

HARYANA GOVERNMENT

DEVELOPMENT AND PANCHAYATS DEPARTMENT

Notification

The 28th March, 1988

No. G. S. R. 29/ Const./ Art. 309/ 88.- In exercise of powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Development and Panchayats Department (Group A) Service, namely:-

PART I – GENERAL

- Short title 1. These rules may be called the Haryana Development and Panchayats Department (Group A) Service (First Amendment) Rules, 1991.
- Definitions 2. In these rules, unless the context otherwise requires,
- (a) “Commission” means the Haryana Public Service Commission;
 - (b) “direct recruitment” means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of the Government of India or any State Government;
 - (c) “Government” means the Haryana Government in the Administrative Department;
 - (d) “recognized university” means-
 - (i) any university incorporated by law in India; or
 - (ii) in the case of a degree, diploma or certificate obtained as a result of and examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the Government to be a recognised university for the purposes of these rules.
 - (e) “Service” means that Haryana Development and Panchayats Departments (Group A) Service.

PART II – RECRUITMENT TO SERVICE

- Member and Character of posts. 3. The Service shall comprise the posts shown in Appendix A to these rules and the members of the Service shall draw pay in the Scales of pay shown there against:
- Provided that nothing in these rules shall affect the inherent right to the 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.

Nationality,
domicile
and
character of
candidates
appointed

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 Tibotan refugee who came over to India before the 1st January, 1962, with the intention of permanently setting in India ; or
 - (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zan – zibar), Zambia, Malawi, Zaire and Ethopia with the intention of permanently setting in India :

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

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

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives who are acquainted with him in his private life and are un-connected with his university, college, school or institution.

Age.

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

Appointing
authority.

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

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 direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission or any other

recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex – servicemen and Physically Handicapped candidates, possessing the requisite experience are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifica
tions.

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

(a) in the case of Additional Director Panchayats, -

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

(b) in the case of Executive Engineer (Panchayati Raj), -

- (i) 50% posts by direct recruitment, and
- (ii) 50% posts by promotion from amongst Sub – Divisional Officer ; 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 of Joint Director Development, -

- (i) by promotion from amongst the ¹[Deputy Director Panchayats / District Development and Panchayat Officers] ; or
- (ii) by transfer or deputation of an official already in the Service of any State Government of India ;

¹ Substituted vide notification no. G.S.R. 24 / Const. / Art. 309 / 99 dated 18.03.1999.

- (d) in the case of Principal State Community Development Training Centre, -
 - (i) by direct recruitment ; or
 - (ii) by promotion from amongst the Block Development and Panchayat Officers or Instructors of Community Development Training Centre ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (e) in the case of Director Women Programme, -
 - (i) by promotion from amongst Lady Circle Supervisors ; or
 - (ii) by transfer or deputation of an official already in the Service of any State Government or the Government of India ;
- (f) in the case of Deputy Director, Panchayats, -
 - (i) by promotion from amongst the Block Development and Panchayat Officers ; or
 - (ii) by transfer or deputation of an official already in the Service of any State Government or the Government of India.
- “(g) in case of Deputy Director, Panchayats (Legal),
 - (i) by promotion from amongst Legal Officers, working in the Development and Panchayats Department, or
 - (ii) by transfer or deputation of an officer already in the Service of any State Government or the Government of India.”
- ²[(h) in case of District Development and Panchayat Officer, -
 - (i) 83% by promotion from amongst Block Development and Panchayat Officer and 17% from amongst Legal Officer working in Development and Panchayat Department ; or
 - (ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India.]

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

² Added vide notification no. G.S.R. 50 / Const. / Art. 309 / 97 dated 14.07.1997 and further substituted vide notification no. G.S.R. 1 / Const. / Art. 309 / 2005 dated 02.02.2005.

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

Probation.

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

Provided that –

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

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

- (a) if such persons 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, -

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 ;
- (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 previous appointment permit ; or
 - (ii) extent 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 members of the Service shall be determined by the length of continuous service on any post in the Service :

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

Provided further that in the case of members appointed by direct recruitment the order of merit determined by the Commission 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 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 rate 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 of
Serve.

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

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

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

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

Pay leave,
pension and
other matters.

13. In respect of pay leave pension and all other matters not expressly provided for in these rules the members of the Service shall be governed by such rules and regulations as may have been or may here after 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 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 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 Service (Punishment and Appeal) Rule, 1987, and the appellate authority shall also be as specified in Appendix D to these rules.

Vaccination.

15. Every member of the Service shall get himself vaccinated and revaccinated if any 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
provision.

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

Reservation.

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

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

Repeal and
Savings.

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

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

APPENDIX A

(See rule 3)

Serial No.	Designation of posts	Number of Posts	Permanent Temporary	Total	Scale of pay
1	2	3	4	5	6
1	Additional Director Panchayats	.	1	1	3000-100-3500-125-5000
2	Executive Engineer (Panchayati Raj)	1	1	2	3000-100-3500-125-4500
3	Joint Director Development	.	1	1	3000-100-3500-125-4500
4	Principal State Community Development Training Centre	.	1	1	2200-75-2800-100-4000
5	Director Women Programme	1	.	1	2000-60-2300-EB-75- 3200-100-3500
6	Deputy Director Panchayats	1	.	1	2000-60-2300-EB-75- 3200-100-3500
7	Deputy Director, Panchayats (Legal)	1	.	1	2000-60-2300-75-2900- EB-100-3500
³ [8	District Development and Panchayat Officer	8	.	8	2200-75-2800-EB-100- 4000]

³ Added vide notification no. G.S.R. 50 / Const. / Art. 309 / 97 dated 14.07.1997.

APPENDIX B

(See Rule 7)

Serial No.	Designation of Posts	Academic qualifications and experience, if any for direct recruitment	Academic qualifications and experience, if any for appointment other than by direct recruitment
1	2	3	4
1	Additional Director Panchayats	.	Three years experience as Joint Director.
2	Executive Engineer (Panchayati Raj)	(1) Degree in Engineering (2) Five years experience as Sub – Divisional Officer/Assistant Engineer	(1) Degree or its equivalent in Civil Engineering. (2) Eight years experience as Sub – Divisional Officer.
3	Joint Director Development	.	(1) One year experience as ⁴ [One year experience as Deputy Director Panchayats / District Development and Panchayat Officer.] (2) Knowledge of Hindi upto Matric standard.
4	Principal State Community Development Training Centre	(1) Post graduate degree in any the Sciences like Sociology, Economics, Dairy Development, Co – operative Agriculture, Horticulture and	In case by promotion – (1) Graduate of recognised University. (2) Seven years experience as B.D.P.O. or ten years experience as Instructor of

⁴ Substituted vide notification no. G.S.R. 24 / Const. / Art. 309 / 99 dated 18.03.1999.

		<p>Animal Husbandry</p> <p>(2) Seven years Research / field experience in problems concerned with rural / tribal development or teaching experience of degree classes in the subject with research or field experience in problems connected with rural / tribal development</p> <p>(3) Knowledge of Hindi upto Matric standard.</p>	<p>Community Development Training Centre.</p> <p>(3) Knowledge of Hindi upto Matric Standard.</p> <p>In the case by transfer –</p> <p>(1) Postgraduate of a recognised University.</p> <p>(2) Ten years experience as Gazetted Officer.</p> <p>(3) Knowledge of Hindi upto Matric standard.</p>
5	Director Women Programme	.	<p>(1) Graduate of a recognised University.</p> <p>(2) Three years experience as Lady Circle Supervisor.</p> <p>(3) Knowledge of Hindi upto Matric standard.</p>
6	Deputy Director Panchayats	.	<p>(1) Five years experience as Block Development and Panchayat Officer.</p> <p>(2) Knowledge of Hindi upto Matric standard.</p>
7	Deputy Director, Panchayats (Legal)	.	<p>(1) Five years experience as Legal Officer.</p> <p>(2) Knowledge of Hindi up to</p>

			Matric standard.
⁵ [8	District Development and Panchayat Officer	.	(1) Graduate of recognised university. (2) ⁶ [Five years experience as Block Development and Panchayat Officer or Legal Officer ;] (3) Knowledge of Hindi upto Matric Standard.]

⁵ Added vide notification no. G.S.R. 50 / Const. / Art. 309 / 97 dated 14.07.1997.

⁶ Substituted vide notification no. G.S.R. 1 / Const. / Art. 309 / 2005 dated 02.02.2005.

APPENDIX C

[See rule 14 (1)]

Serial No.	Designation of Posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
1	Additional Director, Panchayat	Government	(1) Minor punishment (a) Warning with a copy in the personal file (Character roll) ; (b) Censure ; (c) with – holding of promotion ; (d) recovery from an pay of the whole or part o any pecuniary loss caused by negligence or breach of orders ; (e) with - holding of increments of pay (2) Major punishment – (f) Reduction to a lower stage in a time – scale of pay ; (g) reduction to a lower scale of pay, grade, post or service ; (h) compulsory retirement ; (i) removal from the service which does not disqualify from future employment ; (j) dismissal from	Government	
2	Executive Engineer (Panchayati Raj)				
3	Joint Director, Development				
4	Principal, State Community Development Training Centre				
5	Director, Women Programme				
6	Deputy Director, Panchayats				
7	Deputy Director, Panchayats (Legal)				

			the service which does ordinarily disqualify from future employment.		
⁷ [8	District Development and Panchayat Officer]				

Note . - Aforesaid penalties, shall be as defined in sub - rule (1) of rule 4 of the Haryana Civil Service (Punishment and Appeal) Rules, 1987.

⁷ Added vide notification no. G.S.R. 50 / Const. / Art. 309 / 97 dated 14.07.1997.

APPENDIX D

[See rule 14(2)]

Serial No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1	Additional Director, Panchayats	(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	Government	
2	Executive Engineer (Panchayati Raj)			
3	Joint Director, Development			
4	Principal, State Community Development Training Centre			
5	Director, Women Programme			
6	Deputy Director, Panchayats			
7	Deputy Director,			

	Panchayats (Legal)			
⁸ [8	District Development and Panchayat Officer]			

⁸ Added vide notification no. G.S.R. 50 / Const. / Art. 309 / 97 dated 14.07.1997.