powers conferred by the proviso to article 309 of the constitution of India, the governor of Haryana hereby makes following rules further to amend the Haryana Town & Country Planning Department (group b) service rules, 1998 namely,--

1. These rules may be called the Haryana Town & Country Planning Department (Group B) Service (amendment) Rules 2008

2. In the Haryana Town & Country Planning Department (Group B) Service rules 1998 (hereinafter called the said rules), in rule 7, for sub-rule (1), the following sub-rule shall be substituted namely—

(i) Recruitment to the service shall be—

(a) in the case of Administrative Officer—

(i) by promotion from amongst Superintendents or Private Secretary; or

(ii) by transfer or deputation of an officer already in service of any State Government or the Government of India;

(b) in the case of Superintendents—

(i) by promotion from amongst Deputy Superintendents; or

(ii) by transfer or deputation of an officer or official already in the service of any State Government or the Government of India;

3. In the said rules, for Appendix A and B, the following Appendices be substituted, namely:--

APPENDIX 'A' (SEE RULE-3)

SR. No.	Designation of post	Number of posts			Appellate authority
		permanent	temporary	total	
1	2	3	4	5	6
1.	Administrative Officer		1	1	8000-275-10200-EB 275-13500+200 special pay
2.	Superintendent	2	2	4	6500-200-8500-EB-200-10500

APPENDIX 'B' (SEE RULE-7)

SR. No.	Designation of post	Academic qualification and experience if any for appointment other than by direct recruitment
1	2	3
1	Administrative Officer	By promotion Three years experience as Superintendent or Private Secretary By transfer The person should have held the post of Superintendent or Private Secretary or Administrative Officer. He should have worked as Superintendent or Private Secretary for a minimum period of three years.
2.	Superintendent	By promotion Three years experience as Deputy Superintendent By transfer (i) Graduate; (ii) Five years experience as Deputy Superintendent or equivalent post."
<p>4. In the said rules, in Appendices C and D under columns 1 and 2 for serial number 1 and entry there against the following serial numbers and entries there against shall be substituted, namely:--</p> <p>1 Administrative Officer 2 Superintendent'</p>		

D.S. DHESI
Financial Commission and Principal Secretary
to Government Haryana,
Town and Country Planning Department.

Haryana Government
Town and Country Planning Department
Notification
The 18th January 2008

No. Gsr 4/const./art.. 309/2008—in exercise of powers conferred by the provision to article 309 of the constitution of India, the governor of Haryana hereby makes the following rules, further to amend the Haryana Town & Country Planning Department technical (group c) service rules 1996, namely:--

1. These rules may be called the Haryana Town & Country Planning Department Technical (Group C) Service (amendment) Rules, 2003.

(2) They shall come into force from the date of their publication in the official gazettee.

2. In Haryana Town & Country Planning Department Technical (Group C) Service Rules 1996, in Appendices B against serial number 1, under column 4 in item (i) for word “Services” the word “Three years shall be substituted.

D.S. DHESI
Financial Commission and Principal Secretary
to Government Haryana,
Town and Country Planning Department.

HARYANA GOVERNMENT
TOWN AND COUNTRY PLANNING DEPARTMENT
Notification

The 8th November, 2013

No. G.s.r. 73/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 Town & Country Planning Department ministerial (group c) service rules, 1983, namely :-

1. These rules may be called the Haryana Town ,and Country Planning Department Ministerial (Group C) Service (Amendment) Rules, 2013.

2. In the Haryana Town & Country Planning Department Ministerial (Group C) Service Rules, 1983 (hereinafter called the said rules), after rule 9. the following rule shall be inserted, namely;-

"9A.- (1) Typing test is substituted with the 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 rest 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.CA, B.CA. 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 Authorized Learning Centers (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.

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).'.'

3. In the said rules. in Appendix-B. -

I. against serial number 8, under column 2. for entry (i). the following entry shall be substituted, namely:-

"(i) 10+2 .";

II. against serial number 9, under column 2. for entry (r), the following entry shall be substituted. namely:-

"(i) 10+2;":

III. against serial number 10,-

(a) under column 2, for existing entry the following entry shall be substituted, namely:- "(i) 10+2;";

(ii) knowledge of Hindi up to Matric standard;";

(iii) item (iii) omitted in view of rule 9A.";

(b) under column 3

(i) under heading "By Promotion", for existing entries, the following entries shall be substituted, namely:--

"(i) 10+2;

(ii) Five years service of Group C employees or Group D employees or combined service as such;"

"(ii) under the heading, "By Transfer", for item (I) and (iii), following items respectively shall be substituted, namely:-

"(i) 10+2;

(iii) omitted in view of rule 9A".

T. C. GUPTA,
Principal Secretary to Government,
Haryana, Town and Country Planning Department.

HARYANA GOVERNMENT
TOWN AND COUNTRY PLANNING DEPARTMENT
Notification

The 16th August, 2013

No. Gsr 18/coust. / 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 amendments further to amend the Haryana Town & Country Planning Department technical (group c) service rules, 1996, namely:--

1. These rules may be called the Haryana Town & Country Planning Department Technical (Group C) Service Amendment Rules, 2013.

2. In the Haryana Town & Country Planning Department Technical (Group C) Service Rules, 1996 (hereinafter called the said rules), in rule 2, for clause (a). the following clause shall be substituted, namely:-

"(a) "Commission" means the Haryana Staff Selection Commission;"

3. In the said rules, in rule 5, for the words "thirty years", the words "forty years" shall be substituted.

4. In the said rules, in rule 9, in sub- rule 0), for clause (a), the following clause shall be substituted, namely:-

a) In the case of Planning Assistant,-

i) 15% by promotion amongst the Senior Draftsman and

ii) 25% by promotion amongst the junior Engg., having bachelor degree in civil Engg.

Or Architecture or AMIE (Associated Member of Institution of engineers) and 60% by promotion amongst the Junior Engineers, having three years diploma in Civil Engineering, or (iii) by transfer or deputation of an official already in its service of any State Government or the Government of India'

Provided that if no degree holder is available for promotion amongst Junior Engineer, then promotion shall be made from amongst the diploma holders."

5. In the said rules, for Appendix A, the following Appendix shall be substituted, namely:-

APPENDIX 'A' (SEE RULE-3)

SR. No.	Designation of post	Number of posts			Scale of Pay
		permanent	temporary	total	
1	2	3	4	5	6
1.	Planning Assistant	15	16	31	Pb-2=9300-34800+4000 Grade Pay +100 Spcl day
2.	Senior Draftsman	13	03	16	Pb-2=9300-34800+4000 Grade Pay
3	Junior Draftsman	20	23	43	Pb-2=9300-34800+3600 Grade Pay
4	Junior Engineer	20	23	43	Pb-2=9300-34800+3600 Grade Pay
5	Kanungo	01	01	02	Pb-2=9300-34800+3200 Grade Pay
6	Field Investigator	20	21	41	Pb-2=9300-34800+3200 Grade Pay
7	Assistant Draftsman	34	56	90	Pb-2=9300-34800+3200 Grade Pay
8	Driver	02	22	24	Pb-2=5200-20200+2400 Grade Pay plus Rs. 200 Spcl Day pay for Headquarter Staff and Rs. 100 for field officers.
9	Tracer	14	18	32	Pb-2=5200-20200+2400 Grade Pay
10	Patwari	11	48	59	Pb-2=5200-20200+2400 Grade Pay
11	Ferro Printer	01	01	02	Pb-2=5200-20200+2400 Grade Pay.

6. In the said rules, in Appendix B,-

1) against serial number 1, under column 4, for existing entries the following entries shall be substituted, namely:

"FOR PROMOTION FROM AMONGST SENIOR DRAFTSMAN.

- (i) Three years experience as Senior Draftsman and
- (ii) Intermediate in Architecture or its equivalent from an institution',

Or

three years diploma in Architectural Assistantship from an institution with two years experience as Draftsman in an Architectural or Town Planning office or Diploma/Certificate in Civil Draftsmanship from an institution with three years experience in an Architectural or Town Planning office;

**FOR PROMOTION FROM AMONGST JUNIOR ENGINEERS (DEGREE HOLDERS)-
OR**

- (i) Ten years experience as Junior Engineer',
- (ii) Bachelor Degree in Civil Engineering or Architecture or associate Member of Institution of Engineers'.

FOR PROMOTION FROM ,AMONGST JUNIOR, ENGINEER (DIPLOMA HOLDER)

- (i) Ten years experience as Junior Engineer:
- (ii) Three years diploma in Civil Engineering

BY TRANSFER OR DEPUTATION-

- (i) Five years experience as Planning Assistant;
- ii) Knowledge of Hindi/Sanskrit upto matric standard or higher education).";

2) under column 3 and 4, for the words, "knowledge of Hindi upto matric standard wherever occurring the words and sign "Hindi/Sanskrit" upto matric standard or higher education," shall be substituted.

T.C.GUPTA.
Principal Secretary to Government Haryana,
Town and Country Planning Department.