

1973): "Administrative Secretary" means the Financial Commissioner and Principal Secretary to Government, Haryana, Urban Local Bodies Department; "Appendix" means an Appendix to these rules; "Commission" means the Haryana Public Service Commission and Haryana Staff Selection Commission; "Deputy Commissioner" means the Deputy Commissioner of the concerned district; "Director" means the Director, Urban Local Bodies, Haryana; "direct recruitment" means an appointment made by selection otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government; "Government" means the Haryana Government in the Administrative Department; "institution" means,- (i) any institution established by law in force in the State of Haryana; or (ii) any other institution recognised by the Government for the purpose of these rules; "recognized university" means ,- (i) any university or institution incorporated by law in any State in India ; or (ii) in the case of degree, diploma or certificate obtained as a result of examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or (iii) any other university or institution which is declared by the Government to be a recognized university for the purpose of these rules; "section" means any section of the Act; "Service" means the municipal service of State level and district level. (2) Words and expressions used but not defined in these rules shall respectively have the same meaning as assigned to them in the Haryana Municipal Act, 1973 (24 of 1973) . HARYANA GOVT. GAZ. (EXTRA.), SEPT. 24, 2010 (ASVN. 2, PART-11 RECRUITMENT TO SERVICE 3. The Service shall comprise the posts shown in Appendix A to these rules : 1932 SAKA) 6995 Provided that nothing in these rules shall affect the inherent right of the Government to make additions to. or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily. 4. (1) No person shall be appointed to any post in a Service, unless he is:- (a) (b) (c) (d) a citizen of India; or a subject of Nepal; or a subject of Bhutan; or a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India : Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the State Government. (2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission, Selection Commission, or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the State Government. (3) No person shall be appointed to any post in the Service by direct recruitment. unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution

5. No person shall be appointed to the post in the Service by direct recruitment who is less than seventeen years or more than forty years of age, on the last date of submission of application to the Commission

6. Appointment to the posts in the Service shall be made by the Administrative Secretary / Director / Deputy Commissioner

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed otherwise than by direct recruitment: Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen and Physically Handicapped persons, possessing the requisite experience, are not available to fill-up the vacancies, reserved for them, after recording reasons for so doing in writing

8. No person,- (a) who has entered into or contracted 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: Number and character of posts. Nationality, domicile and character of persons recruited to the Service. Age. Appointing Authority Qualifications. Disqualifications. 6996 Method of recruitment. HARYANA GOVT. GAZ. (EXTRA.), SEPT. 24, 2010

(ASVN. 2, 1932 SAKA) 9. Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule. Recruitment to the Service shall be made,— (I) (I) (i) (ii) (iii) (iv) (v) (vii) (viii) (ix) STATE LEVEL POST in the case of Executive Engineer,- (a) 50% by direct recruitment; and (b) 50% by promotion from amongst Municipal Engineers; in the case of Executive Officer,- (a) 50% by direct recruitment; and (b) 50% by promotion from amongst Secretary, Municipal Council; in the case of Secretary, Municipal Council,- (a) 50% by direct recruitment; and (b) 50% by promotion from amongst Secretary, Municipal Committee or Office Superintendent (Municipal Council) or Tax Superintendent (Municipal Council); in the case of Secretary, Municipal Committee,- 50% by direct recruitment; and (a) (b) 50% by promotion from amongst Tax Superintendent (Municipal Committee) or Accountant; in the case of Municipal Engineer,- 50% by direct recruitment; and (a) 50% by promotion from amongst Junior Engineer (Civil); (b) in the case of Assistant Town Planner,- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/ Corporation; in the case of Junior Engineer (Civil),- (a) 80% by direct recruitment; and (b) 20% by promotion from amongst Building Inspector/Land Officer/ Draftsman; in the case of Junior Engineer (Electrical),- 50% by direct recruitment; and (a) 50% by promotion from Light Inspector; in the case of Office Superintendent (Municipal Council),- (a) by promotion from amongst Assistant / Senior Scale Stenographer; or (b) by transfer or deputation of an official of Government of India or any other State Government/ Board/ Corporation; HARYANA GOVT. GAZ. (EXTRA.), SEPT. 24, 2010 (ASVN. 2, 1932 SAKA) 6997 (x) (xii) (xiii) (xiv) (i) (ii) (iii) (iv) in the case of Tax Superintendent (Municipal Council),- by promotion from amongst Tax Superintendent (Municipal Committee) or Tax Inspector; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Tax Superintendent (Municipal Committee),- (a) by promotion from amongst Tax Inspector; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Accountant,- (a) 50% by direct recruitment; and (b) 50% by promotion from amongst Clerks; in the case of Chief Sanitary Inspector,- (a) by promotion from amongst Sanitary Inspector; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Head Draftsman,- (a) by promotion from Draftsman; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation. DISTRICT LEVEL POST in the case of Building Inspector,- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Land Officer,- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Draftsman,- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Assistants,- (a) by promotion from amongst Clerk or Steno-Wpist; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Senior Scale Stenographer,- (a) 50% by direct recruitment; and (b) 50% by promotion from amongst Junior Scale Stenographer; 6998 HARYANA GOVT. GAZ. (EXTRA.), SEPT. 24, 2010 (ASVN. 2, 1932 SAKA) (vi) (vii) (viii) (ix) (x) (xii) (xiii) (xiv) (xv) (vi) (xvii) in the case of Junior Scale Stenographer,- (a) • 50% by direct recruitment; and (b) 50% by promotion from amongst Steno-Typist; in the case of Driver,- (a) 80% by direct recruitment; and (b) 20% by promotion from amongst Peon, Chowkidar, Mali-cum- Chowkidar and Tractor Drivers; in the case of Garden Supervisor,- (a) 50% by direct recruitment; and (b) 50% by promotion from amongst Head Mali; in the case of Librarian,- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Light Inspector,- (a) 80% by direct recruitment; and (b) 20% by promotion from amongst the Electrician; in the case of Tax Inspector,- (a) by promotion from amongst Clerk; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Sanitary Inspector,- (a) 80% by direct recruitment; and (b) 20% by promotion from amongst Safai Daroga; in the case of Steno-Typist- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of

India or any other State Government/Board/Corporation; in the case of Clerk,- (a) 80% by direct recruitment; and (b) 20% by promotion from amongst Peon/Head Mali/Mali-cum- Chowkidar/Chowkidar; in the case of Electrician,- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Tractor Driver,- (a) 50% by direct recruitment, and (b) 50% by promotion from amongst Safai Daroga / Sweeper; in the case of Patwari,- (a) by direct recruitment; or HARYANA GOVT. GAZ. (EXTRA.), SEPT. 24, 2010 (ASVN. 2, 1932 SAKA) 6999 (xviii) (xix) (xxi) (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Peon,- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Head Mali,- (a) by promotion from Mali-cum-Chowkidar, or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation: in the case of Mali-cum-Chowkidar,- (a) by direct recruitment; or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation; in the case of Chowkidar,- (a) by direct recruitment: or (b) by transfer or deputation of an official already in the service of Government of India or any other State Government/Board/Corporation. (2) All promotions, unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions (3) As and when any vacancy occurs or is about to occur, unless otherwise provided, the appointing authority shall determine in what manner such vacancy shall be filled in. 10. (1) A person appointed to any post in the Service shall remain on probation for a. Probation period of two years, if appointed by direct recruitment, and one year, if appointed otherwise. Provided that (a) (b) (c) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; and any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and 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. If, in the opinion of the appointing authority, the work or conduct of a person (2) during the period of his probation is not satisfactory, it may, - (a) (b) if such person is appointed by direct recruitment. dispense with his services if such person is appointed otherwise than by direct recruitment, - (i) revert him to his former post; or (ii) deal with him in such a manner as the terms and conditions of his previous appointment permit. (3) may, - On the completion of the period of probation of a person, the appointing authority may, - (a) (b) 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 if his work or conduct has, in its opinion, been not satisfactory,- (i) dispense with his Services, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit; or (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation Provided that the total period of probation, including extension, if any, shall not exceed three years

11. Seniority inter se of the members of the Service shall be determined by the length of continuous service on any post in the Service: Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre: Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority: Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follow,- (a) (b) (c) (d) (1) 12.a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer; a member appointed by promotion shall be senior to a member appointed by transfer; in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and in the

case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and if the length of such Service is also the same, the older shall be senior to the younger member. A member of the Service shall be liable to serve at any place whether within or outside the State of Haryana on being ordered so to do by the appointing authority. (2) A member of service may also be deputed to serve under,-- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority or university within the State of Haryana; (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government; or HARYANA GOVT. GAZ. (EXTRA.). SEPT. 24, 2010 (ASVN. 2, 1932 SAKA 7001 (iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body : Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization or body referred to in clauses (ii) or clause (iii) except with his consent. 13, In respect of pay, leave, pension and all other matter not expressly provided for in these rules, the member of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature. 14. (1) In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time: Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India be such as are specified in Appendix C to these rules. (2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules

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

16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established

17. Where the Government is of the opinion that is necessary or expedient to do so, it may; by order for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons

18. Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if, it is deemed expedient to do so

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-Servicemen, Physically Handicapped persons or any other class or category of persons in accordance With the orders issued by the State Government in this regard from time to time: Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time

20. The Haryana Municipal Services (Integration, Recruitment and Conditions of Service) Rules, 1982 are hereby repealed: Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules. Pay, leave, pension and other matters. Discipline, penalties and appeals. Vaccination. Oath of allegiance Power of relaxation, Special Provisions. Reservation. Repeal and savings 7002 Sr. No. 2 3 4 5 6 7 8 9 IO 11 12 13 14 I 2 3 4 5 6 7 8 9 IO 11 12 13 14 15 16 17 18 19 20 21 HARYANA GOVT. Name of the Post 2 STATE LEVEL POST Executive Engineer Executive Officer Secretary (Municipal Council) Secretary (Municipal Committee) Municipal Engineer Assistant Town Planner Junior Engineer (Civil) Junior Office Superintendent (Municipal Council) GAZ. (EXTRA.), SEPT, 24, APPENDIX A (See Rule 3) Number of posts Permanent Temporary 2010 (ASVN. 2, 1932 SAKA) 3 51 99 145 5 8 4 Tax Superintendent (Municipal Council) 20 Tax Superintendent (Municipal Committee) Accountant Chief Sanitary Inspector Head Draftsman DISTRICT LEVEL POST Building Inspector Land Officer Draftsman Assistant Senior

Scale Stenographer Junior Scale Stenographer Driver Garden Supervisor Librarian Light Inspector Tax Inspector Sanitary Inspector Steno-typist Clerk Electrician Tractor Driver Patwari Peon Head Mali Mali-cum-chowkidar Chowkidar 5 76 5 67 3 6 24 4 2 19 5 15 16 21 67 14 519 9 93 9 390 IO 391 20 Total 5 23 51 23 145 5 8 20 5 76 5 67 3 6 24 4 2 19 5 15 16 21 67 14 519 9 93 9 390 10 391 20 Revised Pay Band (in rupees) 6 93(B4800 93(W34800 9300-34800 930B4800 9300-34800 9300-34800 9300-34800 93(m4800 930B4800 9300-34800 930B4800 5200-20200 5200-20200 5200-20200 520cn0200 52(m0200 5200-20200 5200-20200 4440-7440 4440-7440 4440-7440 Grade Pay (in rupees) 7 3600 300 3200 3200 3200 3200 3200 3200 2400 2400 2400 2400 2400 2400 1900 1900 1900 1900 1900 1300 1300 1300 1300 HARYANA GOVT. GAZ. (EXTRA.). SEPT. 24, 2010 (ASVN. 2, 1932 SAKA) 7003 APPENDIX B (See Rules 7) Academic Qualifications and experience, Sr. No. 3 4 5

6. Name of post STATE LEVEL Executive Engineer Executive Officer (ii) (iii) (i) (ii) Secretary, Municipal Council (D Secretary, Municipal Committee Municipal Engineer Assistant Town Planner (ii) (i) (ii) (i) (ii) (i) (ii) (iii) if any, for direct recruitment 3 Degree in Engineering (Civil); Five years experience as Sub Divisional Engineer(Assistant Engineer; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Post Graduate in any subject or Graduate in Law, Preference shall be given to those with Diploma in Higher Officers' Course in the Local Government; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Post Graduate or 1st Class Graduate, Preference shall be given to those with Diploma in Higher Officers' Course in the Local Government; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Graduate, Preference shall be given to those who have diploma in Higher officer's course in the Local Government; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Degree in Civil Engineering or its equivalent from any recognized university/institution; Knowledge of Hindi / Sanskrit upto Matric or Higher education. A post graduate degree or diploma in Town Planning from a recognized university / institution and should be Associate member of the Institute of Town Planning (India); or A degree in Civil Engineering or a degree in Architecture recognized by the Institute of Engineers (India); and should have experience of not less than three years under a qualified Town Planner; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Academic Qualifications and experience, if any, Appointment other than by direct recruitment. 4 By promotion : (i) Degree in Engineering (Civil) or its equivalent; (ii) Eight years experience as Municipal Engineer (Civil). By promotion : Five years experience as Secretary, Municipal Council. By promotion : Five years experience as Secretary Municipal Committee or Office Superintendent (Municipal Council) or Tax Superintendent (Municipal Council). By promotion : Tax Three years experience as Superintendent (Municipal Committee) or Accountant. By promotion : Degree in Civil engineering or ten years experience as Junior Engineer (Civil). By transfer or deputation : Two years experience as Assistant Town Planner. 7004 HARYANA GAZ. (EXTRA.), SEPT. 24, 2010 (ASVN. 2, 1932 SAKA) 7. 8. 9 IO. IL 12. 13 Junior Engineer (Civil) Junior Engineer (Electrical) Office Superintendent (Municipal Council) Tax Superintendent (Municipal Council) Tax Superintendent (Municipal Committee) Accountant: Chief Sanitary Inspector (i) (ii) (i) (ii) (ii) 3 in Civil Engineering from any recognized institution; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Diploma in Electrical Engineering from any recognized institution; Knowledge of Hindi / Sanskrit upto Matric or Higher education. from any recognized university or its equivalent. Knowledge of Hindi / Sanskrit upto Matric or Higher education. 4 By promotion : Five years experience as Building Inspector / Land Officer / Draftsman. By promotion : Five years experience as Light Inspector. By promotion : Five years experience as Assistant or Senior Scale Stenographer. In case of Senior Scale Stenographer, he should have two years experience as Assistant; or By transfer or deputation : One year experience as Superintendent or seven years experience as Assistant. By promotion : Five years experience as Tax Superintendent in Municipal Committee: or Ten years experience as Tax Inspector in Municipal Council. By transfer or deputation : One year experience Superintendent and seven years experience as Assistant. By promotion : Five years experience as Tax Inspector. By transfer or deputation : One year experience Superintendent or seven years experience as Assistant. By promotion : Clerks who have passed the departmental examination prescribed for Municipal Accountants By promotion : Eight years experience as Sanitary Inspector. By transfer or deputation : Two years experience as Chief Sanitary Inspector. GAZ. (EXTRA.), 3 14 1. 2. 3. 4. 5. 6

7. HARYANA GOVT.2 Head Draftsman DISTRICT LEVEL POSTS SEPT. 24, 2010 (ASVN. 2, 1932 SAKA) 4 By promotion : 7005 Building Inspector Land Officer Draftsmen Assistant Senior Scale Steno-

grapher Junior Scale Steno-grapher Driver (i) (ii) (i) (ii) (i) (ii) (i) (iii) (i) (ii) (i) (ii) Diploma in Civil Engineering from any recognized institution; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Diploma in Civil Engineering from any recognized institution; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Diploma of Draftsmanship from any recognized institution. Knowledge of Hindi / Sanskrit upto Matric or Higher education. Hindi shorthand speed of 80 words per minute and transcription of 15 words per minute; and English shorthand speed of 100 words per minute and transcription of 20 words per minute. Knowledge of Hindi / Sanskrit upto Matric or Higher education. Hindi shorthand speed of 80 words per minute and transcription of 15 words per minute and English shorthand speed of 100 words per minute and transcription of 20 words per minute; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Heavy or Light Motor Driving Licence; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Seven years experience as Draftsmen. By transfer or deputation : Two years experience as Head Draftsman. By transfer or deputation : Two years experience as Building Inspector. By transfer or deputation : Two years experience as Land Officer. By transfer or deputation : Two years experience as Draftsman. By promotion : Five years experience as Clerk or Steno typist. In case of Steno-typist, he should have two years experience as Clerk. By transfer or deputation: Two years experience as Assistant. By promotion : Five years experience as Junior Scale Stenographer. By promotion : Five years experience as Steno Typist. By promotion : Five years experience as Peon, Chowkidar, Mali-cum-Chowkidar and Tractor Driver with Heavy or Light Motor Driving Licence. 7006 HARYANA GOVT. GAZ. (EXTRA.), SEPT. 24, 2010 (ASVN. 2, 1932 SAKA\ 8. 9. IO. 11 12 13. 14. 15. 16. 2 Garden Supervisor Librarian Light Inspector Tax Inspector Sanitary Inspector Steno-typist Clerk Electrician Tractor Driver (i) (ii) (ii) (i) (iii) (i) (ii) 3 Diploma/ Course in Horticulture from any recognized institution; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Diploma in Library Science from any recognized institution; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Diploma of Electrician from IT I; or Should have passed Electrical Supervisor examination conducted by Chief Electrical Inspector, Haryana; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Diploma in Sanitary Inspector's course; Knowledge of Hindi / Sanskrit upto Matric or Higher education. Hindi shorthand speed of 64 words per minute and transcription of 11 words per minute and English shorthand speed of 80 words per minute and transcription of 15 words per minute; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education. Matric or Higher education with Hindi / Sanskrit. (i) Diploma of Electrician from ITI; or certificate of Electrician from recognized institution; (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education. Middle with Heavy or Light Vehicle driving licence. 4 By promotion : Five years experience as Head Mali. By transfer or deputation One year experience as Librarian. By promotion Five years experience as Electrician. By promotion : Five years experience as Clerk. By transfer or deputation : One year experience as Tax Inspector. By promotion : Ten years experience as Safai Daroga By transfer or deputation : Two years experience as Steno typist. By promotion : Should be Matric with Hindi/Sanskrit and five years experience as Peon / Head Mali/ Mali-cum-Chowkidar/ Chowkidar. By transfer or deputation : Two years experience as Electrician. By promotion : Five years experience as Safai Daroga or ten years experience as Sweeper and having Heavy or Light Vehicle driving licence. HARYANA GOVT. GAZ. (EXTRA.), SEPT. 3 Should have passed examination; 24, 2010 (ASVN. 2, 1932 SAKA) 7007 17. 18. 19. 20. 21. 2 Patwari Peon Head Mali Mali-cum-Chowkidar Chowkidar Patwari (ii) Knowledge of Hindi / Sanskrit upto Matric or Higher education. Middle Pass with Hindi/Sanskrit Middle pass with Hindi and one year experience of Gardening. Middle Pass with Hindi. 4 By transfer or deputation : Two years experience as Patwari. By transfer or deputation : Two years experience as Peon. By promotion : Five years experience as Mali-cum- Chowkidar. By transfer or deputation : Two years experience as Head Mali. By transfer or denutation : Two years experience as Mali-cum- Chowkidar. By transfer or deputation : Two years experience as Chowkidar. 7008 HARYANA GOVT. GAZ. (EXTRA.), SEPT. 24, APPENDIX C [See Rule 14(1)] 2010 (ASVN. 2. 1932 SAKA) Sr. No. 2. 3. 4. 5. 6 7. 8. 9. IO. 11 12. 13 14 1. 2. 3. 5

6. Designation of posts 2 Executive Engineer Executive Officer Secretary (Municipal Council) Secretary (Municipal Committee) Municipal Engineer Assistant Town Planner Junior Engineer (Civil) Junior Engineer (Electrical) Office Superintendent (Municipal Council) Tax Superintendent.(Municipal Council) Tax Superintendent. (Municipal Committee) Accountant Chief Sanitary Inspector Head Draftsman Executive Engineer Executive Officer Secretary (Municipal Council)

Secretary (Municipal Committee) Municipal Engineer Assistant Town Planner Appointing Nature of penalty Authority 3 4 STATE LEVEL SERVICES Administrative 1. IMINORPENALmLS Secretary (i) Warning with a copy on the personal file Director Administrative Secretary (character role); (ii) Censure; (iii) withholding promotion; of (iv) recovery from pay of the (v) 2. whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State; and withholding of increment of pay without cumulative effect; MAJOR PENALTIES: Authority empowered to impose penalty 5 Director Administrative Secretary Appellate Authority 6 Administrative Secretary Government (vi) withholding increment of pay with cumulative effect; (vii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of HARYANA GOVT. GAZ. 3 (EXTRA.), SEPT. 24, 2010 (ASVN. 4 such reduction and 2, 1932 SAKA) 7009 7. 8. 9. IO. 11. 12. 13. 14. 2 3 4 5 6 7 2 Junior Engineer (Civil) Junior Engineer (Electrical) Office Superintendent (Municipal Council) Tax Superintendent (Municipal Council) Tax Superintendent (Municipal Committee) Accountant Chief Sanitary Inspector Head Draftsman 5 Director whether on the expiry of the period, reduction will or will not have the effect of postponing the future increments of his pay; (viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without directions further regarding conditions of restoration to the grade or post of service from which the Government employee was reduced, and his seniority and pay on such restoration to that grade, post or service; (ix) compulsory retirement; (x) removal from service which shall not be a disqualification for future employment under the Government: (XD dismissal from service which shall ordinarily be a disqualification for further employment under the Government. DISTRICT LEVEL SERVICES Director Executive Officer/ Secretary (Municipal Committee)/ Secretary (Municipal Council) 6 Administrative Secretary Deputy Commissioner Building Inspector Land Officer Draftsman Assistant Senior Scale Stenographer Junior Scale Stenographer Driver. Deputy rvffNOR PENALTIES Commissioner (i) Warning with a copy in the personal (character role); (ii) Censure: (iii) withholding promotion; Of (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central 7010 HARYANA GOVT. 2 GAZ. 3 (EXTRA.), SEPT. 24, 2010 (ASVN. 4 Government or a State Government or to a 2, 1932 SAKA) 5 6 8 9. IO 11. 12. 13 14 15 16. 17 19 20 21 2 3 4 5 6 7 8 9 IO 11

12. Garden Supervisor Librarian Light Inspector Tax Inspector Sanitary Inspector Steno Typist Clerk Electrician Tractor Driver Patwari Head Mali Mali-cum-Chowkidar Chowkidar Building Inspector Land Officer Draftsman Assistant Senior Scale Stenographer Junior Scale Stenographer Driver Garden Supervisor Librarian Light Inspector Tax Inspector Sanitary Inspector Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State; and (v) withholding of increment of pay without cumulative Deputy effect; MAJOR PENALTIES: Deputy Commissioner of Director Commissioner (vi) withholding increment of pay with cumulative effect; (vii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay: 2, 13 14 15 16. 17 19 20 21 HARYANA GOVT. 2 Steno Typist Clerk Electricians Tractor Driver Patwari Head Mali Mali-cum-Chowkidar Chowkidar 3 2010 (ASVN. 4 (viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without directions further regarding conditions of restoration to the grade or post of service from which the Government employee was reduced, and his seniority and pay on such restoration to that grade, post or service; (ix) compulsory retirement; (x) removal from service which shall not be a disqualification for future employment under the Government; (xi) dismissal from service which shall ordinarily be a

disqualification for further employment under the Government. 1932 SAKA) 5 6 GAZ. Sr. No. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13

14. HARYANA GOVT. Designation of posts 2 Executive Engineer Executive Officer Secretary (Municipal Council) Secretary (Municipal Committee) Municipal Engineer 24, APPENDIX D [(See Rule (14)2)] Nature of order 3 2010 (ASVN. 2, 1932 SAKA) STATE LEVEL POSTS (i) Reducing or with-holding the amount of ordering/ additional pension admissible the under governing pension; the (ii) Terminating appointment otherwise than on his attaining the for fixed age superannuation. Authority empowered to make the order 4 Administrative Secretary Director Appellate authority 5 Government Administrative Secretary Assistant Town Planner Junior Engineer (Civil) Junior Engineer (Electrical) Office Superintendent (Municipal Council) Tax Superintendent (Municipal Council) Tax Superintendent (Municipal Committee) Accountant Chief Sanitary Inspector Head Draftsman GAZ. Sr. No. 10. 11. 12. 13. 17. 15. 16. 17. 19. 20

21. HARYANA GOVT. Designation of posts 2 Building Inspector Land Officer Draftsman Assistant Senior Scale Stenographer Junior Scale Stenographer Drivers Garden Supervisor Librarian Light Inspector Tax Inspector Sanitary Inspector Steno-Typist Clerk Electrician Tractor Driver Patwari Head Mali Mali-cum-Chowkidar Chowkidar (EXTRA.), SEPT. 24, 2010 (ASVN. 2, 1932 SAKA) Nature of order 3 DISTRICT LEVEL POSTS (i) Reducing or with-holding the amount of ordering/ additional pension admissible under the rules Authority empowered to make the order 4 Deputy Commissioner RAJ KUMAR, Appellate authority 5 Director governing pension. (ii) Terminating the appointment otherwise than on his attaining the age fixed for superannuation . Financial Commissioner and Principal Secretary to Government Haryana, Urban Local Bodies Department. 47708—C S. . —H G.P., Chd.

