

[Authorised English Translation]

HARYANA GOVERNMENT
DEVELOPMENT AND PANCHAYAT DEPARTMENT

Notification

The 17th April, 1998

No. GSR16/Const./Art-309.—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 service of persons appointed to the Haryana Development and Panchayat Department, Panchayati Raj Engineering (Group B) Service, namely :—

Short title and commencement :

1. (1) These rules may be called the Haryana Development and Panchayat Department, Panchayati Raj Engineering (Group B) Service Rules, 1998.

(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) "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) "Institution" means,—

(i) any institution established by law in force in the State of Haryana ; or

(ii) any other institution recognised by Government for the purpose of these rules ;

(e) "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

(f) "Service" means the Haryana Development and Panchayat Department, Panchayati Raj Engineering (Group B) Service.

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PART-II RECRUITMENT TO SERVICE**Number and Character of the post :**

3. The service shall comprise the posts shown in Appendix A to these rules :
Provided that nothing in these rules shall affect the inherent right of 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 refugee who came over to India before the 1st January, 1962, with the intention of permanently settling 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 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 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, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by 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 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 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-five years of age, on the last date of submission of application to the commission.

Appointing authority :

6. Appointments to the posts in the Service shall be made by 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 person appointed otherwise 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 Commission in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, other 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 reason 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 Government may, if satisfied, that such marriage is permissible under the personnel 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 Sub Divisional Officers, Panchayati Raj Civil, recruitment to the Service shall be made:
 - (i) 50% by promotion as under :—
 - (a) 32% by promotion from amongst Junior Engineers (Diploma Holder) ;
 - (b) 6% by promotion amongst the Circle Head Draftsman (Civil), Draftsman (Civil) and Tracers (Civil) (Diploma Holder) ;
 - (c) 12% by promotion from amongst the Junior Engineers (Degree Holder/ A.M.I.E.) Draftsman Civil and or Tracers (Civil Degree Holder/ A.M.I.E.) ;
 - (ii) 50% by direct recruitment : or
 - (iii) by transfer or deputation of an officer/official already in the Service of any State Government or Government of India : or
- (b) in the case of Sub Divisional Officers, Panchayati Raj (Electrical) to the Service shall be made ;
 - (i) 50% by promotion as under :—
 - (a) 32% by promotion from amongst Junior Engineers (Diploma Holders, Electrical) ;

(b) 6% by promotion amongst the Circle Head Draftsman (Elect.) Draftsman (Elect.) and Tracers (Elect.)

(c) 12% by promotion from amongst the Junior Engineers (Degreeholder Electrical), Draftsman, Tracers, Electrical Degree holder :

(i) 50% by direct recruitment ; or

(ii) By transfer or deputation of any officer/official already in the Service of any State Government or the Government of India.

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

Departmental Examination:

✓ 10. (1) Every member of the Service, unless he has already done so, shall within two years from the date of his appointment to the service pass the departmental examination as specified in Appendix F to these rules :

Provided that the Government may for reasons to be recorded in writing, extend the period for passing the department examination by one year :

Provided further that the Government may be exempt any Sub Divisional Officer from passing the whole or any part of the departmental examination.

(2) If any member of the Service fails to pass the departmental examination within the prescribed period of two years or within the extended period, if any, he shall not earn his future grade increments till such time he passes it, when the increments shall be released retrospectively ;

(3) If a member of service does not pass the departmental examination within the prescribed period of two years, from the date of his appointment, he shall be entitled to get two increments following the last day on which the departmental examination is complete. The increments shall be released with retrospective effect from the date on it was otherwise due, but no arrear shall be paid for the past period.

(4) In case a member of service is allowed extension in the period within which the said examination is required to be passed, his next increment for the period subsequent to that within which the departmental examination was to be passed, shall be released only from the date following the last day on which the examination is complete. The increment shall be released with retrospective effect from the date on it was otherwise due, but no arrears shall be paid for the past period.

(5) If a member of service fails to pass the departmental examination or any part thereof, and he is subsequently exempted by the Government from passing the departmental examination or any part thereof, as the case may be, his increment for the period subsequent to that within which the departmental examination was to be passed, shall be released from the date he is given such exemption. The increment shall be released with retrospective effect from the date it was otherwise due, but no arrears shall be paid for the past period.

(6) If a member of service does not qualify the departmental examination within the prescribed period of two years and no extension is granted for passing the Departmental Examination, no increment shall be granted to him.

Probation :

11. (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 to any post in 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 not 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) 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 :

12. 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 cadres :

Provided further that in the case of a member 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 a member 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 are also the same, then by the length of their service in the appointment and if the length of such Service is also the same, the older member shall be senior to the younger member.

Liability to serve :

13. (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, 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 under the Central or any other State Government or any organisation or body referred to in clause (ii) or (iii) except with his consent.

Pay, leave, pension and other matters.

14. 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.

Discipline, penalties and appeals.

- 15 (1) In matters relating to discipline, penalties and appeals, member 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, 1987, and appellate authority shall be as specified in Appendix D to these rules.

Vaccination.

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

Oath of allegiance.

17. Every member of 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.

18. 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.

19. 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.

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

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

Repeal and Savings.

21. Any rules 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			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Sub-Divisional Officer, Panchayati Raj (Civil)	12	98	110	Rs. 2000—60—2300—75—2900 EB—100—3500.
2	Sub-Divisional Officer, Panchayati Raj (Electrical)	—	3	3	Rs. 2000—60—2300—75—2900 EB—100—3500.

APPENDIX-B

(See rule 7)

Serial number	Designation of posts	Academic qualifications experience, if any for direct recruitment.	Academic qualifications and experience if any, for appointment other than by direct recruitment
1	2	3	4
1	Sub-Divisional Officer Panchayati Raj (Civil)	<p>(i) Degree in Civil Engineering or equivalent from a recognised University ;</p> <p>(ii) Hindi up to Matric standard</p>	<p>By Promotion :</p> <p>(a) (i) Diploma in Civil Engg;</p> <p>(ii) Ten year experience as Junior Engineer (Civil);</p> <p>(iii) Hindi up to Matric standard.</p> <p>(b) (i) Diploma in Draftsmanship (Civil);</p> <p>(ii) Ten years experience as Circle Head Draftsman (Civil), Draftsman (Civil) or Tracer (Civil);</p> <p>(iii) Hindi up to Matric standard.</p> <p>(c) (i) Passed B.E. or A.M.I.E. in Civil Engineering;</p> <p>(ii) Two years experience as J.E. (Civil), Draftsman (Civil) or Tracer (Civil);</p> <p>(iii) Hindi upto Matric standard.</p> <p>By transfer or deputation:</p> <p>(i) Two years experience as Sub-Divisional Officer (Civil);</p> <p>(ii) Diploma or Degree in Civil Engg.;</p> <p>(iii) Hindi up to Matric standard.</p>
2	Sub-Divisional Officer Panchayati Raj (Electrical)	<p>(i) Degree in Electrical Engineering or equivalent from a recognised University;</p>	<p>(a) By Promotion:</p> <p>(i) Diploma in Electrical Engg.;</p>

1	2	3	4
	(ii) Hindi up to Matric standard.	(ii) Ten years experience as Junior Engineer (Electrical);	
		(iii) Hindi upto Matric standard.	
	(b) (i) Diploma in Draftsmanship (Electrical);		
		(ii) Ten years experience as Circle Head Draftsman (Electrical), Draftsman or Tracer (Electrical);	
		(iii) Hindi upto Matric standard.	
	(c) (i) Passed B.E. or A.M.I.E. in Electrical Engg;		
		(ii) Two years experience as Junior Engineer (Electrical), Draftsmen (Electrical) or Tracer (Electrical);	
		(iii) Hindi upto Matric standard.	
	By transfer or deputation:		
		(i) Two years experience as Sub-Divisional Officer (Electrical);	
		(ii) Diploma or Degree in Electrical Engg.;	
		(iii) Hindi upto Matric standard.	

APPENDIX C

[See rule 15(1)]

Serial Number	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose Penalty	Appellate authority
1	2	3	4	5	6

1	Sub Divisional Officer (Civil)	Government	MINOR PENALTIES :	Government	—
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2	Sub Divisional Officer (Electrical)		(i) Warning with a copy on the personal file (character roll); (ii) Censure ;		
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(iii) withholding of promotion ;

(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central 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 of the Legislature of a State ; and

(v) withholding of increments of pay without cumulative effect ;

MAJOR PENALTIES :

(va) withholding of increments of pay with cumulative effect;

(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 Government employee will earn increments of pay during the period of such reduction

1	2	3	4	5	6
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and whether or the expiry of such period, the reduction will not have the effect of postponing the future increments of his pay ;

(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 direction regarding conditions of restoration to the grade or post of service from which the Government employee was reduced and his seniority and pay on the such restoration to that grade, post or service ;

(viii) compulsory retirement ;

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

(x) dismissal from service which shall ordinarily be a disqualification for future employment under Government.

APPENDIX-D

[See rule 15 (2)]

Serial Number	Designation of Posts	Nature of order	Authority empowered to make the order	Appellate author- ity
1	2	3	4	5
1	Sub Divisional Officer Panchayati Raj (Civil)	(i) reducing or withholding the amount of ordinary or addi- tional pension admissible under the rules Governing Pension ;		Government
2	Sub Divisional Officer Panchayati Raj (Electrical)	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		

Appendix E

[See rule 9]

Method of recruitment out of the lot of 100 vacancies.

Sr. No.	Method of recruitment	Proportion	Allocation of each source in the lot of 100 vacancies
1	Direct appointment	50%	1 to 5, 13 to 16, 21 to 25, 32 to 36, 41 to 45, 52 to 55, 62 to 66, 72 to 77, 81 to 86 and 93 to 97.
2	Promotion from the Junior Engineers (Diploma Holders) (Civil and Electrical)	32%	6, 8, 9, 12, 17, 19, 20, 26, 28, 29, 31, 37, 39, 40, 46, 48, 49, 51, 56, 58, 59, 61, 68, 69, 71, 79, 80, 88, 89, 92, 99 and 100
3	(For Diploma Holders) Promotion from Circle Head Draftsman, Civil and Electrical Draftsman, Civil and Electrical and Tracer Civil and Electrical	6%	11, 30, 50, 60, 70, 91
4	(For Degree Holders) Promotion from the Junior Engineers (Bachelor of Engineers/AMIE) Head Draftsman (Civil & Electrical) Draftsman (Civil & Electrical) and Tracer (Civil and Electrical)	12%	7, 10, 18, 27, 38, 47, 57, 67, 78, 87, 90 & 98

Appendix F

[See rule 10]

Rule for Departmental Examination

1. A Departmental Examination for the members of Service will be held twice a year in the month of April and November or such other months as may be notified. The exact date and place of the Examination will be notified before hand in the Haryana Government Gazette.
2. The examination will be conducted by the Central Committee of the Examination, Haryana.
3. The papers will be set, answers examined and marks awarded by the Examiners of Haryana Government.

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4. The Answer Books for the candidates will be forwarded by the Secretary, Central Committee of Examination, Haryana to the Examiner appointed. The Examiner will submit under a sealed cover their award of marks, along with the answer book in original to the Secretary, Central Committee of the Examination, Haryana, within two weeks from the date on which the Examination closes. The Secretary will fill in the name of Examiner in the award statements and forward them to the Secretary, Development and Panchayats Department who will compile the result. After each examination the names of successful candidates will be published in the Haryana Government Gazette.
5. To pass the examination, it will be necessary for a candidate to secure the following minimum marks in each papers.

Subject	Minimum Marks
Paper No. 1	50 %
Paper No. 2	50 %
Paper No. 3	50 %
Paper No. 4	50 %
Paper No. 5	50 %

A paper of three hours shall be set on each of the following subjects for the Departmental Examination :—

SYLLABUS FOR THE DEPARTMENTAL EXAMINATION

PAPER NO. 1

P.W.D. SPECIFICATIONS

100 MARKRS

Candidates should have good grasp and understanding of specifications for various materials and various items of work as laid down in Hand Book of PWD specification. They should be able to reproduce the main points of the specifications and to answer questions based on the Book of specifications.

PAPER NO. 2

DESIGN

50 MARKRS

The design of simple 100 slabs, rectangular beams with special emphasis on detailing of reinforcement of the above structural members.

- (i) Details of reinforcement in columns, pedestals and position and shape of stirrups in columns and beams.
- (ii) Details of reinforcement at Junction of columns and beams.
- (iii) Details of hooks, overlaps and position of overlaps.
- (iv) Location of construction joints in RCC Members of Buildings and bridges.
- (v) Size of RCC battens, wooden battens and R.S. joints for various spans for common sizes of rooms.
- (vi) The section of masonry retaining walls for various heights or abutments.

Note.—Design calculations may be restricted to simple R.C.C. slab with limitation to one question carrying about 20% marks and the rest shall deal with the other details connected with practical aspects of construction.

PAPER NO. 3 MANUAL OF ORDERS, ACCOUNTS AND 100 MARKS
OFFICE PROCEDURE

The Candidate should have a knowledge of the instructions in the Manual of Orders specially these concerning powers and duties of Sub Divisional Officers. In addition they should have a knowledge of the following account matters :—

- (i) Maintaining imprest cash account writing of imprest cash book in for IA-3 temporary advances of imprest difference between permanent imprest and temporary imprest (D.F.R. para 5.19 and 3.23 of Accounts Code Volume-III Articles 86 to 88 and Punjab Financial Rules Vol-I paragraph 2.9)
- (ii) Receipt and issue of stock in form PWA and form D.F.R. (P.W.) 26. Instructions for receipt and issue of stock have been laid down in D.F.R. Paragraph 6.3, 6.9 to 6.13 Accounts Code Volume-I Articles 37.91 and 96 with notes.
- (iii) Definition of storage charges and where levied as per paragraph 6.24 of Departmental Financial Rules.
- (iv) Monthly abstract of receipt and issues etc. (PWA Forms 5 & 6) preparation and posting of monthly abstracts of receipts and issues instructions for which are given in D.F.R. 6.14 to 6.16 and as per instructions 1 and 2 of Form PWA 5 & 6.
- (v) Preparation of half yearly balance return for stock in Form DFR (PW) 9 instructions for which are given in PFR 6.17, 6.18, 6.21 and 6.25.
- (vi) Stock taking and verification of accounts as given in DFR 6.35, 6.36, 6.37 and instructions No. 6 of DFR Form (PW) II, Accounts Code Volume-III Articles 101, 102, 103 and PWD Code Paragraph 4.31 to 4.35.
- (vii) Receipt and issue of Tools and Plant Maintenance of Form DFR (PW) 12 and 13 as per instructions given in DFR 6.39, 6.41, 6.43, 6.44 to 6.45.
- (viii) How to maintain and post register of T&P DFR Form (PW) 14 As per instructions given in the form and in paragraph 6.46 of D.F.R.
- (ix) Preparations of Sale Account of Form DFR (PU) 10 as per instructions of DFR Paragraph 6.25 and 6.53.
- (x) Payment to and up-keep of muster rolls Form DFR (PW) 18 and instructions given in DFR 7.12 and 7.13.
- (xi) Knowledge and use of various Bills and Voucher Forms i.e. DFR (PW) 22 to 26 for first and final bills, running account and bills etc. As per instructions given in paragraphs 7.20 to 7.32 of DFR.
- (xii) Payment to work, charge establishment and preparation of acquittance rolls in Form DFR (PW) 25 and as per instructions given in Account Code Volume-III Article 77 and paragraphs 7.38, 7.39 and 7.40 of D.F.R.

- (xiii) Issue of materials direct to works and maintaining account in Forms DFR (PW) 30 and 31. As per instructions printed in this form and as contained in rules 7.2 to 7.61, 7.64 (a) (b), 7.65 to 7.80 of DFR and of Account Code Volume-III Articles 126 to 129.
- (xiv) Preparation of work abstract in form PWA 10 to 11 as per instructions given in rules 7.64 to 7.80 of 7.64 (a) (b), 7.65 to 7.80. DFR Articles 133 to 140 of Account Code Volume-III and paragraphs 2.27 and 2.28 and DFR Volume-I, 17-19 of PWD Code.
- (xv) Keeping of manufacture Account in PWA Form No. 15 for Machinery and other manufacture works as per instructions contained in Articles 155 to 163 of Accounts Code Vol.-III.
- (xvi) Accounts returns of Sub-Divisional Officers as per rules 8.1 to 8.2 of DFR and Articles 195 to 205 of Account Code Vol-III.
- (xvii) Initial records of account regarding muster rolls and Measurement Books as given in paragraph 4.1 to 4.6 of PWD Code.
- (xviii) Work orders and agreement with contractors as details in paragraph 2.78 of PWD Code.

PAPER NO. IV MAINTENANCE OF T & P, EARTH 100 MARKS
MOVING AND ROAD MAKING MACHINERY

1. Basic working principles and important parts of machinery like road rollers, Tar Boilers, Concrete Mixers, Motor Graders, Sheep-foot rollers, Trucks etc. and general precautions to be observed in their working along with a knowledge of particulars grades of lubricants required to be used in these machines and also intervals after which the lubrications are required to be changed. Simple maintenance and general up-keep of machinery.
2. Consumption of oil, coal and lubricants in various road making and earth moving machinery referred to above.
3. Log Books of Government Jeeps, Government Trucks, Motor graders, Concrete Mixers and Concrete Vibrators etc.
4. Out-put of different machinery.
5. Estimate of new surveying and mathematical instruments.
6. Estimate of repairs and carriage of T&P.

Note :—Only simple question regarding machinery taking into consideration the practical requirements from the Sub-Divisional Officers may be asked.

PAPER NO. V ESTIMATING 100 MARKS

Preparation of rough cost estimates of buildings plinth area rates with different specifications. Detailed estimate for simple building, culverts and small bridges analysis of rates of items or work involved in building, road and bridge work. Quantities of materials as required for various items of work. Preparation estimates for road constructions in plains and in hills with analysis of rates. Estimating quantities for widening roads, surface painting and carpeting.

B. D. DHALIA,

Secretary to Government, Haryana
Development and Panchayat Department.