

[Authorised English Translation]

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 Rules, 1988.

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) "recognised university" means—

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

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

(iii) any other university which is declared by the Government to be a recognised university for the purposes of these rules ;

(e) "Service" means the Haryana Development and Panchayats Department (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 of 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.



4. (1) No person shall be appointed to any post in 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 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) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission 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.

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.

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

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 : Qualifications.

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.



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. (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 case of Joint Director Development,—

- (i) by promotion from amongst the Deputy Directors Panchayats ; or
- (ii) 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 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.

(2) Appointment, to any post in the Service, by promotion 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.

(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.

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 : Probation.

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

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

- (a) if such person is appointed by direct recruitment, dispense with his services ; and
- (b) if such person is appointed otherwise than by direct recruitment,—
  - (i) revert him to his former post ; or
  - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.



(3) On the completion of the period of probation of a person, the appointing authority may,—

- (a) if his work or conduct has, in its opinion been satisfactory—
  - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
  - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
  - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
- (b) if his work or conduct has, in its opinion been not satisfactory,—
  - (i) dispense with his services, if appointed by direct recruitment ; if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of 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 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



**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 special 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 shall not exceed fifty per cent, at any time.

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

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

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APPENDIX A

(See rule 3)

Serial No.	Designation of posts	Number of Posts		Total	Scale of pay
		Permanent	Temporary		
1	2	3	4	5	6
1	Additional Director Panchayats ..	..	1	1	Rs. 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



## 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 Deputy Director Panchayats. (2) Knowledge of Hindi upto Matric standard.
4	Principal State Community Development Training Centre	(1) Post graduate degree in any of the Sciences like Sociology, Economics, Dairy Development, Cooperative Agriculture, Horticulture and Animal Husbandry (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 (3) Knowledge of Hindi upto Matric standard.	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 Community Development Training Centre. (3) Knowledge of Hindi upto Matric Standard. In the case by transfer— (1) Postgraduate of a recognised University. (2) Ten years experience as Gazetted Officer. (3) Knowledge of Hindi upto Matric standard.
5	Director Women Programme	..	(1) Graduate of a recognised University. (2) Three years experience as Lady Circle Supervisor. (3) Knowledge of Hindi upto Matric standard.
6	Deputy Director Panchayats	..	(1) Five years experience as Block Development and Panchayat Officer. (2) Knowledge of Hindi upto Matric standard.



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, Panchayats	Government	(1) Minor punishment	Government	..
2	Executive Engineer (Panchayati Raj)		(a) Warning with a copy in the personal file (Character roll);		
3	Joint Director, Development		(b) Censure;		
4	Principal, State Community Development Training Centre		(c) with-holding of promotion;		
5	Director, Women Programme		(d) recovery from an pay of the whole or part of any pecuniary loss caused by negligence or breach of orders;		
6	Deputy Director, Panchayats		(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 the service which does ordinarily disqualify from future employment		

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



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, Panchayats	Government	(1) Minor punishment	Government	..
2	Executive Engineer (Panchayati Raj)		(a) Warning with a copy in the personal file (Character roll);		
3	Joint Director, Development		(b) Censure;		
4	Principal, State Community Development Training Centre		(c) with-holding of promotion;		
5	Director, Women Programme		(d) recovery from an pay of the whole or part of any pecuniary loss caused by negligence or breach of orders;		
6	Deputy Director, Panchayats		(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 the service which does ordinarily disqualify from future employment		

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



## 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;	Government	...
2	Executive Engineer (Panchayati Raj)			
3	Joint Director, Development			
4	Principal, State Community Development Training Centre	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation		
5	Director, Women Programme			
6	Deputy Director, Panchayats			

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