

[Authorised English Translation]

HARYANA GOVERNMENT

HOME DEPARTMENT

Notification

The 5th August, 1999

No. G.S.R. 90/Const./Art. 309/99. —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 recruitments and conditions of service of persons appointed to the Haryana Home Guards and Civil Defence Headquarter and Field Cadre (Group C) Service Rules namely:—

PART I—GENERAL

Short title and Commencement :

1. (1) These rules may be called the Haryana Home Guards and Civil Defence Headquarter and Field Cadre (Group C) Service Rules, 1999.

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

Definitions :

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

- (a) "Commission" means the Haryana Staff Selection Commission ;
- (b) "Commandant General" means the Commandant General, Home Guards and Director, Civil Defence, Haryana ;
- (c) "Commandant C. T. I." means Commandant Combined Training Institute, Home Guards/Civil Defence, Haryana ;
- (d) "Company Commander" means the Store Officer, Administrative Officer, Centre Commander, Administrative Subedar, Quarter Master Subedar, Senior Instructor, Store Superintendent (Civil Defence) ;
- (e) "Deputy Commandant General" means the Deputy Commandant General Home Guards and Deputy Director, Civil Defence, Haryana ;
- (f) "Deputy Controller" means Deputy Controller, Civil Defence, Haryana ;
- (g) "District Commandant" means District Commandant, Home Guards, Haryana ;
- (h) "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 ;
- (i) "Government" means the Haryana Government in the Administrative Department ;

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(j) "Havaldar Instructor" means the Havaldar Instructor, Demonstrator, Quarter Guard Havaldar, Junior Instructor ;

(k) "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 ;

(l) "Platoon Commander" means the Deputy Store Officer, Civil Defence, Instructor, Assistant to District Commandant quarter Master Sergeant ;

(m) "recognised university" means,—

(i) any university incorporated by law in India ; or

(ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th 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 ;

(n) "Service" means the Haryana Home Guards and Civil Defence Headquarters and Field Cadre (Group C) Service ;

(o) "Selection Committee" means the Committee constituted by the Government in consultation with Commandant General for Selection of candidates for appointment to various technical post which are out of the purview of the Haryana Staff Selection Commission in the Service ;

(p) "Senior Staff Officer" means Senior Staff Officer of Home Guards and Civil Defence Department, Haryana .

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, 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 January, 1962 with the intention of permanently settling in India ; or

- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sir Lanka or any of the East African Countries of Kenya, Uganda, the United 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 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 certificates 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.

Age :

5. No person shall be appointed to any post in the service by direct recruitment who is less than 17 years or more than 35 years of age, on or before the 1st day of the month preceding the last date of submission of application to the Commission.

Appointing Authority :

6. Appointments to the posts in the Service shall be made by the appointing authorities as mentioned in column 3 of appendix C.

Qualifications :

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

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, 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.

Disqualifications :

8. No person,—

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

(b) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any post in the Service :

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

Method of recruitment :

9. (I) Recruitment to the Service shall be made, —

HEADQUARTER CADRE

(I) in case of SAS Senior Auditor, —

by transfer or deputation of an official from Finance Department of State Government ;

(II) in case of Deputy Superintendent, —

(i) by promotion from amongst Accountant, Assistant, Junior Auditor, Senior Scale Stenographer ; or

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

(III) in case of Personal Assistant, —

(i) by promotion from amongst Senior Scale Stenographer ; or

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

(IV) in case of Accountant, —

(i) by promotion from amongst Assistant or Junior Auditor ; or

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

(V) in case of Assistant, —

(i) by promotion from amongst Stenotypist or Clerk ; or

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

(VI) in case of Junior Auditor, —

(i) by promotion from amongst Clerk/Stenotypist ; or

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

VII) in case of senior Scale Stenographer, —

(i) by promotion from amongst Junior Scale Stenographer ; or

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

VIII) in case of the Junior Scale Stenographer, —

(i) by promotion from amongst Stenotypist ; or

- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (IX) in case of Head Constable Orderly,—
- by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (X) in case of Head Constable Driver,—
- by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (XI) in case of Stenotypist,—
- (i) 75% by promotion from amongst Clerks; and
- (ii) 25% by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (XII) in case of Clerk,—
- (i) 20% by promotion from amongst Storeman (Home Guards), Duplicating Machine Operator, Restorer or (Group D) employee ; and
- (ii) 80% by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- Note.—The post of clerk involves the assumption of duties and responsibilities of greater importance than those of the posts of Storeman (Home Guard), Duplicating Machine Operator and Restorer.
- (XIII) in case of Storeman (Home Guards),—
- (i) by promotion from amongst (Group D) employees; or
- (ii) by transfer or deputation of an official already in service of any State Government or the Government of India ;
- (XIV) in case of Duplicating Machine Operator,—
- (i) by promotion from amongst (Group D) employee ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (XV) in case of Restorer,—
- (i) by promotion from amongst (Group D) employees ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(XVI) in case of Constable Orderly,—

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

(XVII) in case of Constable Driver,—

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

FIELD CADRE :

(I) in case of Company Commander,—

(i) 75% by promotion from amongst Platoon Commander;

(ii) 25% by direct recruitment; or

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

(II) in case of Platoon Commander,—

(i) 50% by promotion from amongst Havaldar Instructors, Wireless Mechanics, Wireless Operator or Pipe Band Havaldar and 25% from amongst Havaldar Clerks (Home Guards) or Store Clerks (Civil Defence) ; and

(ii) 25% by direct recruitment ; or

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

(III) in case of Havaldar Clerk (Home Guards) or Store Clerk (Civil Defence),—

(i) by promotion from amongst Stenographer, Clerk and Store man (Home Guards) ; or

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

(IV) in case of Draftsman,—

(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 ;

(V) in case of Stenographer,—

(i) by promotion from amongst Steno typist ; or

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

(VI) in case of Wireless Mechanic,—

- (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 ;

(VII) in case of Havaldar Instructor,—

- (i) 75% by promotion from amongst Driver, Storeman (Home Guards), Buglar, Clerk and (Group D) employee ;
- (ii) 25% by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(VIII) in case of Wireless Operator,—

- (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 ;

(IX) in case of Pipe Band Havaldar,—

- (i) by promotion from amongst Buglar, Bandman, Pipe Band Naik or Pipe Band Lance Naik ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(X) in case of Compounder (Pharmacist),—

- (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 ;

(XI) in case of Havaldar Armourer,—

- (i) by promotion from amongst Armourer ; or
- (ii) by transfer [or] deputation [of] an official already in the service of any State Government or the Government of India ;

(XII) in case of Driver,—

- (i) [20%] by promotion from (Group D) employee ; and
- (ii) 80% by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(XIII) in case of Storeman (Home Guards),—

- (i) 75% by promotion from amongst (Group D) employee ; and
- (ii) 25% by direct recruitment ; or

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

(XIV) in case of Buglar,—

- (i) by promotion from amongst (Group D) employee ; or
- (ii) by direct recruitment ;

(XV) in case of Pipe Band Naik,—

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

(XVI) in case of Pipe Band Lance Naik,—

- (i) by promotion from amongst Pipe Bandman ; or
- (ii) by transfer or deputation of a Pipe Band Lance Naik already in the service of any State Government or the Government of India ;

(XVII) in case of Pipe Bandman,—

- (i) 75% by direct recruitment ; and
- (ii) 25% by promotion from amongst (Group D) employee ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India .

Note.—The post of Pipe Band Naik or Pipe Band Lance Naik involves the assumption of duties and responsibilities of greater importance than those of the post of Pipe Bandman.

(XVIII) in case of Quarter Guard Naik,—

- (i) by promotion from Quarter Guard Home Guards ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(XIX) in case of Quarter Guard Lance Naik,—

- (i) by promotion from amongst Quarter Guard Home Guards ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(XX) in case of Quarter Guards Home Guards.—

- (i) 75% by promotion from amongst Group D employee ; and
- (ii) 25% by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(XXI) in case of Steno-typist,—

- (i) by promotion from amongst type and Shorthand knowing Clerk ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India

(XXII) in case of Clerk,—

- (i) 20% by promotion from amongst Storeman (Home Guards) (Group D) employee ; and
- (ii) 80% by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

Note.—The post of Clerk involves the assumption of duties and responsibilities of greater importance than those of Storeman (Home Guards)

(XXIII) in case of Armourer,—

- (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 .

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

Probation :

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

Provided that—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) any period of work in equivalent or higher rank prior to appointment to any post in the service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and

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

Seniority:

11. Seniority, *inter se* of 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 direct recruitment, the order of merit determined by the Commission or the selection Committee, as the case may be, shall not be disturbed in fixing the seniority ;

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

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

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

Liability to serve :

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

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

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

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

Pay, leave, pension and other matters :

13. (1) 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, 1987, 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 or re-vaccinated as and when the Government so directs by a special or general order.

Oath of allegiance :

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

Power of relaxation :

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

Special provisions :

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

Reservations :

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time :

Provided that the total percentage of reservations so made shall not exceed fifty per cent at any time.

Repeal and savings :

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

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

HARYANA GOVERNMENT**HOME DEPARTMENT****Notification**

The 26th May, 2022

No. 34/08/2022-IHG-III.— In exercise of the powers conferred under the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Home Guards and Civil Defence, Headquarter and Field Cadre (Group C) Service Rules, 1999 namely:—

PART-I (GENERAL)

1. These rules may be called the Haryana Home Guards and Civil Defence Headquarter and Field Cadre (Group C) Service (Amendment) Rules, 2022.

2. In the Haryana Home Guards and Civil Defence Headquarter and Field Cadre (Group C) Service Rules, 1999, for rule 5, the following rule shall be substituted, namely:—

5. Age:— No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty-two years of age on the last date of submission of application to the Commission;

Provided that for the post of Company Commander, Platoon Commander and Havaladar Instructor the upper age shall not more than thirty-five years of age on the last date of submission of application to the Commission;

RAJEEV ARORA,
Additional Chief Secretary to Government Haryana,
Home Department.



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PART - I

Notifications, Orders and Declarations by Haryana Government

हरियाणा सरकार

गृह विभाग

अधिसूचना

दिनांक 26 मई, 2022

संख्या 34/08/2022-1HG-III.— भारत के संविधान के अनुच्छेद 309 के परन्तुक के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा गृह रक्षी एवं नागरिक सुरक्षा, मुख्यालय तथा क्षेत्रीय काडर (ग्रुप ग) सेवा नियम, 1999, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

भाग-क (सामान्य)

1. ये नियम हरियाणा गृह रक्षी एवं नागरिक सुरक्षा, मुख्यालय तथा क्षेत्रीय काडर (ग्रुप ग) सेवा (संशोधन) नियम, 2022, कहे जा सकते हैं।

2. हरियाणा गृह रक्षी एवं नागरिक सुरक्षा, मुख्यालय तथा क्षेत्रीय काडर (ग्रुप ग) सेवा नियम, 1999 में, नियम 5 के स्थान पर निम्नलिखित नियम प्रतिस्थापित किया जाएगा, अर्थात् :-

5 आयु :- कोई भी व्यक्ति सेवा में किसी भी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जाएगा, जो आयोग को आवेदन प्रस्तुत करने की अंतिम तिथि को अठारह वर्ष की आयु से कम या बयालीस वर्ष की आयु से अधिक का हो;

परन्तु कंपनी कमांडर, प्लाटून कमांडर और हवलदार प्रशिक्षक के पद के लिए, ऊपरी आयु सीमा आयोग को आवेदन प्रस्तुत करने की अंतिम तिथि को पैंतीस वर्ष से अधिक नहीं होगी।

राजीव अरोड़ा,
अपर मुख्य सचिव, हरियाणा सरकार,
गृह विभाग।