

HARYANA GOVERNMENT
SOCIAL WELFARE DEPARTMENT
Notification
The 28th November, 1997

No. G.S.R.96/Const.Art. 309/ 97.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Women & Child Development Department (Group-A) Service, namely:-

PART I-GENERAL

1. These rules may be called the Haryana Women & Child Development Department (Group A) Service Rules, 1997.
2. In these rules, unless the context otherwise requires,--
 - (a) “Commission” means the Haryana Public Service Commission;
 - (b) “direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;
 - (c) “Government” means the Haryana Government in the Administrative Department;
 - (d) “Institution” means,--
 - (i) any institution established by law in force in the State of Haryana;
or
 - (ii) any other institution recognised by the Government for the purpose of these rules;
 - (e) “recognised university” means
 - (i) any university incorporate by law in India;

Short title.

Definitions

- (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
- (iii) any other university which is declared by the Government to be a recognised university for the purpose of these rules;

(e) “Service” means the Haryana Women and Child Development Department (Group A) Service.

PART II-RECRUITMENT TO SERVICE

Number and
character of posts

3. The Service shall comprise the posts shown in Appendix-A to these rules:

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

4. (1) No person shall be appointed to any post in the Service, unless he is, --
- (a) a citizen of India; or
 - (b) a subject of Nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia,

Malawi, Zaire, and Ethiopia with the intention of permanently settling in
India :

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

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

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

5. No person shall be appointed to any post in the Service by direct recruitment who is less than twenty-one years or more than thirty-five years of age, on the last date of submission of application to the Commission or the recruiting authority as the case may be.

6. Appointments to the posts in the Service shall be made by the Government.

Appointing Authority

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

Provided that in case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and Physically Handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

8. No person,--

Disqualification

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

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

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

Method of recruitment

- (a) in the case of Additional Director,-
 - (i) by promotion from amongst a Joint Director of Deputy Director; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (b) i) by promotion from amongst Deputy Director of Programme Officer or Lady Circle Supervisor or Superintendent or Publicity Officer or;

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

(2) Appointment to any post in the Service, by promotion shall be made on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.

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

10 (1) Person 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:

(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 of higher rank, prior to appointment to the Service, may, in the case of an appointment by transfer, at the discretion of appointing authority, be allowed to count towards the period of probation fixed under this rule; and

(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

- (a) if such person appointed by the direct recruitment dispense with his services; and
 - (b) if such person is appointed otherwise than by direct by recruitment,--
 - (i) revert him to his former post; or
 - (ii) dealt with him in such other manner as the terms and conditions of previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,--
- (a) if his work or conduct has, in its opinion, been satisfactory,--
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
 - (b) If his work of 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.

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 members appointed by the direct recruitment, the order of merit determined by the Commission or any other recruiting authority shall not be disturbed in fixing the seniority;

Provided further that in 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 members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing 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 member shall be senior to the younger member.

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

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

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

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

Pay, leave,
pension and
other matters.

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these Rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

discipline,
penalties and
appeals.

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

Provided that the nature of penalties which may be imposed, 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, and the appellate authority shall be as specified in Appendix D to these rules.

Vaccination

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

Oath of allegiance.

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

Power of relaxation.

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

Special provisions.

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

Reservations.

19. Nothing contained in these rules shall effect 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 order 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.

Repeal and
savings

20. Haryana Social Welfare Department State Service Group A Rules, 1979, are hereby repealed:

Provided that any order made or action taken under the rules so repeated shall be deemed to have been or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

Serial Number	Designation of post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1.	2.	3.	4.	5.	6.
1	Additional Director	--	1	1	Rs. 4100-125-4850-150-5300
2	Joint Director	1	--	1	Rs. 3000-100-3500-125-5000

APPENDIX B

(See Rule 7)

Sr.No.	Designation of Posts	Academic qualifications and experience, if any, for direct recruitment.	Academic qualifications and experience, if any, for appointment other than by direct recruitment.
1	2	3	4
1	Additional Director		By promotion
			1 5 years experience as Joint Director;
			OR
			9 years experience as Deputy Director;
			2 By transfer or deputation
			(i) Two years experience as Deputy Secretary or its equivalent Post;
			(ii) knowledge of Hindi upto Matric Standard.
2	Joint Director		1 By Promotion
			7 years experience as Deputy Director;
			OR
			9 years experience as Programme Officer or Lady Circle Supervisor or Superintendent or Publicity Officer.
			2 By transfer or deputation
			7 years experience as Deputy Director;
			OR
			9 years experience as Programme Officer or Lady Circle Supervisor or Superintendent or Publicity Officer.

			(ii)	knowledge of Hindi upto Matric Standard.
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APPENDIX C

(See rule 14(1)]

Sr.No.	Designation of posts	Appointing authority.	Nature of Penalty		Authority empowered to impose penalty.	Appellate authority.
1	2	3	4		5	6
1	Additional Director	Government	1	Minor Penalties	Secretary	Government.
2	Joint Director		(i)	warning with a copy in the Personal file (character rolls)		
			(ii)	censure;		
			(iii)	withholding of promotions;		
			(iv)	recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the		

				Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State;		
			(v)	withholding of increments of pay without cumulative effect;		
			2.	Major Penalties.		
			(vi)	withholding of increments 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;		
			(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 of service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which 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 future employment under the Government.		
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APPENDIX D

[See rule 14(2)]

Sr.No.	Designation of posts	Nature of order		Authority empowered to make the order.	Appellate authority.
1	2	3		4	5
1	Additional Director	(i)	reducing or withholding the amount of ordinarily or additional pension admissible under the rules governing pension;	Government	--
2	Joint Director	(ii)	terminating the appointment otherwise than on his attaining the age fixed for superannuation.		

SANJAY KOTHARI,
 Secretary to Government Haryana,
 Social Welfare Department.

HARYANA GOVERNMENT
SOCIAL WELFARE DEPARTMENT
Notification
The 6th June, 1997

No. G.S.R.45/Const.Art. 309/ 97.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Women & Child Development Department (Group-B) Service, namely:-

PART I-GENERAL

1. These rules may be called the Haryana Women & Child Development Department (Group B) Service Rules, 1997.
2. In these rules, unless the context otherwise requires,--
 - (a) “Commission” means the Haryana Public Service Commission;
 - (b) “Direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;
 - (c) “Director” means the Director, Women and Child Development Department, Haryana.
 - (d) “Government” means the Haryana Government in the Administrative Department;
 - (e) “Institution” means,--
 - (i) any institution established by law in force in the State of Haryana;
or
 - (ii) any other institution recognised by the Government for the purpose of these rules;

Short title.

Definitions

- (f) “recognised university” means
- (i) any university incorporate by law in India; or
 - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the Government to be a recognised university for the purpose of these rules;
- (g) “Secretary” means the Secretary to Government Haryana, Social Welfare Department; and
- (h) “Service” means the Haryana Women and Child Development Department (Group B) Service.

PART II-RECRUITMENT TO SERVICE

Number and character of posts

3. The Service shall comprise the posts shown in Appendix-A to these rules:
- Provided that nothing in these rules shall affect the inherent right of the Government to make additions to or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of candidates appointed to service.

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

- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, and Ethiopia with the intention of permanently settling in India :

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

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

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

5. No person shall be appointed to any post in the Service by direct recruitment who is less than twenty-one years or more than thirty-five years of age, on the last date of submission of application to the Commission or the recruiting authority as the case may be.

Age

6. Appointments to the posts in the Service shall be made by the Government.

Appointing
Authority

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

Provided that in case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and Physically Handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

8. No person,--

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

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

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

- (a) in the case of Deputy Director (Integrated Child Development Services),-

Disqualification

Method of recruitment

- (i) by promotion from amongst Programme Officer (female), Child Development Project Officer(female), Additional Child Development Project Officer (female) or Nutritionist (female) ; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (b) in the case of Deputy Director (Women Awareness Programme),--
- (i) by promotion from amongst Lady Circle Supervisor; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (c) in the case of Deputy Director (Welfare),--
- (i) by promotion from amongst Superintendent, Publicity Officer or Assistant Director (Technical); or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (d) in the case of Programme Officer (Female),-
- (i) 75% by promotion from amongst Child Development Project Officer (Female), Additional Child Development Project Officer (Female) or Nutritionist (female); and
 - (ii) 25% by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (e) in case of Chulha Supervisor,-
- (i) by promotion from amongst Lady Circle Supervisor; or

- (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (f) in the case of Technical Officer,--
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (g) in the case of Superintendent,--
 - (i) by promotion amongst Deputy Superintendent, Assistant Director (Ministerial), Personal Assistant, Assistant Incharge, Assistant-cum-Accountant-cum-Junior Auditor-cum-Cashier or Senior Scale Stenographer; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (h) in the case of Manager, Panjiri Plant,--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (i) in the case of Publicity Officer,--
 - (i) by promotion from amongst Social Welfare Officer or Research Officer; or
 - (ii) by direct recruitment; or

- (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (j) in the case of Lady Circle Supervisor,-
 - (i) by promotion from amongst Mukhya Sevika,--
 - (a) 90% of the posts from amongst Graduate Mukhya Sevikas;
 - and
 - (b) 10% posts from Matriculate Mukhya Sevikas; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (k) in the case of Child Development Project Officer (Female),-
 - (i) 50% by promotion from amongst Supervisor:
Provided promotion quota will be as under :-
 - (a) 90% from amongst Graduate Supervisors; and
 - (b) 10% from amongst Matriculate Supervisors; and
 - (ii) 50% by direct recruitment; or
 - (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (l) in the case of Additional Child Development Project Officer(Female),--
 - (i) 50% by promotion from amongst Supervisors;
Provided promotion quota will be as under :-
 - (a) 90% from amongst the Graduate Supervisors; and
 - (b) 10% from amongst the Matriculate Supervisors; and
 - (ii) 50% by direct recruitment; or

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

(m) in the case of Nutritionist (Female),--

(i) by direct recruitment; or

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

(2) Unless otherwise provided, all promotions shall be made on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.

(3) Unless otherwise provided in these rules, whenever any vacancy occurs or is about to occur, unless otherwise provided, the appointing authority shall determine the method by which the same shall be filled in.

10 (1) Person 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 of higher rank, prior to appointment to the Service, may, in the case of an appointment by transfer, at the discretion of appointing authority, be allowed to count towards the period of probation fixed under this rule; and

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

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;

Seniority

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

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

Provided further that in 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 members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing 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 member shall be senior to the younger member.

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

Liability to
serve

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

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

(ii) The Central Government or a Company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or

(iii) any other State Government, an international organisation an autonomous body not controlled by the Government, or a private body;

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

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these Rules, the members of the Service shall be governed by such rules and

Pay, leave,
pension and
other matters.

regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

discipline,
penalties and
appeals.

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

Provided that the nature of penalties which may be imposed, 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, and the appellate authority shall be as specified in Appendix D to these rules.

Vaccination

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

Oath of
allegiance.

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

Power of
relaxation.

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

Special provisions.

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

Reservations.

19. Nothing contained in these rules shall effect 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 order 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.

Repeal and savings

20. Haryana Social Welfare Department and Relief organisation Class II Service Rules, 1975 which are in force immediately before the commencement of these rules, are hereby repealed.

Provided that any order made or action taken under the rules so repeated shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

Serial Number	Designation of post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1.	2.	3.	4.	5.	6.
1	Deputy Director (Integrated Child Development Services)	--	1	1	2200-75-2800-EB-100-4000
2	Deputy Director (Women Awareness Programme)	1	--	1	2200-75-2800-EB-100-4000
3	Deputy Director (Welfare)	1	--	1	2200-75-2800-EB-100-4000
4	Programme Officer (Female)	--	18	18	2000-60-2300-75-2900-EB-100-3500.
5	Chulha Supervisor	--	1	1	2000-60-2300-75-2900-EB-100-3500.
6	Technical Supervisor	--	1	1	2000-60-2300-75-2900-EB-100-3500.
7	Superintendent	--	15	15	2000-60-2300-75-2900-EB-100-3500.
8	Manager, Panjiri Plant	--	2	2	2000-60-2300-75-2900-EB-100-3500.
9	Publicity Officer	--	1	1	2000-60-2300-EB-75-3200
10	Lady Circle Supervisor	12	4	16	2000-60-2300-EB-75-3200
11	Child Development Project Officer (Female)	--	107	107	1640-60-2600-EB-75-2900
12	Additional Child Development Project Officer (Female)	--	5	5	1640-60-2600-EB-75-2900
13	Nutritionist (Female)	--	12	12	1640-60-2600-EB-75-2900

APPENDIX B

(See Rule 7)

Sr.No.	Designation of Posts	Academic qualifications and experience, if any, for direct recruitment.	Academic qualifications and experience, if any, for appointment other than by direct recruitment.	
1	2	3	4	
	Deputy Director (Integrated Child Development Services)	--	1.	By promotion:
			(i)	Five years experience as Programme Officer (Female)
				OR
			(ii)	Seven years experience as Child Development Project Officer (Female); OR
				Additional Child Development Project Officer (Female); OR
				Nutritionist (female);
			2.	By transfer or deputation:
			(i)	Five years experience as Programme Officer (Female)
				OR
			(ii)	Seven years experience as Child Development Project Officer (Female); OR
				Additional Child Development Project Officer (Female); OR
				Nutritionist (female);
			(iii)	Knowledge of Hindi up to Matric Standard.
2.	Deputy Director (Women Awareness Programme)	--	1.	By promotion:
			(i)	Graduate from a recognised University.
			(ii)	Five years experience as Lady Circle Supervisor
			2.	By transfer or deputation:

			(i)	Graduate from a recognised University.
			(ii)	Five years experience as Lady Circle Supervisor
			(iii)	Knowledge of Hindi upto Matric Standard,
3.	Deputy Director (Welfare)	--	1.	By promotion:
			(i)	Five years experience as Superintendent or Publicity Officer; OR
			(ii)	Eight years experience as Assistant Director (Technical)
			2.	By transfer or deputation
			(i)	Five years experience as Superintendent or Publicity Officer; OR
			(ii)	Eight years experience as Assistant Director (Technical)
			(iii)	Knowledge of Hindi upto Matric Standard,
4.	Programme Officer (Female)	(i) M.Sc.Home Science from a recognised university with specialization in Food and Nutrition or Development (ii) Knowledge of Hindi upto Matric Standard.	1.	By promotion: Three years experience as Child Development Project Officer (Female) ; OR Additional Child Development Project Officer (Female) or Nutritionist (female).
			2.	By transfer or deputation:
			(i)	Three years experience as Child Development Project Officer (Female) or Additional Child Development Project Officer (female) or Nutritionist (female);
			(ii)	Knowledge of Hindi upto Matric Standard,
5.	Chulha Supervisor	(i) B.A. or B.Sc Home Science from a recognised university;	1.	By promotion:
		(ii) Four years experience in Improved Chulha work	(i)	Graduate from a recognised university.

		in any Government Department.	(ii)	Two years experience as Lady Circle Supervisor;
		(iii) Knowledge of Hindi upto Matric Standard.		
			2.	By transfer or deputation:
			(i)	Graduate from a recognised university.
			(ii)	Two years experience as Lady Circle Supervisor;
			(iii)	Knowledge of Hindi upto Matric Standard,
6.	Technical Officer	(i) Diploma in Mechanical Engineering from a recognised Board or University or institution	1.	By transfer or deputation:
			(i)	Diploma in Mechanical Engineering or Production Engineering from a recognised Board or University or Institution;
		OR		
		(ii) Diploma in Production Engineering from a recognised Board or university or institution;	(ii)	Two years experience in Improved Chulha work under any Government Department;
		(iii) Knowledge of Hindi upto Matric Standard.	(iii)	Knowledge of Hindi upto Matric Standard.
7.	Superintendent	--	1.	By promotion:
			(i)	Ten years experience of which three years experience as Deputy Superintendent or Assistant Director (Ministerial) or Personal Assistant; OR
			(ii)	Ten years experience as Assistant Incharge or Assistant cum Accountant cum Junior Auditor cum Cashier ; OR
			(iii)	Ten years experience as Senior Scale Stenographer;
				Note : Personal Assistant or Senior Scale Stenographer will be eligible for promotion as Superintendent if he has worked as Assistant for a period of 2

				years, in addition to his own duties.
			2.	By transfer or deputation:
			(i)	Ten years experience of which three years experience as Deputy Superintendent or Assistant Director (Ministerial) or Personal Assistant; OR
			(ii)	Ten years experience as Assistant Incharge or Assistant cum Accountant cum Junior Auditor cum Cashier ; OR
			(iii)	Ten years experience as Senior Scale Stenographer;
			(iv)	Knowledge of Hindi upto Matric Standard.
				Note : Personal Assistant or Senior Scale Stenographer will be eligible for promotion as Superintendent if he has worked as Assistant for a period of 2 years, in addition to his own duties.
8	Manager, Panjiri Plant	(i) Degree in Mechanical or Electrical Engineering.		By transfer or deputation
		(ii) Knowledge of Hindi upto Matric Standard;	(i)	Degree in Mechanical or Electrical Engineering;
		Note: Preference will be given to experienced Me	(ii)	Knowledge of Hindi upto Matric Standard;
			(iii)	Two years experience in a Government plant producing food items.
9	Publicity Officer	(i) M.A. Hindi or English from recognised university;	1.	By promotion:
		(ii) Knowledge of Hindi upto Matric Standard;	(i)	Three years experience as Social Welfare Officer; OR
		(iii) Five years experience in Newspaper of advertising agency or Publicity Organisation or Government or public undertaking or renowned limited commercial concern in a Gazetted or	(ii)	Five years experience as Research Officer;

		responsible capacity; Preferential		
		(i) Diploma in Journalism from a recognised university or institution;	2.	By transfer or deputation:
		(ii) Degree or Diploma in Mass Communication from a recognised university or institution;	(i)	Three years experience as Social Welfare Officer; OR
		(iii) Flair for writing and speaking in Hindi and English languages including public relations work, writing or articles and editing the Magazines etc.	(ii)	Five years experience as Research Officer;
			(iii)	Knowledge of Hindi upto Matric Standard.
10.	Lady Circle Supervisor	--	1.	By romotion:
			(i)	Graduate from a recognised university;
			(ii)	Five years experience as Mukhya Sevika;
				OR
			(i)	Matric from a recognised Board or institution;
			(ii)	Eight years experinece as Mukhya Sevika;
			2.	By transfer or deputation:
			(i)	Graduate from a recognised university;
			(ii)	Five years experience as Mukhya Sevika;
				OR
			(i)	Matric from a recognised Board or institution;
			(ii)	Eight years experinece as Mukhya Sevika;
			(iii)	Knowledge of Hindi upto Matric Standard.
11.	Child Development Project Officer (female)	(i) M.Sc Home Science from a recognised	1.	By promotion.

		university with specialization in Food & Nutrition or Child Development;		
		(ii) Knowledge of Hindi upto Matric Standard.	(i)	Graduate from a recognised university;
			(ii)	Five years experience as Supervisor;
				OR
			(i)	Matric from a recognised Board or institution;
			(ii)	Eight years experience as Supervisor;
			2.	By transfer or deputation:
			(i)	Graduate from a recognised university;
			(ii)	Five years experience as Supervisor;
				OR
			(i)	Matric from a recognised Board or institution;
			(ii)	Eight years experience as Supervisor;
			(iii)	Knowledge of Hindi upto Matric Standard.
12.	Additional Child Development Project Officer (Female)	(i) M.Sc Home Science from a recognised university with specialization in Food & Nutrition or Child Development;	1.	By promotion.
		(ii) Knowledge of Hindi upto Matric Standard.	(i)	Graduate from a recognised university;
			(ii)	Five years experience as Supervisor;
				OR
			(i)	Matric from a recognised Board or institution;
			(ii)	Eight years experience as Supervisor;
			2.	By transfer or deputation:

			(i)	Graduate from a recognised university;
			(ii)	Five years experience as Supervisor;
				OR
			(i)	Matric from a recognised Board or institution;
			(ii)	Eight years experience as Supervisor;
			(iii)	Knowledge of Hindi upto Matric Standard.
13.	Nutritionist (Female)	(i) M.Sc Home Science from a recognised university with specialization in Food & Nutrition.	1.	By transfer or deputation.
		(ii) Knowledge of Hindi upto Matric Standard.	(i)	M.Sc Home Science from a recognised university with specialization in food & nutrition.
			(ii)	Knowledge of Hindi upto Matric Standard.
			(iii)	One year experience in any Government Department in food and nutrition fields.

APPENDIX C

(See rule 14(1)]

Sr.No.	Designation of posts	Appointing authority.	Nature of Penalty		Authority empowered to impose penalty.	Appellate authority.
1	2	3	4		5	6
1	Deputy Director (Integrated Child Development Services)	Government	1	Minor Penalties	Director	Secretary
2	Deputy Director (Women Awareness Programme)		(i)	warning with a copy in the Personal file (character rolls)		
3.	Deputy Director (Welfare)		(ii)	censure;		
4.	Programme Officer (Female)		(iii)	withholding of promotions;		
5.	Chulha (Supervisor)		(iv)	recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether		
6.	Technical Officer					
7.	Superintendent					
8.	Manager, Panjiri Plant					

9.	Publicity Officer			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;		
10.	Lady Circle Supervisor					
11.	Child Development Project Officer (Female)					
12.	Additional Child Development Project Officer (Female)		(v)	withholding of increments of pay without cumulative effect;		
13.	Nutritionist (Female)		2.	Major Penalties.	Secretary Government	
			(vi)	withholding of increments 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;		
			(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 of service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which 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 future employment under the Government.		

APPENDIX D

[See rule 14(2)]

Sr.No.	Designation of posts	Nature of order		Authority empowered to make the order.	Appellate authority.
1	2	3		4	5
1	Deputy Director (Integrated Child Development Services)	(i)	reducing or withholding the amount of ordinarily or additional pension admissible under the rules governing pension;	Government	--
2	Deputy Director	(ii)	terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
3	Deputy Director (Welfare)				
4	Programme Officer (Female)				
5	Chulha Supervisor				
6	Technical Officer				
7	Superintendent				
8	Manager, Panjiri Plant				
9	Publicity Officer				
10	Lady Circle Supervisor				
11	Child Development Project Officer (Female)				
12	Additional Child Development Project Officer (Female)				
13	Nutritionist (Female)				

SANJAY KOTHARI,
Secretary to Government Haryana,
Social Welfare Department.

HARYANA GOVERNMENT
SOCIAL WELFARE DEPARTMENT
Notification
The 12th June, 1997

No. G.S.R.52/Const.Art. 309/ 97.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Women & Child Development Department (Group-C) Service, namely:-

PART I-GENERAL

1. These rules may be called the Haryana Women & Child Development Department (Group C) Service Rules, 1997.

Short title.

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

Definitions

(a) “Board” means the Subordinate Service Selection Board, Haryana ;

(b) “Direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;

(c) “Director” means the Director, Women and Child Development, Haryana;

(d) “Government” means the Haryana Government in the Administrative Department;

(e) “Institution” means,--

(i) any institution established by law in force in the State of Haryana;
or

(ii) any other institution recognised by the Government for the purpose of these rules;

(f) “Recognised university” means

- (i) any university incorporate by law in India; or
 - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the Government to be a recognised university for the purpose of these rules; and
- (g) “Secretary” means the Secretary to Government Haryana, Social Welfare Department; and
- (h) “Service” means the Haryana Women and Child Development Department (Group C) Service.

PART II-RECRUITMENT TO SERVICE

Number and character of posts

3. The Service shall comprise the posts shown in Appendix-A to these rules:

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

Nationality, domicile and character of candidates appointed to Service.

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

- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, and Ethiopia with the intention of permanently settling in India :

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

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

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

5. No person shall be appointed to any post in the Service by direct recruitment who is less than seventeen years or more than thirty five years of age, on or before the last date of submission of application to the Board;

Provided that in the case of direct recruitment of statistical Assistant, Mukhya Sevika (Female) and Research Assistant, the age limit shall be from twenty-on years to thirty-five years and in case of Supervisor (female) to be recruited out of

Matriculate candidates having experience of Bal Sevika or Anganwari Workers, the age limit shall be from seventeen years to forty-five years.

6. Appointments to the posts in the Service shall be made by the Director.
7. No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment.

Appointing
Authority

Provided that in case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and Physically Handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

8. No person,--
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who having a spouse living; has entered into or contracted a marriage with any person shall be eligible for appointment to any post in the Service:

Disqualificatio
n

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

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

Method of
recruitment

- (a) in case of Personal Assistant,-
 - (i) by promotion from amongst from Senior Scale Stenographer; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (b) in case of Deputy Superintendent,-
 - (i) by promotion from amongst Assistant Director or Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade or Senior Scale Stenographer); or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (c) in case of Social Welfare Officer,--
 - (i) by promotion from amongst Research Officer; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (d) in case of Assistant Director,--
 - (i) by promotion from amongst Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or Senior Scale Stenographer; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (e) in case of Research Officer,--
 - (i) by promotion from amongst Statistical Assistant; or

- (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (f) in case of Statistical Assistant,--
 - (i) 75% by direct recruitment; and
 - (ii) 25% by promotion from amongst Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or Research Assistant or Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in Clerk grade) ; or

In case, eligible officials of the department are not available, these posts be filled up by transfer or deputation;

- (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (g) in case of Assistant Incharge,--
 - (i) by promotion from amongst Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade); or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (h) in case of Assistant-cum-Accountant-Cashier-cum-Junior Auditor (in Assistant grade),--
 - (i) by promotion amongst Junior Scale Stenographer or Assistant Librarian or Stenotypist or Clerk-cum-Store-Keeper-cum-Accounts Clerk-cum-Junior Auditor (in clerk grade); or

- (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (i) in case of Senior Scale Stenographer,--
 - (i) by promotion from amongst Junior Scale Stenographer; or
 - (ii) by direct recruitment;
- (j) in case of Supervisor (female),--
 - (i) by direct recruitment:--
 - (a) 75% posts will be filled by by graduate candidates; and
 - (b) 25% posts will be filled up by Matriculate canddiates having experience as Anganwari Workers or Bal Sevika.
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (k) in case of Mukhya Sevika (female),--
 - (i) 50% by direct recruitment; and
 - (ii) 50% by promotion from amongst Gram Sevika;
- (l) in case of Social Welfare Teacher (female),--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (m) in case of Pre-School Instructor (female),--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;

- (n) in case of Health Instructor (female),--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (o) in case of Research Assistant,--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (p) in case of Technical Supervisor (Electrical),--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (q) in case of Technical Supervisor (Mechanical),--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (r) in case of Driver (light vehicle),--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (s) in case of driver (heavy vehicle),--
 - (i) by direct recruitment; or

- (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (t) in case of Junior Scale Stenographer:-
 - (i) by promotion from amongst Stenotypist; or
 - (ii) by direct recruitment;
- (u) in case of Assistant Librarian,--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (v) in case of Steno-typist,--
 - (i) by promotion from amongst Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in Clerk grade); or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (w) in case of Gram Sevika (female),--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;
- (x) in case of Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in Clerk grade),--
 - (i) 80% by direct recruitment; and

(ii) 20% by promotion from Peon, or Peon-cum-Chowkidar or Chowkidar or Labourer of Sweeper-cum-Chowkidar or Sweeper or Helper;

(2) All promotions unless otherwise, provided, shall be made on seniority-cum-merit basis and no person shall be entitled to claim promotion on the basis of seniority alone.

(3) Unless otherwise provided in these rules, whenever any vacancy occurs or is about to occur in the service, the appointing authority shall determine in what manner such vacancy shall be filled in.

10 (1) Person 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:

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

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

(a) if such person appointed by the direct recruitment dispense with his services; and

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

(i) revert him to his former post; or

(ii) dealt with him in such other manner as the terms and conditions of previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,--

(a) if his work or conduct has, in its opinion, been satisfactory,--

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) If his work of 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.

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;

Seniority

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

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

Provided further that in 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 members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing 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 member shall be senior to the younger member.

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

Liability to
serve

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

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

(ii) The Central Government or a Company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or

(iii) any other State Government, an international organisation an autonomous body not controlled by the Government, or a private body;

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

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these Rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Pay, leave,
pension and
other matters.

discipline,
penalties and
appeals.

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

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties 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, and the appellate authority shall be as specified in Appendix D to these rules.

Vaccination

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

Oath of
allegiance.

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

Power of
relaxation.

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

Special
provisions.

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

Reservation
s.

19. Nothing contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-

Servicemen, physically handicapped persons, or any other class or category of persons, in accordance with the order 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.

Repeal and
savings

20. Any rule applicable to the service and corresponding to any of these rules, which is in force immediately before the commencement of these rules, is hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

Serial No.	Designation of post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1.	2.	3.	4.	5.	6.
1.	Personal Assistant	--	1	1	1640-60-2600-EB-75-2900 plus 150 special pay
2.	Deputy Superintendent	--	1	1	1640-60-2600-EB-75-2900
3.	Social Welfare Officer	1	--	1	1640-60-2600-EB-75-2900 plus 100 special pay
4.	Assistant Director	--	3	3	1600-50-2300-EB-60-2660 plus 100 special pay
5.	Research Officer	1	--	1	1600-50-2300-EB-60-2660
6.	Statistical Assistant	--	116	116	1600-50-2300-EB-60-2660
7.	Assistant Incharge	1	--	1	1400-40-1600-50-2300-EB-60-2600 plus 60 special pay
8.	Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade)	--	165	165	1400-40-1600-50-2300-EB-60-2600
9.	Senior Stenographer Scale	--	2	2	1400-40-1600-50-2300-EB-60-2600
10.	Supervisor (female)	--	517	517	1400-40-1600-50-2300-EB-60-2600
11.	Mukhya Sevika	70	38	108	1400-40-1600-50-2300-EB-60-2600
12.	Social Welfare Teachers (female)	--	12	12	1400-40-1600-50-2300-EB-60-2600
13.	Pre School Instructor (female)	--	12	12	1400-40-1600-50-2300-EB-60-

					2600
14.	Health Instructor (female)	--	12	12	1400-40-1600-50-2300-EB-60-2600
15.	Research Assistant	1	--	1	1400-40-1600-50-2300-EB-60-2600
16.	Technical Supervisor (Electrical)	--	1	1	1400-40-1600-50-2300-EB-60-2600
17.	Technical Supervisor (Mechanical)	--	2	2	1400-40-1600-50-2300-EB-60-2600
18.	Driver (light vehicle)	1	126	127	1200-30-1560-EB-40-2040 plus 200 special pay if posted at Headquarter Chandigarh and Rs. 100 special pay, if posted in field offices.
19.	Driver (heavy vehicle)	--	1	1	1200-30-1560-EB-40-2040 plus Rs. 100 special pay.
20.	Junior Scale Stenographer	--	10	10	1200-30-1560-EB-40-2040
21.	Assistant Librarian	1	--	1	1200-30-1560-EB-40-2040
22.	Steno-typist	--	30	30	950-20-1150-EB-25-1500 plus 100 special pay.
23.	Gram Sevika (female)	140	70	210	950-20-1150-EB-25-1500
24.	Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (In Clerk grade)	--	165	165	950-20-1150-EB-25-1500

APPENDIX B

(See Rule 7)

Sr.No.	Designation of Posts	Academic qualifications and experience, if any, for direct recruitment.	Academic qualifications and experience, if any, for appointment other than by direct recruitment.	
1	2	3	4	
1	Personal Assistant	--	1	By promotion--
				Three years experience as Senior Scale Stenographer;
			2	By transfer or deputation--
			(i)	Graduate;
			(ii)	Three years experience as Senior Scale Stenographer;
			(iii)	Knowledge of Hindi upto Matric Standard.
2	Deputy Superintendent		1	By promotion--
				One year experience as Assistant Director
				OR
				Five years experience as Assistant Incharge or Asistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or Senior Scale Stenographer;
				Note:- Senior Scale Stenographer will be eligible for promotion as Deputy Superintendent, if he has worked as Assistant for 2 years in addition of his own duties.
			2	By transfer or deputation--
			(i)	One year experience as Assistant Director; or
			(ii)	Five years experience as Assistant Incharge or Asistant-cum-Accountant-cum-Cashier-

				cum-Junior Auditor (in Assistant grade) or Senior Scale Stenographer;
			(iii)	Knowledge of Hindi upto Matric Standard.
3	Social Welfare Officer		1	By promotion--
				Two years experience as Research Officer; or
			2	By transfer or deputation--
			(i)	Two years experience as Research Officer;
			(ii)	Knowledge of Hindi upto Matric Standard.
4	Assistant Director		1	By promotion--
				Five years experience as Assistant Incharge or Asistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or five years experience as Senior Scale Stenographer if he opts the ministerial cadre; or
			2	By transfer or deputation--
			(i)	Five years experience as Assistant Incharge or Asistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or five years experience as Senior Scale Stenographer if he opts the ministerial cadre; or
			(ii)	Knowledge of Hindi upto Matric Standard.
5	Research Officer		1	By promotion--
				Two years experience as Statistical Assistant; or
			2	By transfer or deputation--
			(i)	Two years experience as Statistical Assistant;

			(ii)	Knowledge of Hindi upto Matric Standard.
6	Statistical Assistant	(i) Master's degree in Statistics or Economics with Statistics as one of the papers of Mathematics or Commerce;	1 (i)	By promotion— Two years experience as Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) having graduate qualifications with Statistics or Economics or Mathematics or Commerce;
		OR		
		Graduate IInd Class with Statistics or Mathematics or Economics as one of the elective subjects or Commerce with at least two years experience of Statistical work;		Note :- If Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) opts for promotion to the post of Statistical Assistant he will have no lien in his original cadre;
		(ii) Knowledge of Hindi upto Matric Standard.		OR
			(ii)	Knowledge of Hindi upto Matric Standard.
			(iii)	Seven years experience as Clerk-cum-Accounts Clerk-cum-Junior Auditor (in Clerk grade)-cum-Store Keeper having qualification Graduate with Statistics or Economics or Mathematics or Commerce;
			2	By transfer or deputation--
			(i)	Two years experience as Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) having graduate qualifications with Statistics or Economics or Mathematics or Commerce;
				OR
			(ii)	Two years experience as Research Assistant;

				OR
			(iii)	Seven years experience as Clerk-cum-Accounts Clerk-cum-Junior Auditor (in Clerk grade)-cum-Store Keeper having qualification Graduate with Statistics or Economics or Mathematics or Commerce;
			(iv)	Knowledge of Hindi upto Matric Standard.
7	Assistant Incharge		1	By promotion--
				Two years experience as Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade);
			2	By transfer or deputation--
			(i)	Two years experience as Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade);
			(ii)	Knowledge of Hindi upto Matric Standard.
8	Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade)		1	By promotion--
			(i)	Two years experience as Junior Scale Stenographer or Assistant Librarian;
				OR
			(ii)	Five years experience as Stenotypist or Clerk-cum-Store Keeper-cum-Accounts Clerk-cum-Junior Auditor (in Clerk grade);
				Note: If Stenotypist or Junior Scale Stenographer opts for promotion to the post of Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor(in Assistant grade). He

				will have no lien in his original cadre;
			2	By transfer or deputation--
			(i)	Graduate from a recognised University;
			(ii)	Five years experience as Clerk-cum-Store Keeper-cum-Accounts Clerk-cum-Junior Auditor (in Clerk grade or Stenotypist);
				OR
			(i)	Matric from a recognised Board;
			(ii)	Five years experience as Stenotypist or Clerk-cum-Store Keeper-cum-Accounts Clerk-cum-Junior Auditor (in Clerk grade);
			(iii)	Knowledge of Hindi upto Matric Standard.
9	Senior Scale Stenographer	(i) Matric/ Higher Secondary or equivalent/ 10+2 (Vocational);	(i)	Three years experience as Junior Stenographer;
		(ii) Knowledge of Hindi upto Matric Standard.	(ii)	Required to pass departmental test in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute.
		(iii) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute;		OR
		OR		English shorthand at 100 words per minute and transcription thereof at 20 words per minute.
		speed in English shorthand at 100 words per minute and transcription thereof at 20 words per minute.		
10	Supervisor (Female)	(a) (i) Graduate from a recognised University; preferably in Hoome		By transfer or deputation:

		Science or Child Development or Nutrition; and		
		(ii) Knowledge of Hindi upto Matric Standard;	(i)	Matric from a recognised Board;
		(b) (i) Matriculate from a recognised Board;	(ii)	Five years experience as Supervisor in Integrated Child Development Services Scheme;
		(ii) Eleven months training as Bal Sevika;	(iii)	Knowledge of Hindi upto Matric Standard.
		(iii) Eight years experience as Bal Sevika or Anganwadi Workers in Integrated Child Development Services Scheme or both;		
		(iv) Knowledge of Hindi upto Matric Standard;		
		OR		
		(c) (i) Matriculate from a recognised Board;		
		(ii) Ten years experience as Anganwadi Workers in Integrated Child Development Services Scheme;		
		(iii) knowledge of Hindi upto Matric Standard.		
11.	Mukhya Sevika (Female)	(i) Graduate in Hindi Science from a recognised University;		Five years experience as Gram Sevika.
		(ii) Knowledge of Hindi upto Matric Standard.		
12.	Social Welfare Teacher (Female)	(i) Master's degree in Social Works from a recognised University;		By transfer or deputation:
		(ii) Knowledge of Hindi upto Matric Standard.	(i)	Master's degree in Social Works from a recognised University;
			(ii)	Knowledge of Hindi upto Matric Standard.
13.	Pre School Instructor (female)	(i) Graduate from a recognised University;		By transfer or deputation;
		(ii) B.Ed;	(i)	Graduate from a recognised University;

		(iii) Knowledge of Hindi upto Matric Standard;	(ii)	B.Ed;
		(iv) Preference will be given to candidates who have pre-school Teacher Training Diploma Certificate.	(iii)	Knowledge of Hindi upto Matric Standard;
			(iv)	Preference will be given to candidates who have pre-school Teacher Training Diploma Certificate.
14.	Health Instructor (Female)	(i) B.Sc Nursing;		By transfer or deputation-
		(ii) Knowledge of Hindi upto Matric Standard.	(i)	B.Sc Nursing;
			(ii)	Knowledge of Hindi upto Matric Standard.
15.	Research Assistant	(i) Graduate IInd Class with Statistics or Mathematics or Economics as one of the Elective subjects or Commerce;		By transfer or deputation-
		(ii) Knowledge of Hindi upto Matric Standard.	(i)	Graduate IInd Class with Statistics or Mathematics or Economics as one of the Elective subjects or Commerce;
			(ii)	Knowledge of Hindi upto Matric Standard.
16.	Technical Supervisor (Electrical)	(i) Matric from a recognised Board;		By transfer or deputation:
		(ii) Certificate of Industrial Training Institute in the Electrical Trade. Preference will be given to experience hand in Electric Work;	(i)	Matric from a recognised Board;
		(iii) Knowledge of Hindi upto Matric Standard.	(ii)	Certificate of Industrial Training Institute in Electrical Trade;
			(iii)	Two years experience in Electrical Work;
			(iv)	Knowledge of Hindi upto Matric Standard.
17.	Technical Supervisor	(i) Matric from a recognised Board;		By transfer or deputation:

	(Mechanical)			
		(ii) Certificate of Industrial Training Institute in the Mechanical Trade. Preference will be given to experience hand in Mechanical Work;	(i)	Matric from a recognised Board;
		(iii) Knowledge of Hindi upto Matric Standard.	(ii)	Certificate of Industrial Training Institute in Mechanical Trade;
			(iii)	Two years experience in Mechanical Work;
			(iv)	Knowledge of Hindi upto Matric Standard.
18.	Driver (Light Vehicle)	(i) Middle from a recognised Board;		By transfer or deputation-
		(ii) Valid driving licence for light transport vehicle.	(i)	Middle from a recognised Board;
		(iii) Three years experience of driving light transport vehicle;	(ii)	Valid driving licence for light transport vehicle.
		(iv) Knowledge of Hindi upto Middle Standard.	(iii)	Three years experience of driving light transport vehicle;
			(iv)	Knowledge of Hindi upto Middle Standard.
19.	Driver (heavy vehicle)	(i) Middle from a recognised Board;		By transfer or deputation-
		(ii) Valid driving licence for heavy transport vehicle.	(i)	Middle from a recognised Board;
		(iii) Three years experience of driving heavy transport vehicle;	(ii)	Valid driving licence for heavy transport vehicle.
		(iv) Knowledge of Hindi upto Middle Standard.	(iii)	Three years experience of driving heavy transport vehicle;
			(iv)	Knowledge of Hindi upto Middle Standard.
20.	Junior Scale Stenographer	(i) Matric /Higher Secondary or equivalent/ 10+2 (Vocational);	(i)	Three years experience as Stenotypist;
		(ii) Knowledge of Hindi upto Matric Standard;	(ii)	Required to pass departmental test in Hindi shorthand at 80 words per minute and transcription thereof at 15

				words per minute;
		(iii) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minutes;		
		OR		OR
		Speed in English shorthand at 100 words per minute and transcription there of at 20 words per minute.		Speed in English shorthand at 100 words per minute and transcription there of at 20 words per minute.
21.	Assistant Librarian	(i) Matric from a recognised Board;		By transfer or deputation-
		(ii) Certificate or Diploma in Library Science;	(i)	Matric from a recognised Board;
		(iii) Knowledge of Hindi upto Matric Standard.	(ii)	Certificate or Diploma in Library Science;
			(iii)	Knowledge of Hindi upto Matric Standard.
22.	Stenotypist	(i) Matric /Higher Secondary or equivalent/ 10+2 (Vocational);	(i)	Two years experience as Clerk-cum-Accounts Clerks-cum-Store Keeper-cum-Junior Auditor (in Clerk grade);
		(ii) Knowledge of Hindi upto Matric Standard;	(ii)	Required to pass departmental test in Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute;
		(iii) Speed in Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minutes;		
		OR		OR
		Speed in English shorthand at 80 words per minute and transcription there of at 15 words per minute.		Speed in English shorthand at 80 words per minute and transcription there of at 15 words per minute.
23.	Gram Sevika (Female)	(i) Matric from a recognised Board;		By transter or deputation-
		(ii) Two years tailoring and embroidery certificate	(i)	Matric from a recognised Board;

		(one year each) or two years diploma in these trades;		
		(iii) Knowledge of Hindi upto Matric Standard.	(ii)	Two years tailoring and embroidery certificate (one year each) or two years diploma in these trades;
			(iii)	Knowledge of Hindi upto Matric Standard.
24.	Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in Clerk grade)	(i) Matric/ Higher Secondary or equivalent / 10+2 (Vocational);	(i)	Matric/ Higher Secondary or equivalent / 10+2 (Vocational);
		(ii) Knowledge of Hindi upto Matric Standard;	(ii)	Knowledge of Hindi upto Matric Standard;
		(iii) Hindi typing at a speed of 25 words per minute or English typing at a speed of 30 words per minute within a period of one year from the date of appointment by qualifying departmental test in this regard as per Government instructions issued from time to time.	(iii)	Five years experience as Peon or Peon-cum-Chowkidar or Chowkidar or Labourer or Sweeper-cum-Chowkidar or Sweeper or Helper;
			(iv)	Hindi typing at a speed of 25 words per minute or English typing at a speed of 30 words per minute within a period of one year from the date of appointment by qualifying departmental test in this regard as per Government instructions issued from time to time.

APPENDIX C

(See rule 14(1)]

Sr.No.	Designation of posts	Appointing authority.	Nature of Penalty		Authority empowered to impose penalty.	Appellate authority.
1	2	3	4		5	6
1	Personal Assistant		1	Minor Penalties	Director	Secretary
2	Deputy Superintendent		(i)	warning with a copy in the Personal file (character rolls)		
3	Social Welfare Officer		(ii)	censure;		
4	Assistant Director		(iii)	withholding of promotions;		
5	Research Officer		(iv)	recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by		
6	Statistical Assistant					
7	Assistant Incharge					
8	Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (i) Assistant grade)					

9	Senior Scale Stenographer			the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State;		
10	Supervisor (Female)					
11	Mukhya Sevika (Female)		(v)	withholding of increments of pay without cumulative effect;		
12	Social Welfare Teacher (female)		2.	Major Penalties.		
13	Pre School Instructor (female)		(vi)	withholding of increments of pay with cumulative effect;		
14	Health Instructor (female)		(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		
15	Research Assistant					
16	Technical Supervisor (Electrical)					
17	Technical Supervisor (Mechanical)					

				of postponing the future increments of his pay;		
18	Driver (light vehicle)		(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 of service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restoration to that grade, post or service;		
19	Driver (heavy vehicle)					
20	Junior Scale Stenographer					
21	Assistant Librarian					
22	Stenotypist					
23	Gram Sevika (female)					
			(ix)	Compulsory retirement;		
24	Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in		(x)	removal from service which shall not be a disqualification for future employment		

	Clerk Grade)			under the Government;		
			(xi)	dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		

APPENDIX D

[See rule 14(2)]

Sr.No.	Designation of posts	Nature of order		Authority empowered to make the order.	Appellate authority.
1	2	3		4	5
1	Personal Assistant	(i)	reducing or withholding the amount of ordinarily or additional pension admissible under the rules governing pension;	Government	--
2	Deputy Superintendent	(ii)	terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
3	Social Welfare Officer				
4	Assistant Director				
5	Research Officer				
6	Statistical Assistant				
7	Assistant Incharge				
8	Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (i Assistant grade)				
9	Senior Scale Stenographer				
10	Supervisor (Female)				
11	Mukhya Sevika (Female)				
12	Social Welfare				

	Teacher (female)				
13	Pre School Instructor (female)				
14	Health Instructor (female)				
15	Research Assistant				
16	Technical Supervisor (Electrical)				
17	Technical Supervisor (Mechanical)				
18	Driver (light vehicle)				
19	Driver (heavy vehicle)				
20	Junior Scale Stenographer				
21	Assistant Librarian				
22	Stenotypist				
23	Gram Sevika (female)				
24	Clerk-cum- Accounts Clerk- cum-Store Keeper- cum-Junior Auditor (in Clerk Grade)				

SANJAY KOTHARI,
Secretary to Government Haryana,
Social Welfare Department.

HARYANA GOVERNMENT
SOCIAL WELFARE DEPARTMENT
Notification
The 3rd June, 1997

No. G.S.R.42/Const.Art. 309/ 97.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Women & Child Development Department (Group-D) Service, namely:-

PART I-GENERAL

1. These rules may be called the Haryana Women & Child Development Department (Group D) Service Rules, 1997.

Short title.

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

Definitions

- (a) “direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;
- (b) “Director” means the Director, Women and Child Development Department, Haryana;
- (c) “Government” means the Haryana Government in the Administrative Department;
- (d) “Institution” means,--
 - (i) any institution established by law in force in the State of Haryana;
or
 - (ii) any other institution recognised by the Government for the purpose of these rules;

- (e) "Service" means the Haryana Women and Child Development Department (Group D) Service.

PART II-RECRUITMENT TO SERVICE

Number and character of posts

3. The Service shall comprise the posts shown in Appendix-A to these rules:

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

Nationality, domicile and character of candidates appointed to Service.

4. (1) No person shall be appointed to any post in the Service, unless he is, --
- (a) a citizen of India; or
 - (b) a subject of Nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, and Ethiopia with the intention of permanently settling in India :

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

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or any other recruiting

authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

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

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 16 years or more than 35 years of age on or before the last date of submission of application to the recruiting authority.

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

Appointing
Authority

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

Qualification

8. No person,--

Disqualification

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

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

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

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

Method of recruitment

(a) in the case of Peon;-

(i) by direct recruitment; or

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

(b) in the case of Peon-cum-Chowkidar,-

(i) by direct recruitment; or

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

(c) in the case of Chowkidar,--

(i) by direct recruitment; or

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

(d) in the case of Labourer,--

(i) by direct recruitment; or

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

(e) in the case of Sweeper-cum-Chowkidar,--

(i) by direct recruitment; or

- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (f) in the case of Sweeper,--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (g) In the case of Helper,--
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

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

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

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

(a) if such person appointed by the 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 previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,--

(a) if his work or conduct has, in its opinion, been satisfactory,--

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) If his work or conduct has, in its opinion, been not satisfactory,--

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

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

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

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

Seniority

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

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

Provided further that in 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 members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing 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 member shall be senior to the younger member.

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

Liability to
serve

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

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

(ii) The Central Government or a Company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or

(iii) any other State Government, an international organisation an autonomous body not controlled by the Government, or a private body;

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

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these Rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Pay, leave,
pension and
other matters.

discipline,
penalties and
appeals.

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

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties 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, and the appellate authority shall be as specified in Appendix D to these rules.

Vaccination

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

Oath of
allegiance.

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

Power of
relaxation.

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

Special
provisions.

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

Reservation
s.

19. Nothing contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-

Servicemen, physically handicapped persons, or any other class or category of persons, in accordance with the order 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.

Repeal and
savings

20. Any rule applicable to the service and corresponding to any of these rules, which is in force immediately before the commencement of these rules is hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

Serial No.	Designation of post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1.	2.	3.	4.	5.	6.
1	Peon	5	180	185	Rs. 750-12-870-EB-14-940
2	Peon-cum-Chowkidar	--	4	4	Rs. 750-12-870-EB-14-940
3	Chowkidar	--	65	65	Rs. 750-12-870-EB-14-940
4	Labourer	--	12	12	Rs. 750-12-870-EB-14-940
5	Sweeper-cum-Chowkidar	--	3	3	Rs. 750-12-870-EB-14-940
6	Sweeper	--	1	1	Rs. 750-12-870-EB-14-940 + Rs. 69 special allowance.
7	Helper	--	1	1	Rs. 750-12-870-EB-14-940

APPENDIX B

(See Rule 7)

Sr.No.	Designation of Posts	Academic qualifications and experience, if any, for direct recruitment.	Academic qualifications and experience, if any, for appointment other than by direct recruitment.
1	2	3	4
1	Peon	Can read and write Hindi and English.	Can read and write Hindi and English.
2	Peon-cum-Chowkidar	Can read and write Hindi and English.	Can read and write Hindi and English.
3	Chowkidar	Can read and write Hindi and English.	Can read and write Hindi and English.
4	Labourer	Can read and write Hindi and English.	Can read and write Hindi and English.
5	Sweeper-cum-Chowkidar	Can read and write Hindi and English.	Can read and write Hindi and English.
6	Sweeper	Can read and write Hindi and English.	Can read and write Hindi and English.
7	Helper	Can read and write Hindi and English.	Can read and write Hindi and English.

APPENDIX C

(See rule 14(1)]

Sr.No.	Designation of post.	Appointing authority.	Nature of Penalty		Authority empowered to impose penalty.	Appellate authority.
1	2	3	4		5	6
1	Peon		1	Minor Penalties	Director	Secretary
2	Peon-cum-Chowkidar		(i)	warning with a copy in the Personal file (character rolls)		
3	Chowkidar		(ii)	censure;		
4	Labourer		(iii)	withholding of promotions;		
5	Sweeper-cum-Chowkidar		(iv)	recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by		
6	Sweeper					
7	Helper					

				the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State;		
			(v)	withholding of increments of pay without cumulative effect;		
			2.	Major Penalties.		
			(vi)	withholding of increments 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;		
			(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 of service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which 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 future employment under the Government.		

APPENDIX D

[See rule 14(2)]

Sr.No.	Designation of post.	Nature of order		Authority empowered to make the order.	Appellate authority.
1	2	3		4	5
1	Peon	(i)	reducing or withholding the amount of ordinarily or additional pension admissible under the rules governing pension;	Director	Secretary
2	Peon-cum-Chowkidar	(ii)	terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
3	Chowkidar				
4	Labourer				
5	Sweeper-cum-Chowkidar				
6	Sweeper				
7	Helper				

SANJAY KOTHARI,
Secretary to Government Haryana,
Social Welfare Department.

From

From

The Director,
Women & Child Development Department,
Haryana, Chandigarh.

To

The Advocate General,
Haryana, Chandigarh.

Memo No.
Chandigarh, dated the

Subject : CWP No. 13634 of 2006
Saroj Singla Vs. State of Haryana.

Please find enclosed reply of the above cited court case for its vetting
from your office and return the same. This case is fixed for its hearing on 19.9.2006.

Encl : As above.

Asst. Distt. Attorney
for Director, Women & Child Development
Department, Haryana.

