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Haryana Govt., June 1, 1999

(JYST 11, 1921 SAKA)

HARYANA GOVERNMENT
URBAN ESTATES DEPARTMENT

Notification

The 25th June, 1998

No. G.S.R. 56.-In exercise of the powers conferred by the provision article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of services of persons appointed to the Haryana Urban Estates Department (Group B) Service, namely:-

Short title and Commencement:

PART-I GENERAL

- 1) 1) These rules may be called the Haryana Urban Estate Department(Group. B) Service Rules, 1998.
- 2) They shall come into force on the date of the publication in the official Gazette.

DEFINITIONS:

- 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 of by transfer of an official already in the service of the Government of India or any State Government.
 - (c) "Commissioner: means the Commissioner and secretary to Government, Haryana, Urban Estate Department.
 - (d) "Government" means the Haryana Government in the administrative Department;
 - (e) "institution" means,-
 - (i) any institution established by law in force in the State of Haryana; or
 - (ii) any other institution recognized by the Government or the purpose of these rules;
 - (f) "recognized 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 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 the purpose of these rules;

(g) "Service" mean the Haryana Urban Estate Department (Group B) Services.

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 effect. the inherent right of the Government to make additions 10, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

NATIONALITY, DOMICILE AND CHARACTER OF CANDIDATES APPOINTED TO SERVICE :

4) 1) No person shall be appoin1ed to any post in the Service, unless he is,-

a) citizen of India ; or

b) a subject or 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, Sir Lanka or any of the East African countries of Kenya, Uganda, the United Re-public 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) 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, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the University, College, School or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him 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 seventeen years or more than thirty five years of age, on or before the first day of the month next proceeding the last date of submission of application to the Commission.

APPOINTING AUTHORITY:

6) Appointment to the post in the Service shall be made by the Government.

QUALIFICATIONS:

7) No person shall be appointed to the Service; unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed otherwise than by direct recruitment;

Provided that in the case of appointment by direct recruitment, the qualification regarding experience shall be relax able to the extent of 50 % at the discretion of the commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, other 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:

(1) Recruitment to the Service shall be made,-

a) in case of Superintendent,-

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

(2) All promotions, unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

(3) As and when a vacancy occurs or is about to occur, unless otherwise provided, the appointing authority shall determine the method by which such vacancy shall be filled up.

PROBATION:.

10. (1) Persons appointed to any post in the Service shall remain on probation, for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise :

Provided that

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) any period of work in equivalent or higher rank, prior to appointment on any post to the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the

prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

- a) if such person is appointed by direct recruitment, dispense with his Service; 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 Service, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
 - (ii) Extend his period of probation and thereafter pass such 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 three years.

SENIORITY:

11. Seniority, inter se of members of the Service shall be determined by the length of

continuous Service on any post in the Service :

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

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

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer.
- (b) a member appointed by promotion shall be senior to a member appointed by transfer.
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing 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 appointments and If the length of such service is also the same, the older member shall be senior to the younger member. '.

LIABILITY TO SERVE:

12. (1) A member of the service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

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

- (i) a company an association or a body of individuals whether in corporate or not which is wholly or substantially owned or controlled by the State Government, a municipal corporation, Ol' a local authority or university within the State of Haryana ;

(JYST 11, 1921 SAKA)

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

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

PAY, LEAVE PENSION AND OTHER MATTERS:

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the 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 State Legislature. Constitution of India or under any law for the time being in force made by the

DISCIPLINE, PENALTIES AND APPEALS:

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

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

(2) The authority competent to pass an order under: clause (c) or clause (d) of sub- rule (1) 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:

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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 the 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 and 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 50 % at any time.

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.

Haryana Govt., June 1, 1999

(JYST 11, 1921 SAKA)

HARYANA GOVT GAZ., JUNE 1, 1999

(JYST 11. 1921 SAK.A)

APPENDIX A (SEE RULE 3)

| Sr. No. | Designation of | Number of posts | | | Scale of pay |
|---------|----------------|-----------------|-----------|-------|-----------------------------|
| | | Permanent | Temporary | Total | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Superintendent | - | 1 | 1 | Rs. 2000-60-2300-EB-75-3500 |

Appendix B (See rule 7)

| Sr. No. | Designation of posts | Academic qualifications and experience, if any, for direct recruitment | Academic qualification and experience, if any, for appointment other than by direct recruitment |
|---------|----------------------|--|--|
| 1 | 2 | 3 | 4 |
| 1 | Superintendent | | By Promotion- (i) Five years experience as Deputy Superintendent By Transfer/ Deputation (i) Ten years experience as Deputy Superintendent (ii) Hindi upto Matric Standard |

Appendix C (See Rule 14(1))

| Sr. No. | Designation of posts | Appointing authority | Number of posts | | Scale of pay |
|---------|----------------------|----------------------|--|---------------------------------------|---------------------|
| | | | Nature of penalties | Authority empowered to impose penalty | Appellate authority |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Superintendent | Government | Minor Penalties (i) warning with copy on the personal file; (Characte1roll) (ii) Censure (iii) withholding of promotion (iv) recovery from pay of the whole or part of any pecuniary loss cause by negligence or breach of orders to the central Government or State Government or to a company and association or a body or individuals whether incorporation or not which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by any Act of Parliament or of the Legislature of a State (v) Withholding of increments of pay without | Commissioner | Government |

| | | | | | |
|--|--|--|--|--|--|
| | | | <p>cumulative effect.</p> <p>2. Major Penalties</p> <p>(v-a) Withholding of increment of pay with cumulative effect;</p> <p>(vi) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of posing the further increments of his pay;</p> <p>(vii) reduction to a lower scale of pay, scale pos or service which shall ordinarily be a bar to the promotion of the government employee to the time scale of grade, post of service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which Government employee was reduced and his seniority and pay on such restoration to</p> | | |
|--|--|--|--|--|--|

Haryana Govt., June 1, 1999

(JYST 11, 1921 SAKA)

| | | | | | |
|--|--|--|--|--|--|
| | | | that grade, post of service (viii) compulsory retirement (ix) removal from service which shall not be a disqualification for future employment under the Government (x) dismissal from service which shall ordinary be a disqualification for future employment under the government. | | |
|--|--|--|--|--|--|

Haryana Govt., June 1, 1999

(JYST 11, 1921 SAKA)

Appendix D (See Rule 14(2))

| Sr. No. | Designation of posts | Nature of order | Authority empowered to make the order | Appellate authority |
|---------|----------------------|--|---------------------------------------|---------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Superintendent | (i) Redacting or withholding amount of ordinary or additional pension admissible under the rules governing pension (ii) Terminating the appointment of members of the service otherwise than on his attaining the age fixed for superannuation. | Commissioner | Government |

BHASKAR CHATTERJEE,
Commissioner and Secretary to Government,
Haryana, Urban Estates Department .

HARYANA GOVERNMENT

URBAN ESTATES DEPARTMENT

Notification

The 25th June, 1998

No. G.S.R. 56.-In exercise of the powers conferred by the provision article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of services of persons appointed to the Haryana Urban Estates Department (Group C) Service, namely:-

PART-I GENERAL

SHORT TITLE AND COMMENCEMENT:

- 1) 1) These rules may be called the Haryana Urban Estate Department (Group. C) Service Rules, 1998.
- 2) They shall come into force on the date of the publication in the official Gazette.

DEFINITIONS:

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 of by transfer of an official already in the service of the Government of India or any State Government.

(c) "Commissioner: means the Commissioner and secretary to Government, Haryana, Urban Estate Department.

- (d) "Government" means the Haryana Government in the administrative Department;

(e) "institution" means,-

- (i) any institution established by law in force in the State of Haryana; or
- (ii) any other institution recognized by the Government or the purpose of these rules;

(f) "recognized 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 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 the purpose of these rules;

(g) "Service" mean the Haryana Urban Estate Department (Group B) Services.

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 effect. the inherent right of the Government to make additions 10, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

NATIONALITY, DOMICILE AND CHARACTER OF CANDIDATES APPOINTED TO SERVICE

4) 1) No person shall be appoin1ed to any post in the Service, unless he is,-

a) citizen of India ; or

b) a subject or Nepal ; or

c) a subject of Bhutan ; or

d) a Tibet an 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, Sir Lanka or any of the East African countries of Kenya, Uganda, the United Re-public 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 ca1egories (b), (c), (d) or (e) shall be a person in whose favor a certificate of eligibility has been issued by t he Government.

2) 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, 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 appoin1ed to any post in the service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the University, College, School or institution last attended, if any, and similar certifica1e from two other

responsible persons, not being his relatives, who are well acquainted with him 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 seventeen years or more than thirty five years of age, on or before the first day of the month next proceeding the last date of submission of application to the Commission.

APPOINTING AUTHORITY:

6) Appointment to the post in the Service shall be made by the Government.

QUALIFICATIONS:

7) No person shall be appointed to the Service; unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed otherwise than by direct recruitment;

Provided that in the case of appointment by direct recruitment, the qualification regarding experience shall be relax able to the extent of 50 % at the discretion of the commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, other 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.

6. (1) Recruitment to the Service shall be made.
- (a) In case of Naib Tehsildar, -
- (i) . by promotion from amongst the Kanungos ; or
- (ii) by transfer or deputat ion of an official already in the service of the State Government or the Government of India ;
- (b) in case of Deputy Superintendent.-
- (i) by promotion from amongst the assistant or Senior Scale Stenographer ; or'
- (ii) by transfer of deputation of an official already in the service of the State Government or the Government of India ;
- (c) in case of Kanungo,-
- (i) by promotion from amongst the Patwaries or readers ; 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 Assistant -
- (i) by promotion from amongst the Clerks and Steno typists ; or;
- (ii) by transfer or deputationj of an official already in the service of the State Government of the Government of India ;
- (e) in case of Senior Scale Stenographer ,-
- (i) by promotion from amongst the Junior Scale Stenographer ; or
- (ii) by transfer or deputation of an official already in this service of the State Government or the Government of India
- f) in case of Junior Scale Stenographer,-
- 1) 50 % by promotion from amongst the Steno typist ; and
- 2) 50% by direct recruitment; or
- 3) by transfer of depu1ation of an official already in the service of the State Government or the Government of India ;
- g) in case of Steno-typist,-
- i) 75 % by promotion from amongst t he Clerks Typists ; and
- (ii) 25 % by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of t he State Government or t he Government of India ;

(h) in case of Clerk; or

- a. 20 % by promotion from amongst Group D employees ; and
- b. 80 % by direct recruitment ; or
- c. by transfer or deputation of an official already in ground of the State Government or the Government of India ;

(i) in case of Patwarie,-

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of the State Government or the Government of India ;

°(j) in case of Reader',-

- (i) by direct recruitment; or
- (ii) by transfer or deputation of an official already in the set vice of the State Government or t he Government of India.

(2) All promotions, unless otherwise provided, shall be made on seniority-cum-merit basis and seniority also shall not confer any right to such promotions

PROBATIONS.

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 of work in equivalent or higher rank, prior to appointment to any post in t h service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
- (b) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed , period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

- (a) if such person is appointed by direct recruitment, dispense with his service; and
- (b) if such per son 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.

On the completion of the period of probation of a person , the appointing authority

- (c) 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 parson from date from which a permanent vacancy occurs if appointed against a temporary vacancy ; or
 - (iii) declare that he has completed his probation, satisfacto1y, if there is no permanent vacancy; or
- (d) if his work or conduct has, in its opinion. been not satisfactory.-
 - (i) dispense with his services, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such order, as it could have passed on t he expiry of the first period of probation :

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

SENIORITY

11. Seniority, inter se of the members of the Service shall be determined by the length of continuous service of any post in the Service :

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre

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

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

- a) a member appointed by direct recruitment shall be senior to a member appointed by

promotion or by transfer ;

- b) a member appointed by promotion shall be senior to a member appointed by transfer;
- c) in the case of member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing 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 appointments and if the length of such Service is also the same the old member shall be senior to the younger member.

LIABILITY TO SERVE.

12 (1) A member of the service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

2) A member of the service may also be deputed to serve under-

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

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

PAY, LEAVE, PENSION AND OTHER MATTERS.

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the 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.

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DISCIPLINE, PENALTIES AND APPEALS.

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

Provided that the nature of penalties which may be imposed the authority empowered to impose such penalties 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 of these rules.

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 | Naib-Tehsildar | 4 | 4 | 8 | 2000-60-2300-EB-75-3000 |
| 2 | Deputy Superintendent | - | 4 | 4 | 1640-60-2600-EB-75-2900 |
| 3 | Kanungo | 6 | 10 | 16 | 1400-40-1600-50-2300-EB-60-2600+50 Special |
| 4 | Assistant Senior Scale | 4 | 5 | 9 | 1400-40-1600-50-2300-EB-60-2600 |
| 5 | Stenographer Senior Scale | - | 1 | 1 | 1400-40-1600-50-2300-EB-60-2600 |
| 6 | Stenographer | - | 1 | 1 | 1200-30-1560-EB-40-2040 |
| 7 | Steno-Typists | 4 | 4 | 8 | 950-20-1150-EB-25-1500+100 Spcl. |
| 8 | Clerks | 12 | 17 | 29 | 950-20-1150-EB-25-1500 |
| 9 | Patwaries | 22 | 24 | 46 | 950-20-1150-EB-25-1500 |
| 10 | Readers | 2 | - | 2 | 950-20-1150-EB-25-1500 |

Appendix B (See Rule 7)

| Sr. No. | Designation of posts | Academic qualifications and experience if any, for direct recruitment | Academic qualification and experience, if any, for appointment other than by direct recruitment |
|---------|-----------------------|---|---|
| 1. | Naib Tehsildar | | By promotion— (i) Matriculation (ii) Five year experience as Kanungo (iii) Knowledge of Hindi upto Matric Standard By Transfer/ Deputation (i) Matriculate (ii) Five years experience as Kanungo (iii) Knowledge of Hindi upto Matric Standard |
| 2. | Deputy Superintendent | | By promotion— (i) Five years experience as Assistant or Senior Scale Stenographer, in case of Senior Scale Stenographer two years experience as Assistant should be there. By transfer/ deputation— (i) two years experience or Assistant (ii) Hindi upto matric standard |

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| | | | |
|----|-----------|--|--|
| 3. | Kanungo | | <p>By promotion—</p> <p>(i) Matric or its equivalent</p> <p>(ii) five years experience as Patwari, Readers;</p> <p>(iii) Will have to pass the Kanungo examination as and when conducted by the State Government/ Director, Land Record, Haryana and the incumbent shall not get any increment in the time scale until and unless he passes this examination.</p> <p>By Transfer/ Deputation</p> <p>(i) Matriculation of its equivalent</p> <p>(ii) Five years experience as Patwari/ readers;</p> <p>(iii) hindi upto matric standard</p> <p>(iv) hould have passed kanungo examination</p> |
| 4. | Assistant | | <p>By promotion</p> <p>(i) Five years experience as clerk or steno-typist or</p> <p>Note: In case of steno-typist two years experience as clerk is essential</p> <p>By transfer/ Deputation</p> <p>(i) Graduate;</p> <p>(ii) Three years experience as clerk</p> |

| | | | |
|----|---------------------------|--|---|
| | | | <p>or steno-typist or Junior Scale stenographer;</p> <p>(iii) Matric with five years experience as Clerk</p> <p>(iv) Knowledge of Hindi upto Matric Standard</p> |
| 5. | Senior Scale Stenographer | | <p>By promotion</p> <p>(i) Five years experience as Junior Scale Stenographer;</p> <p>(ii) who passes the test in Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute with not more than 4% mistake and in English shorthand at a speed of 100 word per minute and transcription thereof at a speed of 20 words per minute with not more than 4% mistakes.</p> <p>By transfer/ deputation</p> <p>(i) Graduate (BA)</p> <p>(ii) who passes the test in English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute with not more than 4% mistake and in Hindi shorthand at a speed of 80 word per minute and transcription thereof at a speed of 15 words per minute with not more than 4% mistakes.</p> <p>(iii) Five years experience as Junior</p> |

| | | | |
|----|---------------------------|--|--|
| | | | Scale Stenographer. |
| 6. | Junior Scale Stenographer | <p>(i) Matric or High Secondary or equivalent examination of a recognized university;</p> <p>(ii) Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute with 8% mistakes and English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute with 8% mistakes;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p> | <p>By promotion—</p> <p>(i) Matric or High Secondary or equivalent examination of a recognized university;</p> <p>ii) Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute with 8% mistakes and English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute with 8% mistakes;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p> <p>By Transfer/ Deputation</p> <p>(i) Matric or Higher Secondary or equivalent examination or recognized university;</p> <p>(ii) Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 minute with 8% mistakes and English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute with 8% mistakes.</p> <p>(iii) Knowledge of Hindi upto</p> |

| | | | Matric standard |
|----|---------------|---|--|
| 7. | Steno- typise | <p>(i) Matric/ Higher Secondary or equivalent/ 10+2 examination or a recognized university/ Statutory board</p> <p>(ii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute or English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute with not more than 8% mistakes;</p> <p>(iii) Hindi upto Matric Standard.</p> | <p>By promotion—</p> <p>(i) Five years experience as Clerk;</p> <p>(ii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute or English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute with not more than 8% mistakes;</p> <p>By transfer/ deputation</p> <p>(i) Matric/ higher secondary or equivalent/10+2 (Vocational) examination or a recognized university;</p> <p>(ii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute or English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute with not more than 8% mistakes;</p> <p>(iii) Hindi upto Matric Standard</p> |

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| | | | |
|----|---------|---|--|
| 8 | Clerk | <p>(i) Matric/ Higher Secondary or equivalent/10+2 (Vocational) examination of recognized university.</p> <p>(ii) Hindi upto Matric Standard</p> <p>(iii) Passes the test in Hindi or English typing at a speed or 25/30 words per minute respectively.</p> | <p>By promotion</p> <p>(i) Matric;</p> <p>(ii) 5 years experience from amongst Group D Employees;</p> <p>(iii) To pass departmental written test in Hindi and English languages of the Matriculation level to be conducted by the Director;</p> <p>(iv) Passes the test in Hindi or English typing at a speed of 25/30 words per minute, respectively and the incumbent shall not get any increment in the time scale until and unless he passes this typing test.</p> <p>By Transfer/ Deputation</p> <p>(i) Matric/ Higher Secondary or equivalent/10+2 (Vocational) examination of recognized university.</p> <p>(ii) Hindi upto Matric Standard</p> <p>(iii) Hindi or English typing at a speed or 25/30 words per minute respectively.</p> |
| 9. | Patwari | <p>(i) Matriculate or equivalent examination of recognized university or a statutory board set up for this purpose;</p> <p>(ii) Have passed patwari</p> | <p>By transfer/ deputation—</p> <p>(i) Matric higher secondary or equivalent examination of a recognized university;</p> <p>(ii) Passed the patwari</p> |

| | | | |
|-----|--------|--|---|
| | | examination; (iii) Hindi upto Matric Standard | examination (iii) Hindi upto Matric Standard |
| 10. | Reader | (i) Matriculate or equivalent examination of recognized university or a statutory board set up for this purpose; (ii) Have passed patwari examination; (iii) Knowledge of Hindi upto Matric Standard | By Transfer/ Deputation (i) Matric of Higher Secondary or equivalent examination or a recognized university; (ii) Passed the patwari examination (iii) Hindi upto Matric Standard. |

Appendix C [See Rule 14(1)]

| Sr. No. | Designation of post | Appointing authority | Nature of penalty | Authority empowered to impose penalty | Appellate authority |
|---------|---------------------------|----------------------|---|---------------------------------------|---------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Naib Tehsildar | Director | <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 or loss caused by negligence or breach of orders to the Central Government or State Government or to a company and association or a body of individual 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</p> | Director | Government |
| 2 | Deputy Superintendent | | | | |
| 3 | Kanungo | | | | |
| 4 | Assistant | | | | |
| 5 | Senior Scale Stenographer | | | | |
| 6 | Junior Scale Stenographer | | | | |
| 7 | Steno-typist | | | | |
| 8 | Clerk | | | | |
| 9 | Patwari | | | | |
| 10 | Reader | | | | |

| | | | | | |
|--|--|--|---|--|--|
| | | | <p>State;</p> <p>(v) Withholding of increments of pay without cumulative effect;</p> <p>(2) Major penalties (v-</p> <p>a) withholding of increments of pay with cumulative effect;</p> <p>(vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the further increments of his pay;</p> <p>(vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration</p> | | |
|--|--|--|---|--|--|

| | | | | | |
|--|--|--|--|--|--|
| | | | <p>to the grade or post or service from which Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(viii) compulsory retirement;</p> <p>(ix) removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p> | | |
|--|--|--|--|--|--|

Appendix D [See Rule 14(2)]

| Sr. No. | Designation of post | Nature of order | Authority empowered to make the order | Appellate authority |
|---------|---------------------------|--|---------------------------------------|---------------------|
| 1 | Naib Tehsildar | (i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension; | Director | Government |
| 2 | Deputy Superintendent | | | |
| 3 | Kanungo | (ii) terminating the appointment otherwise than on his attaining the age fixed for superindation | | |
| 4 | Assistant | | | |
| 5 | Senior Scale Stenographer | | | |
| 6 | Junior Scale Stenographer | | | |
| 7 | Steno-typist | | | |
| 8 | Clerk | | | |
| 9 | Patwari | | | |
| 10 | Reader | | | |

BHASKAR CHATTERJEE
 Commission and Secretary to Government, Haryana,
 Urban Estate Department.

HARYANA GOVERNMENT

HARYANA URBAN ESTATE DEPARTMENT

NOTIFICATION

THE 25TH JUNE, 1998

No. G. S.R./151/Const./Art/309/98.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Urban Estates, department (Group-D) service, namely :-

PART 1-GENRRAL

Short Title and Commencement

1. These rules may be called the Haryana Urban Estate Department (Group- D) Service Rules, 1998.
2. They shall come into force on the date of their publication in the Official Gazette.

DEFINITIONS:

2. In these rules, unless the context otherwise requires,-
 - (a) "Director" means the Director of the Haryana State Urban Estate Department ;
 - (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) "Government" means the Haryana Government in the Administrative Department;
 - (d) "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 ;
 - (e) "Secretary" means the Secretary to Government Haryana, urban Estate

Department ;

- (f) "Service" means the Haryana State Urban Estate Department (Group D) Service

PART II - RECRUITMENT 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 reduction, in, the number of such posts for to create new posts with different designations and scales of pay, either permanently or temporarily.

NATIONALITY DOMICILE AND CHARACTER OF CANDIDATES APPOINTED TO SERVICE:

- 4) (1) No person shall be appointed to any post in the Service, unless he is,
- a) a citizen of India ; or
 - b) a subject of Nepal ; or
 - c) a subject of Bhutan ; or
 - d) a Tibetan refugee who come over to India before the 1st day of January, 1962, with the intention of permanently settling in India; or
 - e) a person of India 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 Director 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 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 school or institution.

AGE

5. No person shall be appointed to any post in the service by direct recruitment who is less than 16 years or more than 35 years of age on the date of appointment .

Appointing Authority :

6. Appointments to any posts in the service shall be made by the Director .

QUALIFICATIONS:

7. No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed otherwise than by direct recruitment :

Provided that in the case of appointment meant by direct recruitment , the qualifications regarding experience shall be relaxable to the extent of 50 % at the discretion of the recruitment authority in case sufficient number of candidates belonging to Scheduled Castes, Back-ward Classes, Ex-Servicemen and physically handicapped categories ; possessing the requisite experience are not available to fill up the vacancies reserved for them. After recording reason for so doing in writing.

DISQUALIFICATIONS:

8. No person:-

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

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

METHOD OF RECRUITMENT

9. (1) Recruitment to the service shall be made,-
- a) in case of Process Server,-
 - 1) by direct recruitment ; or
 - 2) by transfer or deputation of an official already in the service of any St at e Government or the Government of India ;
 - b) in case of Peon /Mali-cum-Chowkidar and Sweeper-cum-Chowkidar ,-
 - 1) by direct recruitment ; or
 - 2) by transfer or deputation of an official already in t he service of any State Government or the Government of India.

2) All promotions, unless otherwise provided, shall be made on seniority- cum-merit basis and seniority alone shall not confer any right to such promotions.

PROBATION :

10. (1) Persons appointed to any post in the Service shall remain on probation, for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise ;

Provided that

- a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
 - b) any period of work in equivalent or higher rank, prior to appointed to any post in the service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
 - c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed, period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- 2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, if 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 ;
 - 1) revert him to his former post ; or
 - 2) 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 ;
 - 1) confirm such person from the date of his appointment if appointed against a permanent vacancy; or
 - 2) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
 - 3) declare that he has completed his probation, satisfactory, if there is no permanent _ vacancy ;.or
 - b) if his work or conduct has, in its opinion, been not satisfactory,-
 - i. dispense with his service, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of 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.

SENIORITY:

- 11. Seniority, inter se of the members of the Service shall be determined by the length of continuous service of any post in the Service

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre :

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

;

,

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing 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 such service is also the same, the older member shall be senior to the younger member.

LIABILITY TO SERVE: .

12. (1) A member of the service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

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

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or university within the State of Haryana ;
- (ii) the Central Government or a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or

controlled by the Central Government ; or

- (iii) any other State Government, an international organization, an autonomous body not controlled by Government or a private body

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

PAY LEAVE PENSION AND OTHER MATTERS:

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the service shall be governed by such rules and regulations as may have been or may thereafter 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 "appeal, members of the Service shall be governed by the Haryana Civil service (Punishment and Appeal) Rules, 1987, as amended from time to time :

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

(2) . The authority competent to pass an order under clause (c) or clause (d) of sub- rule (1) 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.

OATH OF ALLEGIANCE:

15. 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:

16. 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.

17. 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:

18. Nothing contained in these rules shall effect reservations and other concessions required to be provided for scheduled castes, backward classes, ex servicemen, physically handicapped persons or any other class or any 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;

19. 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 orders made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A (SEE RULE 3)

| Sr. No. | Designation of Post | Number of posts | | | Scale of pay |
|---------|----------------------|-----------------|-----------|-------|--|
| | | Permanent | Temporary | Total | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Process Server | 1 | 1 | 2 | 774-12-955EB-14-1025 |
| 2 | Peon | 11 | 16 | 27 | 750-12-870-EB-14-940 |
| 3 | Mali-cum-Chonkidar | 1 | - | 1 | 750-12-870-EB-14-940 |
| 4 | Sweoer-cum-Chonkidar | - | 2 | 211 | 750-12-870-EB-14-940 PLUS Rs 65 special Allowance |

APPENDIX B (SEE RULE 7)

| Sr. No. | Designation of posts | Academic qualifications and experience, if any, for direct recruitment | Academic qualification and experience, if any, for appointment other than by direct recruitment |
|---------|-----------------------|--|---|
| 1 | 2 | 3 | 4 |
| 1 | Process Server | Has passed 8 th Class | Has passed 8 th class |
| 2 | Peon | 8 th class, Knowledge of Hindi or Eng. | 8 th class, Knowledge of Hindi or Eng. |
| 3 | Mali-cum-Chonkidar | 5 th class, Knowledge of Hindi and Gardening. | 5 th class, Knowledge of Hindi and Gardening. |
| 4 | Sweeoer-cum-Chonkidar | 5 th class, Knowledge of Hindi. | 5 th class, Knowledge of Hindi. |

APPENDIX C (SEE RULE 14(1))

| Sr. No. | Designation of Post | Appointed Authority | Nature of Panalty | Authority empowered to emompose penalty | Appellate authority |
|---------|-----------------------|---------------------|--|---|---------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Process Server | Director | 1. Warning with a copy On the personal file Character role) ; | Director | Secretry |
| 2 | Peon | | 2. Censure. | | |
| 3 | Mali-cum-Chonkidar | | 3. Without holding of promotion. | | |
| 4 | Sweeoer-cum-Chonkidar | | 4. recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or State Govern- ment, 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 5. withholding of increments of pay without cumulative effect . Major Penalties- " (v-a) withholding of increments of pay with cumulative effect : VI. Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the | | |

| | | | | | |
|--|--|--|--|--|--|
| | | | <p>government employee will learn increment of pay during the period, the reduction and whether on the expire of such period, the reduction will or will not have the effect of postponing the further increment of his pay.</p> <p>VII of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the timescale of pay, grade post or service from which he was reduced with or without . further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post o r service;</p> <p>VIII. Compulsory retirement</p> <p>.iX. removal from service which shall not be disqualification for further employment under the government.</p> <p>x. dismissal from service which shall ordinarily be a disqualification for further employment under the government.</p> | | |
|--|--|--|--|--|--|

APPENDIX D (SEE RULE 14 (2))

| Sr. No. | Designation of posts | Nature of order | Authority empowered to make the order | Appellate authority |
|---------|---|--|---------------------------------------|---------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Process Server Peon Mali-cum-Chonkidar Sweeoer-cum-Chonkidar | (i) Redacting or withholding amount of ordinary or additional pension admissible under the rules governing pension (ii) Terminating the appointment of members of the service otherwise than on his attaining the age fixed for superannuation. | Director | Secretary |

BHASKAR CHATTERJEE,
Commissioner and secretary to government,
Haryana, Urban Estates Department .

HARYANA GOVERNMENT
URBAN ESTATES DEPARTMENT

Notification

The 8th November, 2013

No. G.S.R. 75/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 Urban Estates Department (Group C) Service Rules, 1998, namely :-

1) These rules may be called the Urban Estates Department (Group C) Service (Amendment) Rules, 2013.

2) In the Haryana Urban Estates Department (Group C) Service Rules, 1998 (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 test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. shall also have to qualify stenography test as prescribed in the Service Rules.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employs 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), alongwith 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 fulfillment of the prescribed conditioning 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) :-

- 1) M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized Institutions e.g . Polytechnics;
- 2) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];
- 3) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorized Learning Centers (ALCs) of the HKCL;
- 4) 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
- 5) 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 paraly.sis 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 El igi bi li ty Test in Computer Appreciation and Applications (SETC,) .

6. M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma i n Computers from the recognized institutions e.g . Polytechnics;
7. Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];
8. Haryana State - Certificate in Information Technology [HS-CIT] from the Authorized Learning Centers (ALCs) of the HKCL;
9. 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
10. 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 paraly.sis 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 3, for existing entry (i), the following entry shall be substituted, namely:-
 - (i) 10+2 ;";
- II. against serial number 7, under column 3, for existing entry (i), the following entry shall be

substituted,

namely:- (i)
10+2;"

III. against serial number 8,-

- (a) under column 3, for existing entries the following entries shall be substituted, namely :- "(i) 10+2;
(ii) Hindi up to Matric Standard;
"(iii) item (iii) omitted in view of rule 9A".

IV. under column 4,-

- (a) "under heading "By Promotion" for existing entries, the following entries shall be substituted, namely :-
"(i) 10+2;
(ii) 5 years experience from amongst Group D employees ;
(iii) To pass departmental written test in Hindi and English language of the 10+2 level to be constituted by the Director;
"(iv) Item (iv) omitted in view of rule 9A;"
- (b) under heading "By Transfer/Deputation" , for existing entries, the following entries shall be substituted, namely:-
"(i) 10+2;
(ii) Hindi up to Matric Standard;
(iii) item (iii) omitted in View of rule 9A."

T C. GUPTA,

Principal Secretary to Government,
Haryana, Urban Estates Department.