

HARYANA GOVERNMENT  
EMPLOYMENT DEPARTMENT  
Notification  
The 18<sup>th</sup> August 1992

**No. CSR-54/11/11/88-3E** – In exercise of the powers conferred by the proviso to article 309 of the constitution of India the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of services of persons appointed to the Haryana Employment Department ( Group-D) Services, namely :-

**PART – I (GENERAL)**

**1. Short-title:**

These rules may be called the Haryana Employment Department (Group-D) Service Rules, 1991.

**2. Definition :**

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” means the Director of Employment, Haryana.
- (c) “Government” means the Haryana Government in the Administrative Department.
- (d) “Service” means the Haryana Employment Department (Group-D) Service.

**PART-II- RECRUITMENT TO SERVICE**

**3. Number and Character of posts:**

The Service shall comprise of the posts shown in Appendix “A” to these rules.

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

#### **4. Nationality, domicile and character of candidates appointed to the service:**

- 1) No person shall be appointed to any posts 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 come over to India before the 1<sup>st</sup> day of January,1992, with the intention of Permanent settling in India: or
  - e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries Kenya, Uganda and the United Republic of Tanzani (formerly Tanganyika and Zenziber), Zambia, Malawi Zai 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 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 recruiting authority but the offer of appointment may be given on 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 i.e. Office 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 his private life and are unconnected with his School or Institution.

#### **5. Age 16-42**

No person shall be appointed to any post in the Service by direct recruitment who is less then Sixteen years or more than forty two years of age, on or before the date of submission of application to the submitting authority.

#### **6. Appointing Authority**

Appointment to any post in the Service shall be made by the Director.

## **7. Qualification**

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 direct recruitment and those specified in column 4 of the aforesaid Appendix the case of appointment other than by the direct recruitment.

Provided that in the case of direct recruitment, the qualification 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 candidates, possessing to requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

## **8. Disqualification:**

No Person:-

- (a) who has entered in to an contracted a marriage with person having a spouse living, or
- (b) who having a spouse living has entered into or contacts 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 other person to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

## **9. Method of Recruitment:**

1) Recruitment to the Service shall be made :-

### **(a) in case of Daftri-**

- (i) by promotion from the amongst peons : or
- (ii) by transfer of deputation of an official already in the service of any State Government or the Government of India.

### **(b) in case of peon –**

- (i) by direct appointment . or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

**(c) in case of Chowkidar:-**

- (i) by direct appointment . or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

**(d) in case of Sweeper-**

- (i) by direct appointment . or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India

**Note:** Post abolished in restructuring.

**(e) in case of Chowkidar –cum-Sweeper**

- i) by direct appointment . or
- ii) by transfer or deputation of an official already in the service of any State Government or the Government of India

**(f) in case of Sweeper –cum-Chowkidar**

- (i) by direct appointment . or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India

**Note:** New Post created in restructuring

- 2) All promotions unless otherwise provided shall be made on seniority –cum-fitness basis and seniority alone should not confer any right to such promotion.

**10. Probation:**

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 or a corresponding or a higher post shall count towards the period of probation.
- (b) any period of work in equivalent or higher rank, prior appointment to any post on the Service may, in the case an Appointment by transfer, at the discretion of the Appointing

Authority, be allowed to count towards the period or probation fixed under this rule, and.

(c) any period of officiating appointment shall be reckoned period spent on probation, but no person who has so official to 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 appointment 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 appointed if against a permanent vacancy, or

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

(iii) declare that he has completed probation satisfactory 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 previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation "provided that the total period of probation, including extension if any, shall not exceed three years".

## **11. Seniority:-**

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 recruiting 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 members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from where 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 rate of pay drawn are also the same, then by the length of their service in the appointments, and if the length of such service is also the same, the older member shall be senior to the younger member.

## **12. Liability to Serve :-**

(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 as under:-

- i. a company, 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 controlled by the State Government a Municipal Corporation or a Local authority or University within the State of Haryana; or

- 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 organization or an autonomous body not controlled by the Government or a private body.

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

### **13. Pay Leave Pension and other matters:**

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 but the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

### **14. Discipline, penalties and Appeal:**

1. In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and appeals) 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 ruled 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 (I) 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.

### **15. Vaccination:**

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

**16. Oath of allegiance:-**

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

**17. Powers 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 of any class or category or persons.

**18. Special Provision:-**

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

**19. Reservation:-**

Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Back ward Classes, Ex-Servicemen, Physically Handicapped persons or and 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 reservation so made shall not exceed 50% at any time.

**20. Repeal and Saving:-**

Punjab State (Class-IV) Service Rules, 1963 which is in force immediately before the commencement of these rules, 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.



**Service rules amended in view of Chief Secretary office (General Administration Department) GS-1 Branch No. 42/116/2009-5 GSI Dated 4 June 2009.**

<b>APPENDIX "A"</b>					
<b>Sr. No.</b>	<b>Designation of Post</b>	<b>Number of Posts</b>			<b>Scale of Pay</b>
		<b>Permanent</b>	<b>Temporary</b>	<b>Total</b>	
1	2	3	4	5	6
1-	Daftri	1	-	1	Pay Band No. IS 4440-7440 GP1650
2-	Peon	152	1	152	Pay Band No. IS 4440-7440 GP 1650
3-	Sweeper Cum- Chowkidar	56	-	56	Pay Band No. IS 4440-7440 GP 1300

**APPENDIX "B"**  
**( See Rule-7)**

**" As amended General Service – 1 Branch No.-42/116/2009-SGSI dated 04-06-2009"**

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<b>Sr. No.</b>	<b>Designation of Post</b>	<b>Academic qualifications &amp; experience, if any, for direct recruitment.</b>	<b>Academic qualifications &amp; experience, if any, for appointment other than by direct recruitment.</b>
1.	2.	3.	4.
1	Daftri	-	(1) Five years experience as Peon. (2) Possesses requisite knowledge of Hindi.
2	Peon	Middle Pass with Hindi	Middle Pass with Hindi
3	Sweeper-cum-Chowkidar	Possesses requisite knowledge of Hindi	Possesses requisite knowledge of Hindi

**APPENDIX “C”  
(See rule – 14(1))**

Sr. No.	Designation of Post	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
1	Daftri	Director	<p style="text-align: center;"><b>MINOR PENALTIES</b></p> <p>i) Warning with a copy in the Personal file (Character roll)</p> <p>ii) Censure;</p> <p>iii) Withholding of Promotion;</p> <p>iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Govt. or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the legislature of a State; and</p> <p>v) Withholding of Increments of pay.</p> <p style="text-align: center;"><b>(2) MAJOR PENALTIES</b></p> <p>vi) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Govt. employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.</p> <p>vii) 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</p>	Director	Government
2	Peon				
3	Sweeper-cum-Chowkidar				

			<p>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.</p> <p>viii) Compulsory retirement.</p> <p>ix) Removal from service which shall not be a disqualification for future employment under the Government;;</p> <p>x) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>		
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**APPENDIX “D”**  
**(See rule – 14 (2))**

<b>Sr. No.</b>	<b>Designation of Posts</b>	<b>Nature of order</b>	<b>Authority empowered to make order</b>	<b>Appellate Authority</b>
1	2	3	4	5
1	Daftri	i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension; ii) Terminating the appointment Otherwise than on his attaining the age fixed for superannuation.	Director	Government
2	Peon			
3	Sweeper-cum-Chowkidar			

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