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**HARYANA POLICE HOUSING CORPORATION EMPLOYEES**  
**SERVICE BYE- LAWS**

**CHAPTER-1**

**PRELIMINARY**

- 1.1 These bye-laws may be called the “Haryana Police Housing Corporation Employees Service Bye-Laws, 1990.”
- 1.2 These bye-laws shall take effect from the date of incorporation of the Company.
- 1.3 These bye-laws shall apply to all whole time employees of the Corporation provided that:
- (i) In the case of employees on deputation from the State Government or any other authority, they shall apply subject to their term of deputation , and
  - (ii) In the case of employees engaged on contract basis, they shall apply subject to the terms of contract.

**NOTE:** If any doubt arises as to whether or not these bye-laws apply to any person, the final decision shall lie with the Board.

- 1.4 In these bye-laws, unless there is any thing repugnant in the subject or context:-
- (a) “the Board” means the Board of Directors of the Haryana Police Housing Corporation Ltd., Panchkula.
  - (b) “Chairman” means the Chairman of the Board”
  - (c) “Bye-Laws” means the Haryana Police Housing Corporation Ltd. Employees Services Bye-laws for the time being in force.
  - (d) “Corporation” means the Haryana Police Housing Coprn. Ltd., represented by the Board of Directors or duly authorized officers of the Corporation.
  - (e) “direct appointment” means an appointment made otherwise than by promotion or transfer of a person already in the service of the Corporation or made by taking a person on deputation from the Government or any other Corporation.
  - (f) “Employees” means a person (whether an officer or any other employee) employed on any post under the Corporation, but does not include except for the purpose of disciplinary action, a casual worker or a daily wage earner.

“The Govt.” means the Haryana Government”

“Honorarium” means a recurring or non-recurring payment granted to any employee of the Corporation from the funds of the Corporation, as remuneration for special work of an occasional or intermittent character, to be granted as per provisions contained in the Punjab CSR Volume I Part I.

“Managing Director” means the officer appointed by the Govt. to be the Managing director the Corporation under article 16(1) of the articles of Association of the corporation.

“Permanent Employee” means as employee appointed on a permanent basis against a permanent post.

“Probationer” means as employee appointed to fill a permanent vacancy on probation for the period specified in byelaw 3.2.

“Temporary employee” means as employee appointed for a limited period for work which is essential of a temporary nature or appointed against a temporary post or vacancy for a specified or unspecified period.

“Posts” means the posts created by the board from time to time.

“Appointment authority:” means the authority competent to make appointment.

- 1.5 The board shall have to powers to make, from time to time such additions, deletion, alternations or amendments in these bye-laws as it may deem fit and relax any of the provision contained therein.
- 1.6 The powers to interpret the Bye-laws vests in the Managing Director, who is also hereby empowered to issue such administrative instructions, as may be necessary to give effect to, and carry out purposes of the provisions of these bye laws or generally to secure effective control of the staff, provided that if, as a result of any decision of the Managing Director, as regards the construction of any bye law or bye laws as employee feels aggrieved, he shall have a right to appeal against such decision of the Managing Director, to the Board, whose decision shall be final and binding on all concerned.

## CHAPTER-II

### NUMBER AND CHARACTER OF POSTS UNDER THE CORPORATION

- 2.1 There shall be permanent/temporary posts under the corporation which are given in Annexure –A

Provided that the board shall have the right to add or reduce the number of such posts or create new posts with different designations and scales of pay whether on a permanent or temporary basis.

- 2.2.1 No candidate shall be appointed to the services unless he is:
- (a) a Citizen of India, or
  - (b) a Citizen of Nepal, or
  - (c) a Citizen of Bhutan, or
  - (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> Jan, 1962 with the intention of permanently setting in India, or
  - (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the Republic of Tanzania (formerly Tanganyika and Zenzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently setting 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.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the recurring authority of the corporation and he may also provisionally be appointed subject to the necessary certificate being given to him by the Govt. of Haryana.

No person shall be recruited to any service by direct appointment, unless he produces a certificate of character from two responsible persons, not being his relatives who are well acquainted with him in his private life and his character and antecedents have been verified by the police.

## CHAPTER-III

### RECRUITMENT, SENIORITY, PROMOTION & RETIREMENT

#### 3.1 RECRUITMENT

- (a) Recruitment to the various posts under the Corporation shall be made by the Board by any one or more of the following methods:-
- (i) By direct recruitment of staff following norms in vogue in Police Department and in Government in General.
  - (ii) By deputation from State or Central Govt. or from any other State or Central Govt. undertaking in accordance with Haryana Govt. instructions circulated vide letter no. 13/5(5) 865-FRI dated 17.3.1987
  - (iii) By promotion of existing personnel or by transfer from one post to another.
  - (iv) By entering into contract with specific terms and conditions as laid down by the appointing authority.
- (b) “Appointments to all posts under the Corporation carrying pay scales of not more than Rs. 15600-39100+8000 Grade Pay and as revised from time to time shall be made by the Managing Director.”<sup>[1],[2]</sup>
- (c) The appointing authority may prescribe for various posts under the Corporation the qualifications whether academic, technical or otherwise, or test or physical standards or any experience that it may consider necessary and expedient for the efficient discharge of duties or conditions for confirmation, promotion or continuation in-services. The qualifications and experience prescribed for posts in class I, II, III, & IV in Administrative wing and for the posts in class I, II, & III in Security & Vigilance & Technical Wings are contained in Annexure ‘B’.
- (d) No person shall be recruited to the services by direct appointment if he on the date of his appointment is less than 17 yrs of age or is more than the maximum age limit prescribed by the Haryana Govt. from time to time for entry into the services or unless he is within such range of minimum and maximum age as may be specifically fixed by the Govt. from time to time on or before the first day of July next proceeding the last date of submission of application to the Haryana Police Housing Coprn. provided that appointing authority may relax the upper age limit for a category of class of persons.
- e) i) No person, who has been dismissed or has otherwise ceased in the service of the Corporation may be re-employed without the specified approval of the Board.
- ii) No person, who has entered in to are contracted a marriage with a person having a Spouse already living; or having a spouse living; has entered in to are contracted a marriage with any person shall be eligible for the appointment to the services.

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

- (f) The direct appointment of every person to any post under the Corporation shall be subject to production by such person of a medical certificate of fitness from the Chief Medical Officer of Civil Hospital/ Medical Officer of the Corporation.
- (g) The percentage of appointment by direct recruitment to the various clerical posts shall be made as under:
  - a) 100% of the vacancies of Security Attendants (Class IV)
  - b) 50% of the vacancies of Restorers & book binders.
  - c) 80% of the vacancies of Clerks <sup>[13]</sup>
  - d) 10% of the vacancies of Assistants.
  - e) 75% of the vacancies of Steno-Typist.
  - f) 50% of the vacancies of Jr. scale Stenographer.
  - g) 10% of the vacancies of Sr. scale Stenographer

<sup>[11]</sup> Rule 3.1 (b) was amended vide this office notification dated 01.07.2008 with the implementation of 5<sup>th</sup> Pay Commission w.e.f. 1.1.1996

<sup>[12]</sup> Rule 3.1 (b) was further amended vide this office notification dated 29.09.2014 with the implementation of 6<sup>th</sup> Pay Commission w.e.f. 1.1.2006

<sup>[13]</sup> Rule 3.1 (g)(c) has been amended as per Govt. Notification No. G.S.R.82/Const./Art./309/98 dated 24.07.1998

- (h) i) The post of Superintendent shall be filled by promotion from the amongst Dy. Superintendent with 1 yr service as such and if no Dy. Superintendent is suitable or eligible for promotion then from amongst Assistants having ten years services as such; or
- ii) By transfer or deputation of an official already in Govt. service in the service of Haryana Govt. Boards/ Corporation holding an equivalent post, provided that the appointment in this manner will be made only in exceptional circumstances when it becomes necessary to appoint a person with technical or specialized experience or qualification and when a suitable person is not available for promotion from amongst the lower ranks in this Corporation.

**NOTE:**

The promotion of the Steno-typists or stenographers to higher posts in the Corporation such as Assistants, Dy. Superintendents and Superintendents in the Corporation for appointment to which they are eligible under rules, shall be governed by the provisions of the Punjab Civil Services (Promotions of Stenographers and Steno typists) Rules 1961.

**3.2 PROBATION OF PERSONS APPOINTED TO SERVICE.**

- 1) Person appointed to any post shall remain on probation for a period of two yrs. If recruited by direct recruitment and one year, if recruited by promotion; provided that:
  - (a) Any period after such appointment spent on deputation on a corresponding on 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 appointment to the services may, in the discretion of the appointing authority, be allowed to count towards the period of probation; 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 of conduct of a person during the period of probation is not satisfactory, it may:-
  - (a) if such person is recruited by direct appointment dispense with his services or revert him to a post on which he held lien prior to his appointment to the services by direct appointment; and
  - (b) if such person is recruited otherwise,
  - (c)
    - 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 and 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 not been in its opinion satisfactorily:-
    - i. dispense with his service, if appointed by direct appointment 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 may 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.

### **3.3 SENIORITY & PROMOTION**

#### **1 SENIORITY**

The seniority inter-se of members of the services shall be determined by the length of continuous service on the post in the service;

Provided that where there are difference cadres in a service the seniority shall be determined separately for each cadre;

Provided further that in the case of members recruited by direct appointment the order of merit determined by the Commission , the Board or other recruiting authority as the case may be, shall not be disturbed in fixing the seniority;

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

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise,
- (b) a member appointed by promotion shall be senior to a member appointed by transfer on promotion;
- (c) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preferences being given to a member who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service

in these appointments; and if the length of such service is also the same, an old member shall be senior to a younger members.

Note:1 Seniority of members appointed on purely adhoc basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment

Note:2 The posts of clerks and steno typist shall be treated as the same class of post for the purpose of preparing a joint seniority list for making promotion to higher posts, their seniority inter-se reckoning from their dates of joining the post as such.

Note:3 The posts of Senior Scale Stenographers and Assistants would be interchangeable and treated as the same class of post for the purpose of preparing a joint seniority list for making promotion to higher posts, their seniority inter-se reckoning from their dates they have become due for promotion as Assistant.

Note:4 The inter-se Seniority of Personal Assistant with that of Deputy Superintendent shall be reckoned only from the date, the personnel Assistant becomes due for promotion as Dy. Superintendent in his capacity as Assistant.

## 2. **PROMOTIONS:**

All promotions to posts under the Corporation in the applicable line of promotion, shall be made on the basis of seniority cum-merit and no person shall have a right to be promoted to any post on the basis of seniority alone.

## **3.4 TERMINATION OF SERVICE**

**3.5** The service of an employee of the Corporation may be terminated by the appointing authority on administrative grounds:-

- i. in the case of permanent employee by giving three months notice or in lieu thereof pay for the period the notice falls short of short of three months.
- ii. in the case of temporary employee by giving one month notice or in lieu thereof pay for the period the notice falls short of short of one months.
- iii. in the case of employee deputation from the Government or any other Corporation by reverting him to his parent services as per terms of deputation.
- iv. A corresponding right to resign the service of the Haryana Police Housing Corpn. shall also be admissible to the permanent/temporary employees by giving three month's/ one month's notice or in lieu thereof, pay for the period the notice falls short of three month's/ one month's, as the case may be, provided that if the conduct of such an employee is under investigation, the acceptance of the resignation to tendered, shall be subject to the finalization of the enquiry.

## **3.5 SUPERANNUATION**

## **3.6 SUPERANNUATION AND RETIREMENT**

a) Every officer or other employee of the Corporation other than a class IV employee shall retire on attaining the age of 58yrs.

Provided that the Board at its discretion may sanction from time to time the extension of his employment for a period not exceeding one year at a time, but in the no case beyond the age of sixty.



Provided further that the appointing authority may, with the approval of the BOD retire an employee of class I, II who had entered service of the Corporation before attaining the age of 35 yrs. At the age of 50 yrs. Or an employee of class I, II & III who has entered service of the Corporation after attaining the age of 35 yrs. At the age of 55 yrs. After giving him notice in writing of not less than three months. A corresponding right is also available to such an employee to retire on or after he has attained the age of 50 yrs. Or 55 yrs, as the case may be, it provided that where the notices is given before attaining the age of 50 yrs. Or 55 yrs, as the case may be it shall be given effect from a date not earlier than the date on which the age of 50 yrs. Or 55 yrs, As the case may be, is attained.

For the purpose of retirement of an employee of the Corporation at the age of 50/55 yrs as the case may be his case shall be placed before the Board of Directors for decision after examining his service record as per guidelines contained in Haryana Govt. instructions on this subject issued from time to time.

- b) An employee of the Corporation in Class IV shall retire on attaining the age of 60 yrs.
- c) Notwithstanding anything contained in these byelaws, an employee of the Corporation whose date of birth falls on any day other than 1<sup>st</sup> of that month shall on attaining the age of superannuation determined in accordance with the provisions of Clauses (a) & (b) above, as the case be retire on the last day of that month, which shall be working day. An employee whose date of birth if 1<sup>st</sup> of that month shall retire on the afternoon of the last day of the preceding month.
- d) i. Every officer/official of the Corporation shall be entitled to cash payment in lieu of unutilized earned leave on the date of retirement in accordance with the Government instructions issued from time to time.
  - ii. The employee retiring on invalidation on the advice of the medical authority shall be paid leave salary in lump sum on the pattern applicable to Haryana Govt. employees from time to time.

### **3.6** **GRATUITY**

- a) Every officer/official of the Corporation shall be entitled to gratuity in accordance with the provision of payment of Gratuity Act 1972 and the amendments made therein from time to time.

### **3.7** **COMPULSORY CONTRIBUTORY PROVIDENT FUND**

Every employee of the Corporation shall be entitled to membership of the Contributory Provident Fund Scheme under the Provident Fund and Family Pension Act 1952 irrespective of the pay drawn by him with immediate effect and employer and employees contribution as applicable under the law shall be made. However, an employee who is already member of the Contributory Provident Fund under the said act on the date of his joining the Corporation on deputation from any other corporate body/Board of the State shall become a member of the said fund from the date of joining the Corporation. Re-employed persons shall be governed by terms of their appointment.

### **3.8** **EX GRATIA GRANTS**

The ex-gratia grants and other concession to be given to the family of deceased employee shall be regulated in accordance with the provisions of Punjab Civil Services Rules and Haryana Govt. instructions issued from time to time.

## CHAPTER-IV

### 4.1 PAY AND ALLOWANCES

For the purpose of this chapter, the terms:-

- (a) “Pay” Substantive pay, Personnel pay and Special pay shall have the same meaning as defined In Chapter II of Punjab Civil Services, Volume-I, Part-I.
- (b) “award” means a fixed amount awarded in recognition of meritorious works performed by an officer or other employees of the Corporation.
- (c) “allowances” means includes Dearness Allowance, Travelling allowance, Deputation allowance, Conveyance allowance, Sumptuary allowance, Over time allowance, Chandigarh Compensatory allowance, House Rent allowance, Project allowance or any kind of allowance sanctioned by the board from time to time.

**4.2** The payment of various **compensatory** allowance including dearness allowance, deputation allowance, conveyance allowance, medical reimbursement allowance and uniform maintenance allowance or any kind of other allowance, shall be governed under Haryana Police Housing Coprn. Ltd. “Payment of Compensatory allowance, Rules”

**4.3** An officer or other employee of the Corporation shall on initial appointment by direct recruitment be eligible to the minimum of the scale of the post to which he is appointed; Provided that the appointing authority may, in consideration of special knowledge, training and experience allow a higher initial start to any person.

**4.4.** The Managing Director may, in recognition of exceptionally good service of an officer or other employee of the Corporation grant to him:-  
i) an award not exceeding one month’s pay of such officer or employee  
ii) up to two increment in the time scale of his post;  
Provided that the board may award any amount of money or grant any number of increments.

**4.5** Employee on deputation with the Corporation may either :

- i) accept the pay scale of the post under the Corporation subject to the fixation of their pay in such pay scale by the appointing authority; or
- ii) continue to enjoy their pay scale in their parent service plus deputation pay an other allowance as admissible to them as per government rules.
- iii) the pay of the officials on deputations to the Haryana Police Housing Coprn. Ltd. If and when promoted to the higher posts in the Corporation in public interest and entrusted with the full fledged duties and responsibilities of those posts, shall be fixed in accordance with the provisions of Rules 4.4 read with 4.14 of the Punjab Civil Services Rules Vol. I Part I, by the HPHC and no deputation allowances will be allowed in addition, if, however such fixation of pay results in financial loss on any particular case that will be considered on merits and the loss made good by way of grant of personnel pay/advance increments to the extent of actual loss suffered at any stage.

**4.6** The Corporation shall pay to the Parent Organization leave salary and pension contribution or any statutory liability in respect of all its officers or employee taken on deputation.

**4.7 (i)** The grant of increment / crossing of efficiency bar, shall be governed by the provisions contained in the Punjab Civil Services Rules, Vol-I, Part-I and Haryana Govt. instructions issued from time to time

(ii) For the purpose of fixation of pay of HPHC employee on appointment/promotion from lower \to higher posts, the provisions of the rules contained in chapter IV of the Punjab C.S.R Vol-I, shall be applicable.

**4.8** The officers and other employees of the Corporation shall receive such allowances as may be sanctioned by the Board from time to time.

**4.9** The Managing Director may grant an honorarium or retaining fee to any person for any service rendered by him to or work done by him for the Corporation.

**4.10** any sum of money or pay or allowance due to any officer or other employee of the Corporation that may have remained unclaimed may be transferred to or held in the suspense account for a period of three yrs. Form the date on which the payment is normally due and will thereafter be treated as lapsed to the Corporation.

## **CHAPTER-V**

### **5.1 LEAVE AND JOINING TIME**

- i) The admissibility of leave of all kinds and joining time to any officer or other employee of the Corporation shall be governed by the Punjab C.S.R as amended from time to time.
- ii) Managing Director can sanction all kinds of leave to the officers and other employees of the Corporation to any extent admissible under the Punjab C.S.R. The casual leave shall be sanctioned by the officers in charge to whom powers are delegated from time to time.

## **CHAPTER-VI**

### **6. DISCIPLINE CONDUCT AND PENALTIES**

#### **6.1 GENERAL**

- a) The whole time of an officers or other employee shall be at the disposal of the Corporation. The working hours shall be fixed in such a manner be deemed fit by the Corporation in public interest.
- b) Every employee shall confirm to and abide by these bye-laws and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person under whose jurisdiction, superintendence or control, he may for the time being be place.
- c) Every employee shall maintain strictest secrecy regarding the Corporation's affairs and the affairs of its constitutions and shall not divulge, directly or indirectly either to a member of the public or of the Corporation staff unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- d) No employee shall accept, solicit, or seek any outside employment or officer, whether stipendiary or honorary without the previous sanction of the Managing Director.
- e) No employee shall undertake without part time work for private or public body or a private person or accept fee therefore without the sanction of the Managing Director who may grant/sanction only exceptional cases, when he is satisfied that the work can be undertaken without detriment to his officials duties.
- f) An employee shall not absent himself form his duties without having first obtained the permission of the competent authority. Nor shall be absent in the case of sickness or accident, without submitting a medical certificate from the appropriate authority; Provided that in the case of temporary indisposition, the production of a medical certificate at the absolute discretion of the competent authority be dispensed with.
- g) An employee shall not absent himself from his station of duty, without obtaining the previous sanction of the competent authority.

- h) No officer or other employee shall directly or indirectly engage in any other business, occupation or employment nor shall be enter in to any partnership accept any fees endowment or commission what so ever from any party other than the Corporation except with the previous permission of the Managing Director.
- i) No officer or other employee of the Corporation shall take part in politics or any other political demonstration or stand for election as member of any house of the State Legislature or any local authority or indulge in such activities which may cause embarrassment to the Corporation expect after resigning from his post held in the Corporation and acceptance of resigning by the competent authority.
- j) The Corporation shall, in respect of acts done in good faith and in the interest of the Corporation extend protection to an officer and other employee s of the Corporation in a court of law or elsewhere.
- k) Every officer or other employee shall be liable to be transferred by the appointing authority from one post to another or any place which it may consider necessary in the interest of the Corporation.
- l) On points for which there is no provision in the services bye-laws of the Corporation instructions of the Board of Directors or the Managing Director where the powers stand delegated to him would be obtained.

## **6.2 DUE ENQUIRIES**

In case of indiscipline & misconduct or any one of other grounds enumerated the bye-laws 6.6. the enquiries shall be conducted in accordance with the provisions of Punishment and Appeal Rules of Haryana State Government.

## **6.3 PENALTIES**

An officer or other employee of the Corporation may be awarded any one or more of the following penalties after due enquiry:-

- a) Warning or reprimand or censure; not to be placed on personal file.
- b) Warning with a copy on personal file.
- c) With-holding of increment or increments; or promotion or stoppage of efficiency bar.
- d) Reduction to a lower stage in a time scale.
- e) Recovery from pay of the whole or part or any pecuniary loss caused to the Corporation; by negligence or breach of order.
- f) Removal or dismissal from service.
- g) Compulsory retirement; other than retirement on superannuation.

**6.4** The penalties referred to in byelaw 6.3 may be imposed by order in writing of the appointing authority.

## **6.5 REMEDIES**

Remedies to be followed as per CSR/Punishment & Appeal Rules of the Haryana State Government.

**6.6** The penalties enumerated in bye-law 6.3 above may be imposed on ; any one or more of the following grounds; namely:-

- a) Strike or inducing others to strike;

- b) Willful insubordination or disobedience;
- c) Negligence, inefficiency or indolence;
- d) Irregular attendance;
- e) Unauthorized divulgence of any information or document detrimental to the interests or reputation of the Corporation
- f) Theft, pilferage, fraud, dishonesty, miss-appropriation, defalcation or embezzlement;
- g) Absence from duty without leave or overstaying leave except under circumstances beyond control Provided that the appointing authority may order such period to be treated as period spent on leave of any kind.
- h) Arrest or conviction on a criminal charge or for an offence involving moral turpitude or depravity degradation of character;
- i) Insanity
- j) Anti-national activities; or
- k) Any other sufficient ground.

**6.7** An appeal against an order of the appointing authority imposing any penalty shall lie to the Board within one month of the date of the service of the order and the Board's decision on such appeal shall be final;  
Provided that a joint appeal shall not be entertained;  
Provided further that where penalty has been imposed by the appointing authority with the approval of the Board, the person on whom the penalty has been imposed may apply to the Board for revision of its decision within one month of the date of service of the order imposing the penalty.

## **CHAPTER-VII**

### **RECORD OF SERVICE**

The following record of the service of every officer and other employee shall be maintained:-

- i) Personal file
- ii) Service Book
- iii) Confidential Reports File.

### **NOTE:-**

Files at Sr. No. i) and ii) shall be maintained by the office and the file at Sr. No. iii) shall remain in the personal custody of the Managing Director or an officer authorized by him.

## **CHAPTER-VIII**

### **TRAVELING ALLOWANCE AND LEAVE TRAVEL CONCESSION**

- 8.1 The traveling allowance rules contained in Punjab CSR, Vol. III (as applicable to Haryana State Govt. employees) shall apply to the employees of the Corporation (including deputationists) subject to such modifications as may be made by the Board from time to time. The Managing Director may sanction actual travelling, boarding & loading expenses on production of cash memo receipts where he deems fit.
- 8.2 All employees of the Corporation, on completion of one year's service in the Corporation shall be entitled to leave travel concession as applicable to Haryana Govt. employees.

## **CHAPTER-IX**

### **ADVANCES FOR PURCHASE OF CONVEYANCE AND HOUSE BUILDING**

- 9.1 All employees of the Corporation shall be entitled to grant of advance for the purchase of conveyance as per rules applicable to the State Government employees. The employees will be entitled to the advance after the completion of one year's service subject to budgetary provisions. The Managing Director may, at his discretion relax the period after which an employee would be eligible to avail of the advance.
- 9.2 All employees of the Corporation shall be entitled to grant of advance for the house building loan as per rules applicable to the State Government employees. The employees will be entitled to the advance after the completion of one year's service subject to budgetary provisions. The Managing Director may, at his discretion relax the period after which an employee would be eligible to avail of the advance.

## **CHAPTER-X**

### **DELEGATION & AMENDMENTS**

**10.1** The Board may by resolution confer upon the Managing Director all or any of its powers under these Service Rules. The Managing Director, may, with the approval of the board in writing confer on any officer of the Corporation all or any of his powers, including powers delegated to him by the board. Delegated power shall be exercised subject to such restrictions, conditions and limitations as may be prescribed in the resolution or authorization by the Board or the Managing Director, as the case may be.

**10.2** The Corporation reserves the right to modify cancel or amend all or any of these rules and issue supplementary rules or amendments there to without previous notice and gives effect to them from the date of issue or any other date. Matter not covered by these rules would be decided by the Managing Director, at his discretion, keeping in view the rules applicable to State Govt. employees.

### **10.3 RESERVATION**

Nothing contained in these rules shall affect reservation and other concession required to be provided for Schedule Castes, Backward Classes, Ex-Servicemen, physically handicapped persons or any others issued by the State Govt. in this regard from time to time. Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

**10.4** In respect of any and all other matters not expressly provided for in these rules the rules/instructions followed/issued by Haryana Govt. from time to time, shall be applicable.

### **10.5 GENERAL**

- i) Notwithstanding anything contained in Chapter IV, VI and VII the Police personnel on deputation to the Corporation shall in all service matters be governed by provisions of the Punjab Police Rules 1934 as and wherever applicable in parent Organizations.
- ii) Notwithstanding anything contained in Chapter IV, VI and VII the technical personnel such as XEN's, Architects, Assistant Engineers, Rules/instructions followed by the PWD(B&R) Haryana/Architect Department as the case may be, with regard to the matters of qualifications, experience seniority and promotions.



HARYANA POLICE HOUSING CORPORATION EMPLOYEES SERVICE  
BYE-LAWS

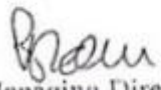
29<sup>TH</sup> September, 2014.

NOTIFICATION

The Board of Directors in its 103rd meeting held on 12.08.2014 vide agenda item No. 6 has passed the following resolution:-

"RESOLVED that rule 3.1 (b) under Chapter-III heading Recruitment of the "Haryana Police Housing Corporation Employees Service Bye-Laws" be and is hereby amended by inserting the following new rule 3.1 (b) read as under:-

"Appointments to all posts under the Corporation carrying pay scales of not more than Rs.15600-39100+8000 Grade Pay and as revised from time to time shall be made by the Managing Director."

  
Managing Director, 29.9.14  
Haryana Police Housing Corpn.  
Panchkula

HARYANA POLICE HOUSING CORPORATION EMPLOYEES  
SERVICE BYE-LAWS

NOTIFICATION



The 1st July, 2008.

In exercise of powers conferred in Article 14 of the Memorandum and Articles of Association of the Corporation, including sub clause (v) and (xix) all powers are vested in the BOD which has further been authorized under sub clause (xx) to delegate all or any of the powers, authorities and discretion for the time being vested in it, subject, however to the ultimate control and authority being retained by it to the Managing Director. The BOD in its 1st meeting held on 29.01.1990 in pursuance of Article 16(i) of the Memorandum and Articles of Association had authorized the Managing Director to exercise all powers vested in it. The BOD had approved the service Bye-laws titled as "The Haryana Police Housing Corporation Employees Service Bye-laws, 1990" wherein under rule 3.1(b) "appointments to all posts under the Corporation carrying pay scales with minimum of not more than Rs.3000/- shall be made by the Managing Director." The limitation of Rs.3000/- was based on the old pay scale of XEN (3000-4500) prevalent at the time of framing of Byelaws. This scale has further been revised by the 5<sup>th</sup> Pay Commission to Rs.10,000/- (10000-13900) w.e.f 1.1.1996.

The Board of Directors in its 78<sup>th</sup> meeting held on 25.6.2008 passed the following resolution vide item No. 4 regarding amendment to the "The Haryana Police Housing Corporation Employees Service Bye-laws" under rule 3.1(b) to enhance the powers of Managing Director, HPHC for making appointments upto the scale of Rs.13500-17250 by making amendment in clause(b) under rule 3.1 of HPHC Employees Service Bye-laws, 1990.

"RESOLVED that rule 3.1(b) of the Chapter-III of the Haryana Police Housing Corporation Employees Service Bye-laws be and is hereby amended by inserting the following new rule 3.1(b) read as under:-

"Appointments to all posts under the Corporation carrying pay scales with minimum of not more than Rs.13500/- shall be made by the Managing Director."

  
DGP-cum-Managing Director—  
Haryana Police Housing Corpn.  
Ltd., Panchkula. 

**Amendments in HARYANA POLICE HOUSING CORPORATION EMPLOYEES  
SERVICE BYE-LAWS 1990, duly approved by BOD and Govt.**

1. These bye-laws may be called the Haryana Police Housing Corporation Employees Service Bye-Laws (Amendment) Rules, 2015.

2. In the Haryana Police Housing Corporation Employees Service Bye-Laws, 1990, (hereinafter called the said rules), under chapter-III, Heading Recruitment, Seniority, Promotion and Retirement, of the Haryana Police Housing Corporation Employees Service Bye-laws , the following new rule 3.1 (I) for the posts of **Clerks, Steno-Typists, Junior Scale Stenographers and Senior Scale Stenographers** shall be inserted:-

- 3.1(I) (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-typist, Junior Scale Stenographers and Sr. 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 Application (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-typists shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within a 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 Application (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 condition of 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.
- (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 any of the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-
- (i) M.Tech/ B.Tech (Computers), MCA, BCA 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 & 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 5 years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government.
  - (v) Physically disabled candidates i.e amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

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

3. In the Haryana Police Housing Corporation Employees Service Bye-laws, 1990, Rule 3.1 (g) (h) i.e. (25% percent of vacancies of Section Officers (Haryana/ Central SAS qualified candidates/ C.A. M. Com. with atleast three years experience in Commercial accounts, to be appointed through direct recruitment) has been omitted in compliance of Govt. Instruction No. 13/ 36/79-PE(FD) dated 20.11.1996..

4. In the said rule, under chapter-III, heading Recruitment, Seniority, Promotion and Retirement, of the Haryana Police Housing Corporation Employees Service Bye-laws , be and is hereby amended by inserting the new rule 3.9 (deputation) under heading Recruitment, Seniority, Promotion, deputation and Retirement read as under:-

3.9 “Any staff member of the Corporation can be sent on deputation to other board/corporation/department of the State Govt./Central Govt. as per Standard terms and conditions of deputation.”

5. In the said rules, under rule 10.5 (ii) for the existing rule, the following new rule 10.5 (ii) shall be substituted, namely:-

“ Notwithstanding anything contained in chapter IV, VI &VII, the technical personnel such as Chief Engineer, Superintending Engineer, Executive Engineers, Assistant Engineers, Junior Engineers, Circle Head Draftsman, Head Draftsman, Draftsman, Work Supervisors, Chief Architect, Sr. Architect, Architect, Assistant Architect, Architectural Assistant , Senior Draftsman, Junior Draftsman, Assistant Draftsman etc. recruited directly by the HPHC, shall be governed by the rules/instructions followed by the PWD (B&R) Haryana/Architect Department as the case may be, with regard to the matters of qualifications, experience seniority and promotions.”

6. In the said rules, for the existing Appendix “A” regarding sanctioned posts alongwith pay scales and Appendix “B” criteria for recruitment of posts, the new Appendices shall be substituted as per enclosures.

-sd-

Managing Director  
Haryana Police Housing Corpn. Ltd.,  
Panchkula.

**Amendments in HARYANA POLICE HOUSING CORPORATION EMPLOYEES  
SERVICE BYE-LAWS 1990, duly approved by BOD and Govt.**

1. These bye-laws may be called the Haryana Police Housing Corporation Employees Service Bye-Laws (Amendment) Rules, 2017.
2. In the Haryana Police Housing Corporation Employees Service Bye-Laws, 1990, (hereinafter called the said rules), under Chapter-III, heading Recruitment, Seniority, Promotion, Deputation and Retirement, of the Haryana Police Housing Corporation Employees Service Bye-laws , the following new rules 3.1 (J) is inserted as per Haryana Govt. Instructions issued vide their letter No. 44/06/2016-4TE dated 02.02.2017:-

3.1(J)                      The Diploma courses of minimum two years duration under the aegis of Department of Technical Education, Haryana Government and affiliated to Haryana State Board of Technical Education, Panchkula is equivalent to 10+2 for the purpose of recruitment where 10+2 or equivalent is the requisite qualification for the appointment to the post.

-Sd-

Chairman & Managing Director  
Haryana Police Housing Corpn. Ltd.,  
Panchkula.

**AMENDMENTS IN HARYANA POLICE HOUSING CORPORATION EMPLOYEES SERVICE  
BYE-LAWS 1990 DULY APPROVED BY THE GOVT.**

**Notification No 20526 dated 18<sup>th</sup> December,2017**

1. These bye-laws may be called the Haryana Police Housing Corporation Employees Service Bye-Laws (Amendment) Rules, 2017.
2. In the Haryana Police Housing Corporation Employees Service Bye-Laws Rules, 1990 (hereinafter called the said rules) and further amendments made in the said rules from time to time under chapter-III, Heading Recruitment, Seniority, Promotion and Retirement, of the Haryana Police Housing Corporation Employees Service Bye-laws, in the said rules, in rule 3.1(I) (1) and 3.1(I) (2) following amendments are made:-

3.1(I) (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks in the Government Departments/Organizations shall have to qualify the same as per Haryana Police Housing Corporation Employees Service Bye-Laws Annexure-“B” serial No. 12 designation of the post “Clerks”

(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 category of post 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 shall also qualify the state Eligibility Test in Computer Appreciation and Applications (SETC) within a period of probation of one year extendable by one year, as per Haryana Police Housing Corporation Employees Service Bye- Laws Annexure-“B” serial No. 12 designation of the post “Clerks” failing which he/she will be reverted back.

- (3) In Annexure-B, at Sr. No. 10, 11, & 12, points (2), (3), & (4) have been omitted in compliance of Govt. instruction No. 42/164/2008-3GSII dated 22.09.2017

-Sd-  
Managing Director  
Haryana Police Housing Corpn.  
Panchkula.

**AMENDMENTS IN HARYANA POLICE HOUSING CORPORATION EMPLOYEES  
SERVICE BYE-LAWS 1990 DULY APPROVED BY THE BOD.**

**Notification No. 938 dated 16<sup>th</sup> January, 2018**

1. These bye-laws may be called the Haryana Police Housing Corporation Employees Service Bye-Laws (Amendment) Rules, 2018.

2. In the Haryana Police Housing Corporation Employees Service Bye-Laws, 1990, (hereinafter called the said rules) and further amendments made from time to time, the Board of Directors in its 117<sup>th</sup> meeting held on 20.12.2017 has passed the resolution regarding insertion of following essential qualification for the post of Company Secretary in Annexure-“B” vide agenda item No. 3, which is to be read as under at Sr. No. 1:-

- (i) Degree from Institute of Company Secretaries of India, New Delhi.
- (ii) Three years experience as Company Secretary in Government Public/ Public Ltd. Company.
- (iii) Person with LLB Degree will be given preference

-Sd-  
Managing Director  
Haryana Police Housing Corpn. Ltd.,  
Panchkula.

**HARYANA POLICE HOUSING CORPORATION EMPLOYEES**  
**SERVICE BYE-LAWS**

**Notification No. 21106 dated 22.10.2018**

1. These bye-laws may be called the Haryana Police Housing Corporation Employees Service Bye-Laws (Amendment) Rules, 2018.

2. In the Haryana Police Housing Corporation Employees Service Bye-Laws, 1990, (hereinafter called the said rules) and further amendments made from time to time, the Board of Directors in its 120<sup>th</sup> meeting held on 25.09.2018 vide Item No. 120/8 has passed the following resolution:-

“The Board considered and approved the proposal regarding adoption/ addition of Haryana Group D Employees (Recruitment and conditions of Service) Act, 2018 in Haryana Police Housing Corporation Employees Service Bye-Laws.”

-Sd-

Chairman & Managing Director  
Haryana Police Housing Corpn. Ltd.,  
Panchkula.



**AMENDMENTS IN HARYANA POLICE HOUSING CORPORATION EMPLOYEES  
SERVICE BYE-LAWS 1990 DULY APPROVED BY THE BOD.**

**Notification dated 30<sup>th</sup> January, 2019**

1. These bye-laws may be called the Haryana Police Housing Corporation Employees Service Bye-Laws (Amendment) Rules, 2018.
2. In the Haryana Police Housing Corporation Employees Service Bye-Laws, 1990, (hereinafter called the said rules) and further amendments made from time to time, the Board of Directors in its 121<sup>st</sup> meeting held on 20.12.202018 has passed the resolution regarding insertion of following experience for filling up the posts of Manager (Works) and Administrative Officer (Admn) of the Corporation in Annexure-“B” vide agenda item No. 121/4, which is to be read as under at Sr. No. 2 and 3 respectively:-

By promotion amongst the senior most Superintendents having minimum 20 years length of service and four years experience as Superintendent.

-Sd-  
Chairman & Managing Director  
Haryana Police Housing Corpn. Ltd.,  
Panchkula.

**“ANNEXURE-A”**

Sr. No.	Name of the Post	No. of sanctioned posts	Old Scale of pay			Scales after implementation of 7 <sup>th</sup> pay commission approved by Govt. vide letter No. 8/535/2016-3HGII dated 09.01.2017	Remarks
			Name of Pay Band	Corresponding Pay Band	Corresponding Grade Pay		
1.	Chairman	1	-	-	-	-	As per terms and conditions fixed by Govt.
2.	Managing Director	1	-	-	-	-	IPS Cadre Post. Incumbent will get his own pay scale.
3.	Chief Engineer	1	PB-4	37400-67000	10000	FPL - 19	
4.	Chief Architect	1	PB-4	37400-67000	10000	FPL - 19	
5.	Superintending Engineer	3	PB-4 w.e.f. 1.9.2009	37400-67000	8700	FPL - 14	As per approval of the HBPE (FD) conveyed vide ACS to Govt. Haryana (Home Deptt) Memo No. 8/35/2016-8HG-II dated 5.12.16.
6.	Senior Architect	1	PB- 4	37400-67000	8700	FPL - 14	
7.	Architect	1	PB-3	15600-39100	6000	FPL - 11	
8.	Executive Engineer	10	PB-3	15600-39100	6000	FPL - 11	
9.	Assistant Engineer	28	PB-2	9300-34800	5400	FPL - 9	
10.	Manager (Works)	1	PB-2	9300-34800	5400	FPL - 9	
11.	Administrative Officer (Admn)	1	PB-2	9300-34800	5400	FPL - 9	
12.	Manager Finance and Accounts	1	PB-2	9300-34800	5400	FPL - 9	Deputation post to be filled up from A.G Haryana.
13.	Company Secretary	1	PB-2	9300-34800	5400	FPL - 9	
14.	Assistant District Attorney/Law officer	1	-	-	-	-	Deputation post to be filled up from Prosecution Department. Incumbent will get his own pay scale.
15.	Assistant Architect	1	PB-2	9300-34800	5400	FPL - 9	
16.	Superintendent	2	PB-2	9300-34800	4200	FPL - 7	
17.	Private Secretary	2	PB-2	9300-34800	4200	FPL - 7	
18.	Section Officer	1	-	-	4600	FPL - 7	Deputation post to be filled up from Finance Department. Incumbent will get his own pay scale.
19.	Architectural Asstt.	1	PB-2	9300-34800	4000	FPL - 6	
20.	Senior Draftsman for Architect Wing	1	PB-2	9300-34800	4000	FPL - 6	
21.	Junior Draftsman for Architect Wing	1	PB-2	9300-34800	4000	FPL - 6	
22.	Personal Assistant	2	PB- 2	9300-34800	4000	FPL - 6	
23.	Deputy Superintendent	2	PB- 2	9300-34800	4000	FPL - 6	
24.	Assistant	7	PB- 2	9300-34800	3600	FPL - 6	
25.	Circle Head Draftsman	2	PB- 2	9300-34800	4000	FPL - 6	
26.	Head Draftsman	10	PB- 2	9300-34800	4000	FPL - 6	
27.	Draftsman	7	PB- 2	9300-34800	3600	FPL - 6	
28.	Accountant	2	PB- 2	9300-34800	4000	FPL - 6	Deputation post to be filled up from A.G Haryana.
29.	Sr. Scale Stenographer	1	PB- 2	9300-34800	3600	FPL - 6	
30.	Junior Engineer	60	PB- 2	9300-34800	4000	FPL - 6	
31.	Sr. Accounts Clerk	8	PB- 2	9300-34800	3600	FPL - 6	
32.	Junior Scale Stenographer	2	PB- 1	5200-20200	2400	FPL - 4	
33.	Steno-Typist	9	PB- 1	5200-20200	1900	FPL - 2	
34.	Clerk	14	PB- 1	5200-20200	1900	FPL - 2	
35.	Sub Divisional Clerk	18	PB- 1	5200-20200	2400	FPL - 4	
36.	Drivers	11	PB- 1	5200-20200	2400	FPL - 4	
37.	Peon	3	-IS	4440-7440	1300	DL	<b>DIMINISHING CADRE</b>
38.	Sweeper	-	-IS	4440-7440	1300	DL	
39.	Sweeper cum Chowkidar	3	-IS	4440-7440	1300	DL	
40.	Site helper	62	-IS	4440-7440	1300	DL	
<b>TOTAL</b>		<b>284</b>					

**ANNEXURE-“B”**

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
1	<b>Company Secretary</b>	(i) Degree from Institute of Company Secretaries of India, New Delhi.  (ii) Three years experience as Company Secretary in Government Public/ Public Ltd. Company.  (iii) Person with LLB Degree will be given preference	-
2	<b>Manager (Works)</b>	-	By promotion amongst the senior most Superintendents having minimum 20 years length of service and four years experience as Superintendent. (Approved by BOD on its meeting held on 28.12.2018)
3	<b>Administrative Officer (Admn)</b>	-	By promotion amongst the senior most Superintendents having minimum 20 years length of service and four years experience as Superintendent. (Approved by BOD on its meeting held on 28.12.2018)
4	<b>Superintendent</b>	-	i) By promotion from amongst Deputy Superintendents with one year's service as such and if no Deputy Superintendent is Suitable/eligible for promotion then from amongst Assistant having at least eight years service as such.  ii) By transfer or on deputation of an official already in the service of the State Govt. or the Govt. of India or Haryana State Govt. Corpn./ Boards.
5	<b>Private Secretary</b>	-	By promotion from amongst Personal Assistants/Senior Scale Stenographers having experience of one year as Personal Assistant or eight years experience as Senior Scale Stenographer.
6	<b>Dy. Superintendent</b>	-	i) By promotion from amongst Assistant having at least 7 year's service experience as such; or ii) Subject to the condition laid down in note-4 to bye laws 3.3, by promotion from amongst Personal Assistants having minimum experience of three years as such; or iii) By transfer or deputation of an official already in the service of the State Govt. Corpn./ Boards holding post from identical or equivalent.

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
7	Section Officer	-	By deputations of SOs from the Finance Department, Haryana, amongst the SAS qualified candidates/officers.
8	Personal Assistant		<p>i) By promotion from amongst Senior Scale stenographer or Assistant with a minimum contained experience of 7 years as such of which at least two years should be as Sr. Scale stenographer and two years as Assistants, or</p> <p>ii) By transfer or deputation of an official already in service of the State Govt. undertaking Corpn./ Boards holding a post from identical or equivalent grade.</p>
9	Assistant	Possesses a degree or have passed an equivalent examination of a recognized University.	<p>i) By promotion from amongst clerks with five years minimum service and Junior Scale Stenographer with five years minimum service including one year's Minimum service as clerk.</p> <p>ii) By transfer or deputation.</p>
10	Senior Accounts Clerk	-	As per rules followed in the PWD (B&R) Haryana.
11	Sub-Divisional Clerk	-	As per rules followed in the PWD (B&R) Haryana.
12	Senior-Scale Stenographers	<p>(1) (i) 10+2 with Ist. Division or possesses a degree or has passed an equivalent examination of a recognized university has good knowledge of Stenography and passes such test in stenography as may be prescribed in this behalf.</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric Standard.</p> <p>(iii) English shorthand at 100 w.p.m. and transcription thereof at 20 words per minute, on computer.</p> <p>(iv) Hindi Shorthand 80 words per minute and transcription thereof at 15 words per minute, on Computer</p>	(1) By selection from amongst Junior Scale Stenographers.
13	Junior-Scale Stenographers	<p>(1) (i) 10+2 / Graduates or equivalent ( for Ex-serviceman 10+2 only).</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric standard.</p> <p>(iii) English shorthand at 100 w.p.m. and transcription thereof at 20 words per minute, on computer.</p> <p>(iv) Hindi Shorthand 80 words per minute and transcription thereof at 15 words per minute, on Computer.</p>	<p>(1) (i) By selection from amongst Steno-typist.</p> <p>(ii) By selection from amongst Clerks who qualify in Stenography test as may be prescribed by the Corporation.</p>

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
14	Steno-Typist	<p>1) (i) 10+2 / Graduates or equivalent ( for Ex-serviceman 10+2 only).</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric standard.</p> <p>(iii) English shorthand at 80 w.p.m. and transcription thereof at 15 words per minute, on computer.</p> <p>(iv) Hindi Shorthand 64 words per minute and transcription thereof at 11 words per minute, on Computer.</p>	<p>1) by selection from amongst Clerks who qualify in a Stenography test as may be prescribed by the Corporation.</p>
15	Clerks	<p>1) (i) 10+2/ Graduates or equivalent (For Ex-serviceman 10+2 only).</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric standard.</p> <p>(2) Candidates 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 recruitment. The candidate appointed against the aforesaid category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with.</p> <p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p>	<p>1) (i) by promotion on the basis of seniority-cum-merit from amongst the Group-D employees, who have been recruited upto 07.11.2013, who are either <b>Graduates</b> or are matriculate or equivalent with a minimum of five years service as such. or</p> <p>(ii) by promotion on the basis of seniority-cum-merit from amongst the Group-D employees, who are recruited after 07.11.2013 and who are <b>10+2/ Graduates</b> or equivalent with a minimum of five years service as such, or</p> <p>(iii) by transfer or deputation of officials already in the service of State Govt. or Government of India or Haryana State undertaking/ Corporation/ Boards holding post in identical equivalent grade.</p> <p>(2) The persons who are promoted to the post of Clerk shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with in the period of probation of one year extendable by one year failing which he/she will be reverted back. The candidate appointed against the aforesaid category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test.</p> <p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p>

Sr.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
		<p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p> <p>(5) 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 computer.</p>	<p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p> <p>(5) 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 computer.</p>
16	Driver	<p>i) Matric with Hindi or Sanskrit</p> <p>ii) Should have a light/ heavy valid driving license, as the case may be, at least 3 years old.</p> <p>iii) Should have passed the driving test. The driving test of candidates applying for the post of driver will be conducted by the Haryana Staff Selection Commission itself as usual.</p> <p>iv) He should not be colour blind.</p> <p>In compliance of the Govt. instruction No. 25/18/2005-4GSII dated 02.09.2014 .</p>	<p>i) Matric with Hindi or Sanskrit</p> <p>ii) Three years experience as Class III/ IV posts.</p> <p>iii) Should have a light/ heavy valid driving license, as the case may be, at least 3 years old.</p> <p>iv) Should have passed the driving test. The department concerned will conduct the driving test.</p> <p>v) He should not be colour blind.</p> <p>The age for an employee to qualify for promotion as Driver shall be restricted to 50 years.</p> <p>In compliance of the Govt. instruction No. 25/18/2005-4GSII dated 02.09.2014.</p>
17	Technical Posts	<p>Chief Engineer, Superintending Engineer, Executive Engineers, Assistant Engineers, Junior Engineers, Circle Head Draftsman, Head Draftsman, Draftsman, Work Supervisors.</p> <p>Chief Architect, Sr. Architect, Architect, Assistant Architect, Architectural Assistant, Senior Draftsman, Junior Draftsman, Assistant Draftsman etc.</p> <p>As per rules followed in the PWD (B&amp;R) Haryana/ Architect Department Haryana, as the case may be.</p>	<p>Chief Engineer, Superintending Engineer, Executive Engineers, Assistant Engineers, Junior Engineers, Circle Head Draftsman, Head Draftsman, Draftsman, Work Supervisors.</p> <p>Chief Architect, Sr. Architect, Architect, Assistant Architect, Architectural Assistant, Senior Draftsman, Junior Draftsman, Assistant Draftsman etc.</p> <p>As per rules followed in the PWD (B&amp;R) Haryana/ Architect Department Haryana, as the case may be.</p>

Sr.	<u>Designation of the Post</u>	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
<b>DIMINISHING CADRE POSTS</b>			
16	Peon	(i) Matriculation from recognized Board.  (ii) Hindi/Sanskrit upto matriculation, as one of the subject.	(i) Matriculation from recognized Board.  (ii) Hindi/Sanskrit upto matriculation, as one of the subject.  (iii) Two years experience in relevant post.
17	Sweeper, Chowkidar and Sweeper-cum-Chowkidar	Should be able to read and write Hindi	(i) Should be able to read and write Hindi;  (ii) Two years experience in relevant post.

## PART I

## HARYANA GOVERNMENT

## LAW AND LEGISLATIVE DEPARTMENT

## Notification

The 28th March, 2018

**No. Leg.8/2018.**— The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 27th March, 2018 and is hereby published for general information:-

## HARYANA ACT NO.5 OF 2018

## THE HARYANA GROUP D EMPLOYEES (RECRUITMENT AND CONDITIONS OF SERVICE) ACT, 2018

AN

ACT

*to regulate the recruitment and conditions of service of the Haryana Group D employees in the State and for the matters connected therewith and incidental thereto.*

Be it enacted by the Legislature of the State of Haryana in the Sixty-ninth Year of the Republic of India as follows:-

1. (1) This Act may be called the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018.
- (2) It shall come into force from the date of its publication in the Official Gazette.
- (3) It shall apply to the persons appointed to any post of Group D, whether temporary or permanent, in the State or Subordinate Services, except to the extent otherwise expressly provided-
  - (a) by or under any law for the time being in force; or
  - (b) in respect of any member of such Service by a contract or agreement subsisting between such member and the Government.

Short title, commencement and application.

2. In this Act, unless the context otherwise requires,-

Definitions.

- (a) "appointing authority" means the authority specified as such in the Service rules made under proviso to article 309 of the Constitution of India in respect of any Service or post;
- (b) "appointment" means an appointment of a member of Service in accordance with this Act or the rules applicable at the time of such appointment, as the case may be, who discharges, for the first time, the duties of a post borne on the cadre of such Service or commences the probation, instruction or training prescribed thereof;

**Explanation.-** The appointment of a person holding a post borne on the cadre of one Service to hold additional charge of a higher post in the same Service or a post borne on the cadre of another Service or to discharge the current duties thereof does not amount to appointment to the latter post or Service;

- (c) "approved probationer" means a member of Service who has satisfactorily completed his probation and awaits appointment as a full member of such Service or category;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of any State Government or Government of India;
- (e) "discharged probationer" means a full member or an approved probationer of another service or category reverting him to such service or whose services have been dispensed with;



- (f) "full member" means a member who has been confirmed in the Service in which he has been first appointed;
- (g) "Government" means the Government of the State of Haryana in the General Administration Department;
- (h) "Head of Department" shall have the same meaning as assigned to it in clause (38) of rule 8 of the Haryana Civil Services (General) Rules, 2016 and includes any other authority specially appointed by the Government to exercise the powers of the Head of Department;
- (i) "Head of Office" shall have the same meaning as assigned to it in clause (39) of rule 8 of the Haryana Civil Services (General) Rules, 2016;
- (j) "member of Service" means a person who has been appointed to Service but does not include a person appointed under sub-section (1) of section 8;
- (k) "recruiting agency" means the Haryana Staff Selection Commission or such other body constituted by the Government for selection of candidates for appointment to Service;
- (l) "recognized university or institution" means,-
- (i) any university or institution incorporated by law in India; or
- (ii) any other university or institution, which is declared by the Government to be a recognized university or institution for the purposes of this Act;
- (m) "Schedule" means the Schedule appended to this Act;
- (n) "Service" means any Group D Service in the State;
- (o) "Service rules" means the Service rules made under the proviso to article 309 of the Constitution of India regulating the recruitment and condition of Service of Group D posts in the State;
- (p) "State" means the State of Haryana.

Authorities empowered to make appointment.

3. The appointment to all the posts in the Service shall be made by the Head of Department or Head of Office, as the case may be.

Pay, allowances, leave, pension and other conditions of Service.

4. The Haryana Civil Services (General) Rules, 2016, the Haryana Civil Services (Pay) Rules, 2016, the Haryana Civil Services (Travelling Allowance) Rules, 2016, the Haryana Civil Services (Allowances) Rules, 2016, the Haryana Civil Services (Leave) Rules, 2016, the Haryana Civil Services (General Provident Fund) Rules, 2016, the Haryana Civil Services (Pension) Rules, 2016, the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and the Haryana Civil Services (Punishment and Appeal) Rules, 2016, shall in so far as they are applicable and except to the extent expressly provided in this Act, govern members of Service in the matters of their pay, allowances, leave, pension and other conditions of Service.

Cadre.

5. The permanent cadre, category and grade pay of the Service shall be determined by the Government.

Age.

6. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty-two years of age:

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service rules, those limits shall be applicable for appointment to such posts:

Provided further that in the case of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and persons with disability categories, the upper age limit shall be such, as may be fixed by the Government, from time to time.

Recruitment to posts.

7. Recruitment to all posts in the Service shall be made by recruiting agency:

Provided that the recruitment to the posts of Sweeper, Chowkidar and Sweeper-cum-Chowkidar shall be made by such other bodies as may be constituted by the Government, from time to time.

8. (1) Where in the opinion of the Government, special provisions inconsistent with any of the provisions of this Act or any other Service rules made under the proviso to article 309 or continuing by article 313 of the Constitution (hereinafter referred to in this section as the said rules) are required in respect of recruitment, conditions of service, pay, allowances, pension, discipline and conduct with reference to any particular or all posts in the Service, the Government may make appointment to such post otherwise than in accordance with this Act or the said rules and provide by an agreement with the person so appointed for any of the matters in respect of which in the opinion of the Government special provisions are required to be made and to the extent to which such provisions are made in the agreement. Nothing in this Act or the said rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement:

Appointment by agreement.

Provided that in respect of any matter in respect of which, no provision has been made in the agreement, the provisions of this Act or of the said rules shall apply.

(2) A person appointed under sub-section (1) shall not be a member of Service and shall not be entitled by reason only of such appointment to any preferential claim to any other appointment in that Service or any other Service.

9. (1) 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 the First Schedule in the case of direct recruitment and those specified in column 4 of the aforesaid Schedule in the case of persons appointed other than by direct recruitment.

Qualifications.

- (2) 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:

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

(3) A person in whose case a certificate of eligibility is necessary may be admitted to an examination conducted by the recruiting agency but the offer of appointment shall be given only after the necessary eligibility certificate has been issued to him by the Government.

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

- (5) No person-
- (a) who has entered into 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 marriage and there are other grounds for doing so, exempt any person from the operation of this section.

10. (1) In the case of selection and recommendation of the names of candidates to a department or an office for Group D posts, there shall be no interview and there shall be written exam and criteria for selection shall be such, as specified in the Second Schedule.

Selection criteria.

(2) A candidate may apply for any number of departments and indicate his priority for such departments.

11. (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:

Probation.

Provided that,-

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

- (b) any period of work in equivalent or higher rank, prior to appointment to 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 section; and
  - (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,-
- (a) if such person is appointed by direct recruitment, dispense with his services; and
  - (b) if such person is appointed otherwise, than by direct recruitment,-
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner, as the terms and conditions of his previous appointment permit.
- (3) On the completion of period of probation of a person, the appointing authority may,
- (a) if his work or conduct has, in its opinion, been satisfactory,-
    - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
    - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
    - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
  - (b) if his work or conduct has, in its opinion, been not satisfactory,-
    - (i) dispense with his services, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner, as the terms and conditions of his previous appointment permit; or
    - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation:

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

- Appeal against discharge. **12.** A discharged probationer whose services have been dispensed with under section 11, may file an appeal against such order passed by the competent authority.
- Appointment of full member. **13.** An approved probationer shall be considered for confirmation immediately after the satisfactory completion of his probation. Such confirmation shall be made in the entry level post to which he was first appointed and an order shall be issued for confirmation of Service.
- Fixation of seniority. **14.** Seniority, inter-se of the members of 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 recruiting agency shall not be disturbed in fixing the seniority:
- Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-
- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
  - (b) a member appointed by promotion shall be senior to a member appointed by transfer;

- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they are promoted or transferred; and
- (d) in the case of members recruited by transfer from the same office, seniority shall be determined according to seniority in the appointments previously held in that cadre;
- (e) in the case of members appointed by promotion/ 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 appointments, 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 same, the older member shall be senior to the younger member.

15. No member of Service shall be eligible for promotion from the category in which he was appointed to the Service unless he has satisfactorily completed his probation in that category: Promotion.

Provided that a member of a Service who, having satisfactorily completed his probation in the category in which he was appointed to the service, has been promoted to the next higher category shall, notwithstanding that he has not been declared to have satisfactorily completed his probation in such higher category be eligible for promotion from such higher category:

Provided further that if the scale of pay or pay band or pay matrix of post in the feeder categories are different, the person holding post carrying a higher scale of pay or pay band or pay matrix in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay or pay band or pay matrix in descending order in other feeder categories shall be considered.

16. Appointment by recruitment on transfer basis to the Service from among the holders of posts in a Subordinate Service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. Appointment by recruitment on transfer basis.

17. No member of Service, who is on extension of Service after superannuation, shall be considered for appointment either by promotion or by recruitment by transfer to a higher category, during the period of extension of Service. Promotion or recruitment by transfer during extension of Service.

18. A member of Service shall, if he resigns from his appointment, forfeit the service rendered by him on the particular post held by him at the time of resignation and also all his previous service under the Government. The re-appointment of such person to any Service shall be treated in the same way as a first appointment to such Service by direct recruitment and all the provisions governing such appointment shall apply and on such re-appointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under this Act: Consequence of resignation.

Provided that a member of Service, who after resignation has contested the general election to Parliament or State Legislature or in the elections to local bodies either as a party candidate or as an independent candidate, shall not be eligible for re-appointment to any service.

19. (1) A member of Service may resign his appointment by giving notice of not less than three months in writing direct to the appointing authority with a copy marked to his immediate superior officer. The period of three months notice shall be reckoned from the date of receipt of such notice by the appointing authority. Acceptance of resignation.

(2) The member of Service may withdraw the notice of his resignation before its acceptance and withdrawal of resignation shall not be permitted after its acceptance by the appointing authority.

(3) The appointing authority shall issue orders on the notice of resignation before the date of expiry of notice, either accepting the resignation from a date not later than the date of expiry of the notice or rejecting the same, giving the reasons thereof. If no such order is passed, the resignation shall be deemed to have been accepted on the expiry of the period of notice.

(4) Notice of resignation given by the member of Service shall be accepted by the appointing authority, subject to the conditions—

- (i) that no disciplinary proceeding is contemplated or pending against the member of concerned under rule 7 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016;
- (ii) that a report from the Director of Vigilance and Anti-Corruption has been obtained to the effect that no enquiry is contemplated or pending against the member of Service;
- (iii) that no dues are pending to be recovered by the Government from the member of Service; and
- (iv) that there is no contractual obligation of any kind including contractual obligation to serve the Government during the period in which the member of Service seeks to resign.

(5) Notwithstanding anything contained in clauses (i) and (ii) of sub-section (4), where a member of Service, under suspension or against whom disciplinary or criminal action or vigilance enquiry is pending, seeks to resign, the appointing authority shall examine the nature and gravity of the case and may accept the resignation, if the case is not such as would warrant rejection of the notice of resignation.

Appeal or review.

**20.** (1) Where no specific provision for appeal or review against any order is provided under this Act or in the service rules for redressal of grievances, an appeal or review, as the case may be, shall lie to the authority to which an appeal or review petition would lie against an order of dismissal.

(2) An appeal or review under sub-section (1) shall be preferred within two months from the date of receipt of the orders by the appellant or the review petitioner, as the case may be.

(3) Every appeal or review under sub-section (1) shall be disposed of within a period of four months from the date of the receipt of the appeal or review petition.

(4) The appellate or reviewing authority may issue such interim directions, as it deems fit, pending final decision thereon in order to avoid any irreparable loss to the appellant or review petitioner or to avoid administrative inconvenience.

Special provision.

**21.** Notwithstanding anything contained in this Act, the appointing authority may impose special terms and conditions in the order of appointment, if it is deemed expedient to do so.

Reservation.

**22.** Nothing contained in this Act shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen, Physically handicapped persons or any other class or category of persons in accordance with the orders issued by the Government in this regard, from time to time.

Overriding effect of special rules.

**23.** If any provision of this Act is inconsistent with any provision of the service rules applicable to any particular service, the service rules shall, in respect of that service, prevail over the provisions of this Act.

Application of certain rules.

**24.** Any rule continued by article 313 or made under the proviso to article 309 of the Constitution in respect of any service or category thereof shall be applicable to all persons holding posts intended to be held by members of that service or category on the date on which such rule was made:

Provided that nothing in any such rule shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or applicable to him prior to the making of such rule:

Provided further that no such rule shall be applicable to candidates who had been approved for appointment to any such service or category by the Commission or by any other authority competent in that behalf prior to the making of such rule or who had applied for such approval in response to any advertisement inviting applications, published by the Authority competent in that behalf prior to the making of such rule.

25. (1) If any difficulty arises in giving effect to the provisions of this Act, the Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty:

Power to remove difficulties.

Provided that no such order shall be made after the expiry of three years from the commencement of this Act.

(2) Any order passed under sub-section (1) shall, as soon as may be, after it is passed, be laid before the State Legislature.

26. (1) The Government may, by notification, amend or cancel the Schedule.

Power to amend Schedule.

(2) Every notification issued under sub-section (1) shall, as soon as may be, after it is issued, be placed before the State Legislature.

**FIRST SCHEDULE***[see section 9 (1)]***EDUCATIONAL QUALIFICATIONS**

Serial number	Name of Post	Academic qualifications and experience, if any, for direct recruitment.	Academic qualifications and experience, if any, for appointment other than Direct recruitment.
1	2	3	4
1.	All Group D posts except Sweeper, Chowkidar and Sweeper-cum-Chowkidar	(i) Matriculation from recognized Board. (ii) Hindi/Sanskrit upto matriculation, as one of the subject.	(i) Matriculation from recognized Board (ii) Hindi/Sanskrit upto Matriculation, as one of the subject. (iii) two years experience in relevant post
2.	Sweeper, Chowkidar and Sweeper-cum-Chowkidar	Should be able to read and write Hindi.	(i) Should be able to read and write Hindi; (ii) two years experience in relevant post.

**SECOND SCHEDULE***[see section 10(1)]***CRITERIA FOR SELECTION**

(1) The scheme of marks in respect of selection to Group D posts in the Service shall comprise of total 100 marks, as detailed below:-

- |  |          |
|--|----------|
| (i) Written Exam:                            | 90 marks |
| (ii) Socio-Economic criteria and experience: | 10 marks |

The marks for experience and some objective socio-economic criteria are to be allocated as follows:

- (a) If no person from among the applicant's father, mother, spouse, brothers, sisters, sons and daughters is, was or has been regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India. **(5 marks)**
- (b) Orphan/Widow:-
- (i) if the applicant is a Widow; or
- (ii) if the applicant is the first or the second child and his father had died before attaining the age of 42 years, or
- (iii) if the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years. **(5 marks)**
- (c) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapiwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class. **(5 marks)**
- (d) **Experience:** One-half (=0.5) mark for each year or part thereof exceeding six months of experience, out of a maximum of 16 years, on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/Authority of Government of Haryana. No marks will be awarded for any period less than six months. **(A maximum of 8 marks)**

- (2) No applicant shall be given more than 10 marks under any circumstances.
- (3) The waiting list for the vacancies upto 25 at 25%, for vacancies between 25 to 50 at 15% and for vacancies above 50 at 10% subject to the minimum of two candidates shall be prepared during selection.
- (4) The main list as well as the waiting list shall remain valid for a period of one year from the date of recommendation.
- (5) The recruiting agency while making recommendations shall clearly indicate the main list and the waiting list. The main list shall contain the number of candidates equal to the number of demand made by the department to the recruiting agency.

KULDIP JAIN,  
SECRETARY TO GOVERNMENT HARYANA,  
LAW AND LEGISLATIVE DEPARTMENT.



**STATEMENT OF OBJECTS AND REASONS**

The selection and appointments to Group-D posts are governed by the service rules of the concerned Departments. Different departments have prescribed different minimum age and educational qualifications for appointment to these posts. This causes a lot of inconvenience and financial burden on the candidates. With a view to have common age and educational qualifications as well as to ensure transparency in selection of candidates the Government of Haryana has decided to provide for common minimum age, common minimum educational qualifications and a transparent selection criteria alongwith some weightage for socio-economic status, experience and doing away with practice of interviews in case of Group-D posts.

MANOHAR LAL,  
Chief Minister, Haryana.

Chandigarh :  
The 10th March, 2018.

R.K. NANDAL,  
Secretary.

*N.B.*—The above Bill was published in the Haryana Government Gazette (Extraordinary), dated the 10th March, 2018 under proviso to rule 128 of the Rules of Procedure and Conduct of Business in the Haryana Legislative Assembly.

56099—H.V.S.—H.G.P., Chd.