

PART III

HARYANA GOVERNMENT

HOME DEPARTMENT

Notification

The 8th April, 1977

No. G.S.R. 62/Const./Art. 309/77.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following Rules regulating the recruitment, and conditions of service of persons appointed to the Haryana Police Clerical (State Service Class III), namely :—

PART I—GENERAL

1. (1) These rules may be called "The Haryana Police Clerical (State Service, Class III) Rules, 1977."

Short
title and
commen-
cement.

(2) They shall come into force at once.

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

Defini-
tions.

(a) "Assistant Inspector-General" means the Assistant Inspector General of Police, Haryana ;

(b) "Assistant Inspector-General, Government Railway Police" means the Assistant Inspector-General, Government Railway Police, Haryana ;

(c) "Board" means the Subordinate Services Selection Board, Haryana ;

(d) "Deputy Inspector-General" means the Deputy Inspector-General of Police, Haryana ;

(e) "Direct appointment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of State Government or the Government of India ;

(f) "Government" means the Haryana Government in the Administrative Department ;

(g) "Inspector-General" means the Inspector-General of Police, Haryana ;

"recognised university" means :—

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

(ii) in the case of degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ; and

(iii) any other university which is declared by the Government to be a recognised university for the purpose of these Rules.

- (i) "Service" means the Haryana Police Clerical (State Service III).
- (j) "Recognised Education Board" means any Education Board incorporated by law in any of the States of India.

PART II—RECRUITMENT TO SERVICE

3. The service shall comprise the posts shown in Appendix A to these Rules.

Number and Character of posts.

Provided that nothing in these rules shall affect the inherent right of Government to make additions to, or reduction 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 the service, unless he is :—

Nationality, domicile and character of candidates appointed to the service.

- (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, Sri Lanka (formerly Ceylon) and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India;

Provided that a person belonging to category (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 Board or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being issued to him by the Government.

(3) No person shall be appointed to the services by direct recruitment, unless he produces a certificate of character from the Principal academic officer of the university, college, school, or institution 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 the Service by direct recruitment who is less than seventeen years and more than twenty-seven years of age on or before the 1st day of July next preceding the last date of submission of applications to the Board :

Provided the Government may relax the upper age limit in the case of any class or category of persons if in its opinion such relaxation is justified in view of special circumstances :

Provided further that
Castes/Scheduled Tribes
of Haryana State, the up/
Government from time

3
Candidates belonging to Scheduled
man and other Backward Classes
shall be such as may be fixed by the

6. Appointments to the posts in the service shall be made by the Appointing
Inspector-General, except that appointments to the posts of restorer and book binder may be made by the Assistant Inspector-General.

7. No person shall be recruited to the Service, unless he is in possession of qualifications and experience specified in columns 2 and 3 of Appendix B to these rules as the case may be.

8. No person,—

Disqualifica-
tion.

(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.

(i) by promotion ; or

(ii) by direct recruitment ; or

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

(2) When any vacancy occurs or is about to occur in the Service, the Inspector-General in respect of other posts and the Assistant Inspector-General in the case of the posts of Restorer and Book Binder shall determine the manner in which such vacancy shall be filled.

(3) Appointments by promotion shall be made on the basis of seniority and fitness to the post, and no person shall be entitled to claim promotion as a matter of right, promotion to such post on the basis of seniority alone.

(4) The percentage of appointment by direct recruitment to the various posts in the Service shall be made as under :—

(a) 75 per cent of the vacancies of Restorers and Book Binders.

(b) 90 per cent of the vacancies of Clerks. 80%.

(c) 10 per cent of the vacancies of Assistants 'A' Grade/ and Head Clerks.

(d) 75 per cent of the vacancies of Steno-typists.

- (e) 10 per cent of the vacancies of Junior Scale Stenographers.
- (f) 10 per cent of the vacancies of Senior Scale Stenographers.

*Note:—*The promotion of Steno-typists or Stenographers to posts in the Service for appointment to which they are eligible under these Rules, shall be governed by the provisions of Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961.

PART III—CONDITIONS OF SERVICE

Probation.

10. (1) Persons appointed to any post in the service shall be 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 corresponding or a higher post shall count towards the period of probation ;
- (b) any period of work is equivalent or higher rank prior to appointment to the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed period of probation be entitled to be confirmed unless he is appointed against 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, discontinue his services; and
- (b) if such person is appointed otherwise than by direct recruitment,—
 - (i) revert him to his former post, or
 - (ii) deal with him in such other manner as the terms and conditions of his 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 appointment is against permanent vacancy ; or

Age.

in

- (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. The seniority *inter se* of members of the Service shall be determined separately for each cadre by the length of continuous service on any post in the Service. In case of promotion, the length of service on a post shall be counted from the date of order of promotion :

Seniority of
Members of
the service.

Provided that in the case of members appointed by direct recruitment, the order of merit determined by the Board, 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 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 the 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 their length of service in the appointments, and if the length of such service is also the same, an older member shall be senior to a younger member.

Note. —The posts of Clerks and Steno-typists shall be treated as the same class of posts for the purposes of preparing a joint seniority list for making promotions to higher posts, their seniority *inter se* reckoning from their dates of joining the posts as sh.

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Note 2.— The posts of Senior Scale Stenographers and Assistants would be interchangeable and treated as the same class of posts for the purposes of preparing a joint seniority list for making promotion to higher posts, their seniority *inter se* reckoning from the dates they have become due for promotion as Assistant.

Note 3.— The *inter se* seniority of Personal Assistant with that of Deputy Superintendent shall be reckoned only from the date, the Personal Assistant becomes due for promotion as Deputy Superintendent in his capacity as Assistant.

Liability
to serve.

12. (1) A member of the Service shall be liable to serve under the State Government at any place whether within or outside the State of Haryana.

(2) A member of the Service may also be deputed for service as under :—

(i) a company, or association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, Municipal Corporation or a local authority, 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 the Central or any other State Government or any organisation or body referred to in clauses (ii) and (iii) except with his consent.

Leave,
Pension or
other mat-
ters.

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 and the rules made thereunder.

Discipline,
Penalties
and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, 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) and (d) of rule 10 of the said rules and the appellate authority shall also be as specified in Appendix D to these rules.

15. Every member of the Service shall get himself vaccinated and revaccinated if and when the Government so directs by a special or general order. Vaccination.

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. Oath of Allegiance.

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. Power of Relaxation.

17 (A). 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. Special Provisions.

18. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the Constitution of India. Reservations.

19. The Punjab Police Clerical Service (State Service Class III) Rules, 1960 are hereby repealed : Repeal and Savings.

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

SUKHDEV PRASAD,
Secretary to Government, Haryana,
Home Department.

[3937-IH-77]

APPENDIX A
(See rule 3)

Serial No.	Designation of Posts	Number of posts			Scale of Pay	
		Permanent	Temporary	Total		
1	Superintendent, 'B' Grade	..	2	2	Rs. 400—25—500/30—650	
2	Deputy Superintendents	..	2	6	Rs. 350—25—500/30—650	
3	Personal Assistant	4	..	1	Rs. 350—25—500/30—650	
4	Auditors	1	..	3	Rs. 300—25—450/25—600	
5	Assistants, 'A' Grade	2	1	51	Rs. 225—15—360/20—500	
6	Senior Scale Stenographers	31	20	4	Rs. 225—15—360/30—500	
7	Assistants, 'B' Grade	3	1	10	Rs. 160—10—280/15—400	
8	Head Clerks (for HAP Battalions)	..	10	5	Rs. 140—6—170/8—210/10—310 with a start of Rs. 158 plus two advance increments to graduates.	
9	Junior Scale Stenographers	2	3	28	Rs. 140—6—170/8—210/10—310 with a start of Rs. 158 plus two advance increments to graduates.	
10	Steno-tyrists	15	13	10	Rs. 110—4—130/5—160/5—225 plus a special pay of Rs. 25 P.M. plus two advance increments to graduates.	
11	Clerks	4	6	136	Rs. 110—4—130/5—160/5—225 plus two advance increments to graduates.	
12	Restorers	95	41	6	Rs. 100—4—140/5—160	
13	Book Binders	6	..	2	Rs. 90—3—120/4—140	

APPENDIX B
(See rule 7)

Designation of post]]	Qualifications and experience for direct recruitment	Qualifications and experience for appointment other than by direct recruitment
1	2	3
Superintendent, 'B' Grade	..	<p>(i) by promotion from amongst Deputy Superintendents with one year's service as such and if no Deputy Superintendent is suitable/eligible for promotion than from amongst Assistant 'A' grade, having with eight years service as such ;</p> <p>(ii) by transfer or on deputation of an official already in the Service of the State Government or the Government of India.</p> <p>(i) by promotion from amongst Assistants, 'A' Grade having <u>seven</u> years' experience as such ; or</p> <p>(ii) Subject to the condition laid down in note 3 to rule 11, by promotion from amongst Personal Assistants having minimum experience of <u>three</u> years as such ; or</p> <p>(iii) by transfer or on deputation of an official already in the service of the Government of a State or of the Government of India.</p> <p>(i) by promotion from amongst short-hand knowing Assistants, 'A' Grade, having 7 years' experience as such ; or</p>
Deputy Superintendent	..	<p>9.</p>
Personal Assistants	..	

Auditors

Assistant 'A' Grade

Possesses a degree or has passed an equivalent examination of a recognised University

- (ii) by promotion from amongst Senior Scale Stenographers having a minimum experience of five years as such with two years' experience as Assistant 'A' grade ; or
- (iii) by transfer or on deputation of an official already in the service of the Government of India or of a State Government.

On deputation sent by the Finance Department from amongst S.A.S. qualified Auditors

- (i) by promotion from amongst Assistant 'B' grade/Clerks with 5 years minimum service and Junior Scale Stenographers with 5 years minimum service including one year's minimum experience as Clerk ; or

- (ii) by selection from amongst officials employed in Departments of the Government other than the Police Department.

By selection from amongst Junior Scale Stenographers.

Senior Scale Stenographer

Possesses a degree or has passed an equivalent examination of a recognised university has good knowledge of Stenography and passes such test in Stenography as may be prescribed in this behalf.

Holds a degree or has passed an equivalent examination of a recognised university

- (i) by promotion from amongst Clerks with four years minimum service and Junior Scale Stenographers with 4 years minimum service including one year's minimum experience as Clerk ; or
- (ii) by selection from amongst officials employed in Departments of Government other than the Police Department.

Junior Scale Stenographers

(1) Matric 1st Division/Higher Secondary Second Division/Intermediate* Second Division/Graduates or equivalent (For Ex-servicemen Matric only)

(i) by selection from amongst Steno-typists; or
(ii) by selection from amongst Clerks who qualify in a Stenography test to be conducted by the Inspector General.

(2) Knowledge of Hindi upto Matric Standard

(3) English shorthand at 100 words per minute and transcription thereof at 20 words per minute.

(4) Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute

Steno-typists

(1) Matric 1st Division/Higher Secondary Second Division/Intermediate* Second Division/Graduate or equivalent. (For Ex-servicemen Matric only)

by selection from amongst Clerks who qualify in a Stenography test to be conducted by the Inspector General.

(2) Knowledge of Hindi upto Matric standard.

(3) English shorthand at 80 words per minute and transcription thereof at 15 words per minute

(4) Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute

Clerks

(1) Matric 1st Division/Higher Secondary Second Division/Intermediate Second Division/Graduate or equivalent (For Ex-servicemen Matric only)

(2) Knowledge of Hindi upto Matric standard

(3) Hindi/English typing at a speed of 25/30 words per minute respectively

(i) by promotion on the basis of seniority subject to fitness among the Restorers, Book Binders and Class IV Government Servants in the Police Department who are either Graduates or are Matriculates with a minimum of five years service as such; or
(ii) by transfer of officials already in the service of a State or of the Government of India.

	1	2	3
Restorers		Has passed the Matriculation or an equivalent examination of recognised University/Education Board	by selection from amongst Dafties who are Matriculates.
Book Binders		Has passed Middle School examination or its equivalent. Has passed diploma course in book binding from some I.T.I. or has one year's experience in the trade in some recognised firm.	by selection from amongst Peons, Dafties or Record Lifters, who are Middle pass.

Note.—Other things being equal, preference will be given to a candidate who himself has worked for the cause of national independence or who has rendered some outstanding social or public service.

APPENDIX C

[See Rule 14 (1)]

Designation	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority	Se- / final Appellate Authority, if any
1	2	3	4	5	6
Superintendent 'B' Grade	Inspector-General of Police	1. (a), (b), (d), (e) 2. (c), (f), (g)	Deputy Inspector-General of Police	Inspector-General of Police	Government ..
Deputy Superintendent ..	Ditto	1. (a), (b), (d), (e) 2. (c), (f), (g)	Deputy Inspector-General of Police, Assistant Inspector-General, Government Railway Police	Inspector-General of Police	Government ..
Personal Assistant ..	Ditto	1. (a), (b), (d), (e) 2. (c), (f), (g)	Assistant Inspector-General of Police	Inspector-General of Police	Government ..
Assistant ..	Ditto	1. (a), (b), (d), (e) 2. (c), (f), (g)	Deputy Inspector-General, Assistant Inspector-General	Inspector-General of Police	Government ..

1	2	3	4	5	6
Senior Scale Stenographer	Inspector-General of Police	1. (a), (b) (d), (c)	Deputy Inspectors-General, Assistant Inspector-General	Inspector-General of Police	Government
Assistant 'B' Grade/Head Clerks	Ditto	2. (c), (f), (g)	Inspector-General of Police	Government	..
		1. (a), (b), (d), (c)	Deputy Inspectors-General of Police, Assistant Inspector-General and Assistant Inspector-General, Government Railway Police	Inspector General of Police	Government
		2. (c), (f), (g)	Inspector-General of Police	Government	..
Junior Scale Stenographers ..	Ditto	1. (a), (b), (d), (c)	Deputy Inspectors-General of Police, Assistant Inspector-General and Assistant Inspector-General, Government Railway Police	Inspector-General of Police	Government
		2. (c), (f), (g)	Inspector-General of Police	Government	..
Steno-typists ..	Ditto	1. (a), (b), (d), (c)	Deputy Inspectors-General of Police, Assistant Inspector-General	Inspector-General of Police	Government
		2. (c), (f), (g)	Inspector-General of Police	Government	..
Clerks ..	Ditto	1. (a), (b), (d), (c)	Deputy Inspectors-General of Police, Assistant Inspector-General and Assistant Inspector-General, Government Railway Police	Inspector-General of Police	Government
		2. (c), (f), (g)	Inspector-General of Police	Government	..
		1. (a), (b), (d), (c)	Deputy Inspectors-General of Police, Assistant Inspector-General and Assistant Inspector-General, Government Railway Police	Inspector-General of Police	Government
		2. (c), (f), (g)	Inspector-General of Police	Government	..

1	2	3	4	5	6
Restorers, Gesteners and Book Binders	Assistant Inspector-General of Police	1. (a), (b), (c) 2. (d), (e), (f), (g)	Deputy Inspector-General of Police, Assistant Inspector-General and Assistant Inspector-General, Government Railway Police	Inspector-General of Police	Government

Explanations of the letters (a) to (g) used in column 3 above : —

- (a) Censure.
- (b) Withholding of increments or promotion including stoppage at an efficiency bar.
- (c) Reduction to a lower post or time scale or to a lower stage in a time scale.
- (d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence of breach of orders.
- (e) Warning with a copy of Personal File.
- (f) Removal from the Service, which does not disqualify from future employment.
- (g) Dismissal from the Service, which ordinarily disqualifies from future employment.

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APPB.
[See Rule 14(2)]

Designation of the posts	Nature of order	Authority empowered to make the order	Appellate authority	Second and final appellate authority, if any
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1	2	3	4	5
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Superintendent 'B' Grade

(i) Reducing or withholding the amount of ordinary/ additional pension admissible under the rules governing pension Inspector-General of Police, Haryana

(ii) Terminating the appointment of a member of the service otherwise than on his attaining the age fixed for superannuation

Deputy Superintendent	Ditto	Ditto	Do	..
Personal Assistant	Ditto	Ditto	Do	..
Assistant 'A' Grade	Ditto	Ditto	Do	..
Senior Scale Stenographers	Ditto	Ditto	Do	..
Assistant 'B' grade/Head Clerks/Clerks	Ditto	Ditto	Do	..
Junior Scale Stenographers	Ditto	Ditto	Do	..
Steno-typist	Ditto	Ditto	Do	..
Restorers and Book Binders	Ditto	Ditto	Do	..

(Published in the Haryana Government Gazette, Legislative Supplement, dated the 14th November, 1978]

PART III

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification

The 10th November, 1978

No. G.S.R. 114/Const./Art. 309/Amd.(1)/78.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules to amend the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961, namely:—

1. These rules may be called the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Haryana First Amendment Rules, 1978

2. In the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961 (hereinafter referred to as the said rules), in rule 3, for sub-rule (I), the following sub-rule shall be substituted, namely:—

“(I) In offices where the scale of pay of Stenographers is identical to that of Assistants, the Stenographers shall, before becoming eligible for promotion to a higher post on the clerical side, have to work as Assistant for a period of two years on some existing vacancy or by sharing the work of an Assistant.

Explanation 1.—The period during which a Stenographer has, before the date of issue of these rules, performed the duties of an Assistant whether in addition to his own duties or otherwise will be taken into consideration in computing the period of his training as Assistant.

Explanation 2.—Where there is no available vacancy of the post of Assistant for imparting training to the Stenographer, he shall be given at least one-third of the work of some Assistant in addition to his own duties. The Assistant who is thus relieved of some of his work will in turn help the Stenographer in his routine duties.”

✓ 3. In the said rules, in sub-rule (I) of rule 4, the words “after they have qualified in the departmental test prescribed for the post of Assistant” shall be omitted.

✓ 4. In the said rules, in sub-rule (I) of rule 5, the words “after they have qualified in the departmental test prescribed for the post of Assistant” shall be omitted.

✓ 5. In the said rules, the proviso to sub-rule (I) of rule 6 shall be omitted

6. In the said rules, after rule 8, the following rule shall be added, namely:—

“9. Power of relaxation.—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”.

S. D. IFAMETI,

Chief Secretary to Government, Haryana.

[Published in the Haryana Government Gazette, Legislative Supplement, dated the 17th April, 1979]

PART III

HARYANA GOVERNMENT

HOME (POLICE) DEPARTMENT

Notification

The 12th April, 1979

No. G.S.R.34/Const./Art.309/Amd.(I)/79.—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 to amend the Haryana Police Clerical (State Service, Class III) Rules, 1977, namely :—

1. These rules may be called the Haryana Police Clerical (State Service, Class III) First Amendment Rules, 1979.

2. They shall be deemed to have come into force with effect from the 2nd February, 1978.

3. In Appendix B to the Haryana Police Clerical (State Service, Class III) Rules, 1977, for item "Clerks", and entries thereafter the following item shall be substituted, namely:—

"Clerks

(1) Matric 1st Division/Higher Secondary Second Division/Intermediate IInd Division/Graduate or equivalent (For Ex-servicemen Matric only).

(i) by promotion on the basis of seniority subject to fitness among the Restorers, Book Binders and Class IV Government Servants in the Police Department who are either graduates or are matriculates with a minimum of five years service as such ; or

(2) Knowledge of Hindi upto Matric standard.

(ii) by transfer of officials already in the service of a State or of the Government of India.

(3) Candidate shall have to pass the prescribed test in typing to be conducted by the appointing authority within a period of one year of his appointment. The grant of annual increment shall be regulated in accordance with the instructions issued by the Government.

(iii) he shall have to pass the prescribed test in typing to be conducted by the appointing authority within a period of one year of his appointment. The grant of annual increment shall be regulated in accordance with the instructions issued by the Government."

A. BANERJEE,

Secretary to Government, Haryana,
Home Department.

[17/31/78-H.G.-I]

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PART III

HARYANA GOVERNMENT

HOME (POLICE) DEPARTMENT

Notification

The 1st June, 1979

No. G.S.R. 57/Const./Art. 309/Amd.(2)/79.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules to amend the Haryana Police Clerical (State Service Class III) Rules, 1977, namely :—

1. These rules may be called the Haryana Police Clerical (State Service Class III) Second Amendment Rules, 1979.
2. In the Haryana Police Clerical (State Service Class III) Rules, 1977, and its preamble, excepting rule 19, for the word and letter "Class III" and "Class IV" wherever occurring, the words and letter "Class C" and "Class D" respectively, shall be substituted.

B. S. OJHA,

Secretary to Government, Haryana,
Home Department.

[Published in the Haryana Government Gazette Legislative
Supplement dated the 16th October, 1979]

PART-III

HARYANA GOVERNMENT

HOME (POLICE) DEPARTMENT

Notification

The 12th October, 1979

No. **G.S.R.107/Const./Art. 309/79**.- In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Government of Haryana hereby makes the following amendment in Haryana Government Home (Police) Department, notification No. G.S.R.34/Const./Art. 309/Amd.(1)/79 dated the 12th April, 1979 published in the *Haryana Government Gazette, Legislative Supplement, Part-III*, dated the 17th April, 1979 namely:-

AMENDMENT

In the said notification, in para 2, for the words and figure "2nd February, 1978", the words and figure "17th February, 1978" shall be substituted and shall be deemed to have been substituted with effect from the 17th April, 1979.

(L.D. KATARIA)
Secretary to Government, Haryana
Home Department.

[Published in the Haryana Government Gazette, Legislative Supplement, dated the 22nd September, 1981]

PART III

**HARYANA GOVERNMENT
HOME (POLICE) DEPARTMENT**

Notification

The 16th September, 1981

No. G.S.R. 97/Const./Art.309/Amd(1)'81.—In exercise of the powers conferred by proviso to article 309 of the Constitution of India the Governor of Haryana hereby makes the following rules further to amend the Haryana Police Clerical (State Service Class Rules, 1977) namely :—

1. These rules may be called the Haryana Police Clerical (State Service Class C), First Amendment, Rules, 1981.
2. In the Haryana Police (State Service Class C) Rules, 1977, in rule 5, for the words "twenty seven years of age on or before the 1st day of July next preceding the last date of submission of application to the Board", the words "thirty years of age on the last date fixed for the receipt of applications in the Board" shall be substituted.

L. C. GUPTA,

**Secretary to Government, Haryana
Home Department.**

[Authorised English Translation]

HARYANA GOVERNMENT
HOME (POLICE) DEPARTMENT

Notification

The 30th March, 1990

No. G.S.R. 35/Const./Art. 309/90.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Police Clerical (State Service, Class 'C') Rules, 1977, namely:—

1. These rules may be called the Haryana Police Clerical (State Service, Class 'C') First Amendment Rules, 1990.

2. In the Haryana Police Clerical (State Service, Class 'C') Rules, 1977, in Appendix B, against the post of Personal Assistant, under column 3, for the existing entries, the following entries shall be substituted, namely:—

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“(i) by promotion from amongst Senior Scale Stenographers or Assistants 'A' grade with a minimum combined experience of seven years as such of which at least two years should be as Senior Scale Stenographer and two years as Assistant 'A' Grade :

OR

(ii) by transfer or on deputation of an official already in the service of the Government of India or of a State Government.”

L. M. GOYAL,

Secretary to Government, Haryana,
Home Department.

[Authorised English Translation]

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification

The 24th July, 1998

No. G.S.R.82/Const./Art. 309/98.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the promotion of Group C and Group D employees of all the departments of the State of Haryana to the post of Clerk, namely:—

Short title,
extent and
commencement

1. (1) These rules may be called the Haryana Civil Services (Promotion of Group C and Group D Employees) Rules, 1998.

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

Application

2. These rules shall apply to all Group C and Group D employees of all the departments of the State of Haryana in respect of promotion to the post of Clerk.

Eligibility for
promotion

3. Notwithstanding anything to the contrary contained in any other service rules framed in this behalf, Group C and Group D employees who are Matriculate and have put in five years service on Group C or Group D posts or combined experience of five years on both Group C and Group D posts, whose scales of pay are less than or equal to the scale of the post of Clerk, shall be eligible for promotion to the 20 percent posts of Clerk reserved for them. When the turn of such employees comes up for promotion to the post of Clerk, they shall have to pass a written departmental test in Hindi and English languages of the Matriculation level to be conducted by the Head of the Department concerned and only on being qualified they shall be considered for promotion to the post of Clerk. Such promotion shall be made on the basis of seniority-cum-fitness.

Seniority

4. The inter-se-seniority of such promoted employees shall be determined according to their seniority position in their respective cadres, if the persons being promoted belong to the same cadre. In case the persons being promoted belong to different cadres, their length of service shall be relevant for the purpose of determining their inter-se-seniority on the initial post in the department.

RAM S. VARMA,

Chief Secretary to Government, Haryana,

19935 LR(H)—Govt. Press U.T., Chd.

हरियाणा सरकार

गृह विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सांका०नि० 28/संवि०अनु० 309/2013.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा पुलिस लिपिकीय (राज्य सेवा वर्ग ग) नियम, 1977, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. ये नियम हरियाणा पुलिस लिपिकीय (राज्य सेवा वर्ग ग) संशोधन नियम 2013, कहे जा सकते हैं।
2. हरियाणा पुलिस लिपिकीय (राज्य सेवा वर्ग ग) नियम, 1977 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात्:—

- "9क.—(1) टंकण परीक्षा लिपिकों, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों के लिये सेवा शर्तों के भाग रूप में कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) बाद की अपेक्षित शर्त/अर्हता होगी जो सरकारी विभागों/संस्थाओं में सभी नए भर्ती/नियुक्त किए गए लिपिकों, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को अर्हक करनी होगी। वर्तमान लिपिक जो ग्रुप घ तथा रस्टोरर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन यथा अपेक्षित अब तक टंकण परीक्षा पास नहीं की है उन्हें या तो टंकण परीक्षा या कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) पास करने का विकल्प होगा। आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों में यथाविहित आशुलिपि परीक्षा भी अर्हक करनी होगी।
- (2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तार योग्य दो वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) अर्हक करनी होगी। ग्रुप ग में पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए हकदार नहीं होगा जब तक वह उक्त परीक्षा अर्हक नहीं कर लेता/लेती है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जायेंगी। व्यक्ति जो लिपिक तथा आशुटंकक के पद पर पदोन्नत किए गये हैं, को भी एक वर्ष तक विस्तार योग्य एक वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) अर्हक करनी होगी जिसमें असफल रहने पर उसे वापिस प्रतिवर्तित कर दिया जायेगा।
- (3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलैक्ट्रानिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेंसी को इस नियम के उप नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा

सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाईपिंग स्पीड में परीक्षा सहित कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेन्सी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जायेगा।

- (4) कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) के लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मैनेजमेंट होंगे।
- (5) लिपिकों की दशा में, दोनों मामलों में समकक्ष 'की' (Key) दबाने सहित बदलकर अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाईपिंग स्पीड, चूंकि टाईपिंग स्पीड कम्प्यूटर पर परीक्षित की जायेगी।
- (6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) देने से छूट दी जाती है :-
 - (i) एम.टैक./बी.टैक. (कम्प्यूटर), एम.सी.ए., बी.सी.ए. या मान्यता प्राप्त संस्थान जैसे पालिटैक्निक्स से कम्प्यूटर में डिप्लोमा;
 - (ii) राष्ट्रीय इलेक्ट्रानिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन.आई.ई.एल. आई.टी.)(पूर्वी डीओईएसीसी सोसाइटी) के अधीन स्थापित किसी मान्यता प्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;
 - (iii) एच.के.सी.एल. के प्राधिकृत शिक्षा केन्द्रों (ए.एल.सीज) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एचएससीआईटी);
 - (iv) उम्मीदवारों/कर्मचारियों जिन्होंने एसईटीसी पहले से ही पास कर रखी है तथा वह सेवाग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) को हारट्रोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जायेगा; तथा
 - (v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन ऊपरी अंगों का अंगच्छेदन, पॅरेल्इसिस ऑफ रेड्यल (रेड्यल नै:व पॉ:लूजि) दोनों में से कोई ऊपरी अंग। नै:वस सिस्टम को प्रभावित करने वाला डेक्लिनेशन डिजेनरैटिव डिस्ऑ:डऑ जो हाथ के लकवे तथा इसकी मासपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

तथापि, इन कर्मचारियों को उपरोक्त उप-पैरा (v) के अधीन वर्णित अपवाद सहित कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।

3. उक्त नियमों में, परिशिष्ट ख में,—

I. खाना 2 के नीचे, कनिष्ठ वेतनमान आशुलिपिक पद के सामने, विद्यमान मद (1) के स्थान पर, निम्नलिखित, मद प्रतिस्थापित की जाएगी, अर्थात्:—

“(1) 10+2/स्नातक या इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);”

II. खाना 2 के नीचे आशुटकंक पद के सामने, विद्यमान मद (1) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात्:

“(1) 10+2/स्नातक या इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2);”

III. खाना 2 तथा 3 के नीचे लिपिक पद के सामने, विद्यमान मदों के स्थान पर, निम्नलिखित मदें प्रतिस्थापित की जाएगी, अर्थात्:—

खाना 2	खाना 3
“(1)10+2/स्नातक या इसके समकक्ष (भूतपूर्व सैनिकों के लिए केवल 10+2); (2) दसवीं के स्तर का हिन्दी ज्ञान; (3) नियम 9क के दृष्टिगत लोप किया गया है।	(1) पुलिस विभाग में रैस्टोरर, जिल्दसाज तथा चतुर्थ श्रेणी सरकारी कर्मचारियों में से उपयुक्तता के अध्यधीन वरिष्ठता के आधार पर पदोन्नती द्वारा जो इस रूप में पांच वर्ष की न्यूनतम सेवा सहित या तो स्नातक या 10+2 है; (2) 10+2 अर्हता रखने वाले राज्य सरकार या भारत सरकार की सेवा में पहले से ही लगे कर्मचारियों के स्थानान्तरण द्वारा।”।

एस० सी० चौधरी,
अपर मुख्य सचिव,
हरियाणा सरकार, गृह विभाग।

*[Authorised English Translation]***HARYANA GOVERNMENT****HOME DEPARTMENT****Notification**

The 8th November, 2013

No. G.S.R. 28/Const.Art.309/2013.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to further amend the Haryana Police Clerical (State Service, Class III) Rules, 1977, namely :-

1. These rules may be called the Haryana Police Clerical (State Service, Class III) (Amendment) Rules, 2013.

2. In the Haryana Police Clerical (State Service, Class III) Rules, 1977 (hereinafter called the said rules), after rule 9, the following rule shall be inserted, namely :—

- 9A (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Application (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Sr. Scale Stenographers shall also have to qualify Stenography test as prescribed in the Service Rules.
- (2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Application (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typists shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.
- (3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Application (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTON or any other agency, as approved by the Government,

would be accepted as an evidence of the fulfillment of the prescribed condition in the Service Rules.

- (4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.
- (5) In the case of Clerks, typing speed of 30 words per minutes in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed would be tested on computers.
- (6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) :—
 - (i) M.Tech./B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;
 - (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society];
 - (iii) Haryana State – Certificate in Information Technology [HS-CIT] from the Authorized Learning Centres (ALCs) of the HKCL;
 - (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by HARTON or any other agency authorized by the Government; and
 - (v) Physically disabled candidates i.e. amputation of hand (left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

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

3. In the said rules, in Appendix B ; —

- I. against the post of Junior Scale Stenographers, under column 2, for existing item (1), the following item shall be substituted, namely :-

"(1) 10+2/Graduate or equivalent (for Ex-servicemen 10+2 only)";
- II. against the post of Steno-typists, under column 2, for existing item (1), the following item shall be substituted, namely :-

"(1) 10+2/Graduate or equivalent (for Ex-servicemen 10+2 only)";

III. against the post of Clerks, under columns 2 and 3, for existing items, the following items shall be substituted, namely :-

2	3
“(1) 10+2/Graduate or equivalent (for Ex-servicemen 10+2 only); (2) Knowledge of Hindi upto Matric standard; (3) omitted in view of Rule 9 A.	(i) by promotion on the basis of seniority subject to fitness among the Restorers, Book Binders and Class IV Government Servants in the Police Department who are either Graduate or are 10+2 with a minimum of five years service as such; or (ii) by transfer of officials already in the service of a State or of the Government of India possessing 10+2 qualification.”

S. C. CHAUDHARY,
Additional Chief Secretary to Government,
Haryana, Home Department, Chandigarh.