

[Authorised English Translation]

HARYANA GOVERNMENT
POLICE DEPARTMENT

Notification

The 11th August, 2000

No. GSR/60/Const./Art.309/2000.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all the 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 Department (State Service Group D) Service, namely :—

PART I—GENERAL

Short title and commencement:

1. (1) These rules may be called the Haryana Police Department (State Service Group D) Service Rules, 2000.
- (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) “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 General of Police” means Director General of Police Department, Haryana;
 - (c) “Employment Exchange” means the Employment Exchange situated in 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) “Rajya Sainik Board” means the office of the Secretary, Rajya Sainik Board, Haryana ;
 - (g) “Service” means the Haryana Police Department (State Service 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 effect 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 refugees who came over to India before the first day of January, 1962, with the intention of permanently settling in India; or

(e) a person of Indian origin who 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 Employment Exchange 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.

Age:

5. No person shall be appointed to any post in the Service by direct recruitment who is less than sixteen years or more than forty years of age, on the day fixed for the receipt of names of the candidates from the Employment Exchange or Rajya Sainik Board.

Appointing authority :

6. Appointment to the posts in the Service shall be made by the,—

(i) Assistant Inspector General of Police, Administration in respect of posts at Headquarters; and

- (ii) District Superintendents of Police, Superintendent of Police, Railways, Superintendent of Police, Telecommunication, Police Training College and Commandants of Haryana Armed Police, Battalions, Assistant Deputy Inspector General of Police, CID and Director, Forensic Science Laboratory, as the case may be, in the field offices.

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 appointment 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 % at the discretion of the 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.

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. Recruitment to the Service shall be made,—

(a) in the case of Skelton Material Cleaner and Viscera Cutter,—

(i) 10% by promotion from amongst Carpenter, Mason, Painter, Electrician, Blacksmith, Record lifter, Daftri, Jamadar and Tailor; and

(ii) 90% by direct appointment; or

(iii) 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 Carpenter, Mason, Painter, Electrician, Blacksmith, Record lifter, Daftri, Jamadar and Tailor,—

(i) 10% by promotion from amongst Cook, Water Carrier, Mali, Sweeper, Barber, Dhobi, Mochi, Laboratory Attendant and Care Taker; and

(ii) 90% 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.

(c) in the case of Cook, Water Carrier, Mall, Sweeper, Barber, Dhobi, Mochi, Laboratory Attendant and Care Taker,—

(i) 10% by promotion from amongst Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward Servant, Peon and Labourer, (Helper to Mason); and

(ii) 90% 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.

(d) in the case of Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward Servant, Peon and Labourer (Helper to mason),—

(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.

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

(3) Unless otherwise provided, whenever any vacancy occurs or is about to occur the appointing authority, shall determine the manner in which it shall be filled in.

Probation:

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;

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 appointing authority be allowed to count towards the period of probation fixed under these rules; 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 service, 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.

Seniority :

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

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

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the appointing authority, 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 member in the appointment from which they were promoted 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.

Liability to service :

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, or 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 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 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, 1937, and 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 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 reservation and other concessions required to be provided for Scheduled Castes, Backward Classes, ex-service-men, 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 50 per cent at any time.

Repeal and savings ;

20. The Punjab State (Class IV) Service Rules, 1963, in their application to the State of Haryana, are hereby repealed :

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

APPENDIX A

(See rule 3)

Sr. No.	Designation of posts	Number of posts			Scale of Pay
		Perma- nent	Temp.	Total	
1	2	3	4	5	6
1	Skelton Material Cleaner	1	..	1	Rs. 3050—75—3950—EB—80—4590
2	Viscera Cutter	1	..	1	Rs. 3050—75—3950—EB—80—4350
3	Carpenter	19	7	26	(i) 2650—65—3300—EB—70—4000 (ii) 3050—4590 under matric with ITI Diploma (iii) 4000—6000 matric with ITI Diploma
4	Mason	17	6	23	(i) 2650—65—3300—EB—70—4000 (ii) 3050—4590 under matric with ITI Diploma (iii) 4000—6000 matric with ITI Diploma
5	Painter	13	5	18	(i) 2650—65—3300—EB—70—4000 (ii) 3050—4590 under matric with ITI Diploma (iii) 4000—6000 matric with ITI Diploma
6	Electrician	..	4	4	(i) 2650—65—3300—EB—70—4000 (ii) 3050—4590 under matric with ITI Diploma

1	2	3	4	5	6
					(iii) 4000—6000 matric with ITI Diploma
7	Blacksmith	1	..	1	(i) 2650—65—3300—EB—70—4000 (ii) 3050—4590 under [matric with ITI Diploma (iii) 4000—6000 matric with ITI Diploma
8	Record lifter	11	..	11	2650—65—3300—EB—70—4000
9	Daftri	8	3	11	2650—65—3300—EB—70—4000
10	Jamadar	1	..	1	2650—65—3300—EB—70—4000
11	Cook	402	107	509	2610—60—3150—EB—65—3540
12	Tailor	12	4	16	2610—60—3150—EB—65—3540
13	Mali	44	29	73	2610—60—3150—EB—65—3540
14	Sweeper	177	76	253	2610—60—3150—EB—3540+65 Special Allowance
15	Barber	63	27	90	2610—60—3150—EB—65—3540
16	Dhobi	88	39	127	2610—60—3150—EB—65—3540
17	Mochi	35	13	48	2610—60—3150—EB—65—3540
18	Laboratory Attendant	13	..	13	(i) 2610—60—3150—EB—65—3540 (For 8th Standard) (ii) 3050—75—3950—EB—80—4590 (For Matriculation) (iii) 4000—100—4800—EB—100—6000 (For Matriculation with I.T.I. Diploma)

1	2	3	4	5	6
19	Care Taker	2	..	2	2610—60—3150—EB—65— 3540
20	<u>Water Carrier</u>	122	68	190	2550—55—2660—EB—60— 3200
21	Khalasi	10	9	19	2550—55—2660—EB—60— 3200
22	Helper	..	11	11	2550—55—2660—EB—60— 3200
23	Kennelman	5	12	17	2550—55—2660—EB—60— 3200
24	Attendant	2	..	2	2550—55—2660—EB—60— 3200
25	Chokidar	4	..	4	2550—55—2660—EB—60— 3200
26	Ward Servant	12	..	12	2550—55—2660—EB—60— 3200
27	<u>Peon</u>	48	9	57	2550—55—2660—EB—60— 3200
28	Labourer (Helper to Mason)	1	..	1	2550—55—2660—EB—60— 3200

APPENDIX B

(See rule 7)

Sr. No.	Designation of posts	Academic qualification 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	Skeleton Material Cleaner	(i) 5th pass ; and (ii) At least 6 months experience in a Laboratory/ Hospital.	(i) 5th Pass ; (ii) Five years experience on the post of Carpenter, Mason, Painter, Electrician, Blacksmith, Recordlifter, Dafiri, Jamadar or Tallor ; and (iii) Working knowledge of Skeleton material cleaning.
2	Viscera Cutter	(i) 5th pass ; (ii) At least 6 months experience in Laboratory/ Hospital.	(i) 5th pass ; (ii) Five years experience on the post of Carpenter, Mason, Painter Electrician, Blacksmith, Record-lifter, Dafiri, Jamadar or Tallor ; and (iii) Working knowledge of Viscera cutting.
3	Carpenter	(i) Middle pass with Hindi ; (ii) At least 6 months experience as Carpenter ; or (iii) Under Matric with ITI Diploma ; or (iv) Matric with ITI Diploma.	(i) Middle pass with Hindi ; (ii) Five years experience on the post of Cook, Water Carrier, Mali, Sweeper, Barber, Dhobi, Mochi, Laboratory Attendant or Care-Taker ; and (iii) Working knowledge of carpentry.

1	2	3	4
4	Mason	(i) Middle pass with Hindi ; (ii) At least 6 months experience as Mason ; or (iii) Under Matric with ITI Diploma ; or (iv) Matric with ITI Diploma.	(i) Middle pass with Hindi ; (ii) Five years experience on the post of Cook, Water Carrier, Mall, Sweeper, Barber, Dhobi, Mochi, Laboratory Attendant or Care-taker ; and (iii) Working knowledge of Mason.
5	Painter	(i) Middle pass with Hindi (ii) At least 6 months experience as Painter ; or (iii) Under Matric with ITI Diploma ; or (iv) Matric with ITI Diploma.	(i) Middle pass with Hindi ; (ii) Five years experience on post of Cook, Water Carrier, Mall, Sweeper, Barber, Dhobi, Mochi, Laboratory Attendant or Care Taker ; and (iii) Working knowledge of Painter's job.
6	Electrician	(i) Middle pass with Hindi (ii) Having a licence of 'A' class wireman from Chief Electrical Inspector, Haryana ; or (iii) Under Matric with ITI Diploma ; or (iv) Matric with ITI Diploma.	(i) Middle pass with Hindi ; (ii) Five years experience on post of Cook, Water Carrier, Mall, Sweeper, Barber, Dhobi, Mochi, Laboratory Attendant or Care Taker ; and (iii) Working knowledge of Electrician's job.
7	Blacksmith	(i) Middle Pass with Hindi ; (ii) At least 6 months experience as Blacksmith ; or (iii) Under Matric with ITI Diploma ; or (iv) Matric with ITI Diploma.	(i) Middle pass with Hindi ; (ii) Five years experience on the post of Cook, Water Carrier, Mall, Sweeper, Barber, Dhobi, Mochi, Laboratory Attendant Care Taker ; and (iii) Working knowledge of Blacksmithy.

1	2	3	4
8	Record-lifter	Middle pass with Hindi	<p>(i) Middle pass with Hindi ;</p> <p>(ii) Five years experience on the post of Cook, Water Carrier, Mali, Jamadar, Barber, Dhobi, Mochi, Laboratory Attendant or Care Taker ; and</p> <p>(iii) Working knowledge of job of Record lifter.</p>
9	Daftri	Middle pass with Hindi	<p>(i) Middle pass with Hindi ;</p> <p>(ii) Five years experience on the post of Cook, Water Carrier, Mali, Jamadar, Barber, Dhobi, Mochi, Laboratory Attendant or Care Taker ; and</p> <p>(iii) Working knowledge of job of Daftri.</p>
10	Jamadar	Middle pass with Hindi	<p>(i) Middle pass with Hindi ;</p> <p>(ii) Five years experience on the post of Cook, Water Carrier, Mali, Peon Barber, Dhobi, Mochi, Laboratory Attendant or Care Taker.</p>
11	Cook	<p>(i) 5th pass ;</p> <p>(ii) At least 6 months experience as Cook; and</p> <p>(iii) Knowledge of Hindi reading and writing.</p>	<p>(i) 5th pass ;</p> <p>(ii) Five years experience as Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward-Servant, Peon or Labourer (Helper to Mason).</p>
12	Tailor	<p>(i) Middle pass with Hindi ;</p> <p>(ii) At least 6 months experience as Tailor.</p>	<p>(i) Middle pass with Hindi ;</p> <p>(ii) Five years experience on the post of Cook, Water Carrier, Mali, Sweeper, Barber, Dhobi, Mochi, Laboratory Attendant or Care Taker ; and</p> <p>(iii) Working knowledge of Tailor.</p>

1	2	3	4
13	Mali	(i) 5th Pass ; (ii) At least 6 months experience in nursery ; (iii) Knowledge of Hindi reading and writing ;	(i) 5th Pass ; (ii) Five years experience as Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward-Servant, Peon or Labourer (Helper to Mason). (iii) Working knowledge of gardening
14	Sweeper	(i) 5th pass ; (ii) Knowledge of Hindi reading and writing.	(i) 5th Pass ; (ii) Five years experience as Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward-Servant, Peon or Labourer (Helper to Mason).
15	Barber	(i) 5th pass ; (ii) Knowledge of Hindi reading and writing (iii) At least 6 months experience as Barber	(i) 5th pass ; (ii) Five years experience as Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward-Servant, Peon or Labourer (Helper to Mason) ; and (iii) Working knowledge of Barber's vocation.
16	Dhobi	(i) 5th,pass ; (ii) Knowledge of Hindi reading and writing. (iii) At least 6 months experience as Dhobi.	(i) 5th pass ; (ii) Five years experience as Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward-Servant, Peon or Labourer (Helper to Mason) ; and (iii) Working knowledge of Dhobi's vocation.
17	Mochi	(i) 5th pass ; (ii) Knowledge of Hindi reading and writing. (iii) At least 6 months experience as Mochi.	(i) 5th pass ; (ii) Five years experience, as Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward-Servant, Peon or Labourer (Helper to Mason) ; and (iii) Working knowledge of Mochi's vocation.

1	2	3	4
18 Laboratory Attendant	(i) Middle pass with Hindi ; (ii) At least 6 months experience in Laboratory, in case of Laboratory Attendants in Electrical and Instrumentation disciplines ; or Matriculation with Science as one of the subject ; or Matric with ITI diploma in the relevant subject.	(i) Middle pass with Hindi ; (ii) Five years experience as Khalasi, Helper, Kennelman Attendant, Chowkidar, Ward-Servant, Peon or Labourer (Helper to Mason) alongwith some experiences of Laboratory works.	(ii) Working knowledge of Laboratory Attendant.
19 Care-Taker	(i) Middle pass with Hindi; (ii) At least 6 months experience as Guard/Chowkidar.	(i) Middle pass with Hindi; (ii) Five years experience as Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward Servant, Peon or Labourer (Helper to Mason).	
20 Water Carrier	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	(i) 5th pass ; (ii) Five years experience as Khalasi, Helper, Kennelman, Attendant, Chowkidar, Ward-Servant, Peon or Labourer (Helper to Mason).	By transfers or deputation;
21 Khalasi	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	
22 Helper	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	
23 Kennelman	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	

1	2	3	4
24	Attendant	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.
25	Chowkidar	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.
26	Ward Servant	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.
27	Peon	(i) Middle pass; (ii) Knowledge of Hindi upto middle.	(i) 8th pass; (ii) Knowledge of Hindi upto middle.
28	Labourer (Helper to Mason)	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.	(i) 5th pass; (ii) Knowledge of Hindi, reading and writing.

APPENDIX C

[See rule 14(1)]

Sr. No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6	7
1	Skelton Material Cleaner	(i) Assistant Inspector General of Police, Administration, Haryana, in respect of employees at Headquarters.	Minor Penalties: (i) warning with a copy in the personal file (character roll); (ii) censure;	(i) Assistant Inspector General of Police, Administration Haryana in respect of employees Headquarters;	(i) Deputy Inspector General of Police, Administration and Training;	Director General of Police.
2	Viscera Cutter					
3	Carpenter					
4	Mason	(ii) District Superintendent of Police,	(iii) withholding of promotion;	(ii) District Superintendent of Police,	(ii) Concerned Range Deputy Inspector General of Police.	
5	Painter	Superintendent of Police,	(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence of breach of orders, to the Central Government or a State Government or to a Company or an association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Government or to a	Superintendent of Police, Superintendent of Police, Railways, Superintendent of Police, Railways, Superintendent of Police, Telecommunication, Police Training College and Commandants of Haryana Armed Police Battalions, Assistant Deputy Inspector General of Police,		
6	Electrician	Superintendent of Police,				
7	Blacksmith	Superintendent of Police,				
8	Record lifter	Telecommunication, Police Training College and Commandants of Haryana Armed Police, Battalions, Assistant Deputy Inspector General of Police,				
9	Dafiri	CID and Director, Forensic Science Laboratory, as the case may be, in the field offices.				
10	Jamadar					
11	Cook					
12	Tailor					
13	Mali					
14	Sweeper					
15	Barber					
16	Dhobi					

1	2	3	4	5	6	7
17	Mochi					
18	Laboratory Attendant		local authority or university set up by an Act of Parlia- ment or of the Legislature of a State; and	General of Police, CID and Director, Forensic Science Laboratory, as the case may be, in field offices.		
19	Care Taker					
20	Water Carrier		(v) withholding of increments of pay without cumulative effect.			
			Major Penalties :			
21	Khalasi		(vi) Withholding of increments of pay with cumulative effect;			
22	Helper					
23	Kennelman					
24	Attendant		(viii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Govern- ment employee will earn incre- ments 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;			
25	Chowkidar					
26	Ward Servant					
27	Peon					
28	Labourer (Helper to Mason)					

1 2 3 4 5 6 7

(ix) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without 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;

(x) compulsory retirement;

(xi) removal from service which shall not be a disqualification for future employment under the Government; and

(xii) 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	Second and final appellate authority if any
1	2	3	4	5	6
1	Skelton Material Cleaner	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	(i) Assistant Inspector General of Police, Administration in respect of employees at Headquarters;	(i) Deputy Inspector General of Police Administration and Training;	Director General of Police
2	Viscera Cutter-	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.	(ii) District Superintendents of Police, Superintendent of Police, Railways, Superintendent of Police Telecommunication, Police Training College and Commandants of Haryana Armed Police, Battalions, Assistant Deputy Inspector General of Police, CID and Director, Forensic Science Laboratory, as the case may be, in the field offices.	(i) Concerned Range Deputy Inspector General of Police.	
3	Carpenter				
4	Mason				
5	Painter				
6	Electrician				
7	Blacksmith				
8	Record-Lifter				
9	Dafti				
10	Jamadar				
11	Cook				
12	Tailor				
13	Mali				
14	Sweeper				
15	Barber				
16	Dhobi				
17	Mochi				

1	2	3	4	5	6
18	Laboratory Attendant				
19	Care-Taker				
20	Water Carrier				
21	Khalasi				
22	Helper				
23	Kennelman				
24	Attendant				
25	Chowkidar				
26	Ward Servant				
27	Peon				
28	Labourer (Helper to Mason)				

B. D. DHALIA,

Financial Commissioner and Secretary to Government, Haryana,
Home Department.