

**HARYANA GOVERNMENT
PUBLIC WORKS DEPARTMENT,
(PUBLIC HEALTH BRANCH, CIRCLE CADRE RULES, 1989 GROUP-C)
Notification**

The 13th July, 1989

No G.S.R 62/const/Art 309/89.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby make the following rules Regulating the recruitment, and conditions of service of persons appointed to the Haryana Public works Department, Public Health Branch, Circle cadre, Ministerial (Group-C) Service namely: -

PART-I GENERAL

1. These rules may be called the Haryana Public Works Department, Public Health Branch, Circle cadre, Ministerial (Group-C) Service Rules, 1988.
2. In these rules, unless the context otherwise requires: -
 - (a) "Board" means the Subordinate Services Selection Board Haryana;
 - (b) "Chief Engineer" means the Chief Engineer, Haryana Public Works Department, Public Health Branch;
 - (c) "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;
 - (d) "Engineer-in-Chief" Haryana, Public Works department, Public Health Branch;
 - (e) "Government" means the Haryana Government in the Administrative Department;
 - (f) "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 purpose of these rules; and
 - (g) "Service" means Haryana Public Works Department, Public Health Branch, Circle Cadre Ministerial (Group-C) Service;

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PART II-RECRUITMENT TO SERVICE

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.
4. (1) No person shall be appointed to any post in the Service, under he is: -
- (a) a citizen of India; or
 - (b) subject of nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over top India before the 1st day of 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 East African Countries of Kenya, Uganda, the united Republic of Tenzania (fomerly Tanganyika and zenzibar), 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 Board 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 then Government.

3. No person shall be appointment 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 well acquainted with him in his private life and are unconnected 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 seventeen years or more than thirty years of age on or before the 1st day of August next preceding the last date of submission of applications to the Board.

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6. Appointment in the Service shall be made-

- (a) by the Engineer-in-Chief in the case of Circle Superintendent and Head Clerk/Head Assistant; and
- (b) by the Chief Engineer in the case of Stenographer/Assistant/Senior Accounts Clerk/Sub Divisional Clerk/Clerk and Steno-typist.

7. no person shall be appointed to any post inn the Service unless he is in possession of qualifications and experience specified in column 3 of Appendix B to specified in Column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment:

Provided that in case of direct recruitment, the qualification regarding experience shall be relaxable to the extent of 50% at the discretion of the Board 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.

8. No person-

- (a) Who has entered into or contract 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:

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

- (a) in the case of Circle Superintendents-
 - (i) by promotion from amongst the Head Clerks/head Assistant; or
 - (ii) by transfer or deputation of an official already in the service of the Government of India or any State Government;
- (b) in the case of Head Clerks/Head Assistant-
 - (i) by promotion from amongst Assistants/Senior Accounts Clerks or Stenographers; or

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- (ii) by transfer or deputation of an official already in the service of the Government of India or any State Government;
- (c) in the case of Assistant/Senior Accounts Clerks-
 - (i) by promotion from amongst Sub Divisional Clerk; or
 - (ii) by transfer or deputation of an official already in the service of the Govt. of India or any State Govt;
- (d) in the case of Stenographers-
 - (i) by promotion from amongst Steno-typists; or
 - (ii) by transfer or deputation of an official already in the service of the govt. of India or any State govt.
- (e) in the case of Sub Divisional Clerks; or
 - (i) by promotion from amongst Clerks; or
 - (ii) by transfer or deputation of an official already in the service of the Govt. of India or any State Govt.
- (f) in the case of Steno-typists-
 - (i) 75% by direct appointment , and
 - (ii) 25% by promotion from amongst Clerks; or
 - (iii) by transfer or deputation of an official already in the service of the Govt. of India or any State Govt; and
- (g) in the case of clerk-
 - (i) 80% by direct appointment, and
 - (ii) not more than 20% by promotion from amongst Group-D, employees; or
 - (iii) by transfer or deputation of an official already in the service of the Govt. of India or any State Government.
- (2) The promotion of Stenographer to the post of Head Clerk/Head Assistant shall be subject to provision of the Punjab Civil Services (Promotion of Stenographer and Steno typist) Rules, 1961.
- (3) Unless otherwise provided; when a vacancy occurs or is about to occur, the appointing authority shall determine the method by which the same shall be filled in.

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(4) All promotion, in the service shall be made on the basis of seniority-cum-fitness and seniority alone shall not confer any right to such promotions.

(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 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 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 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; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

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- (b) if his work or conduct has, in its opinion, been not satisfactory,-
 - (i) dispense with his services, if appointed by direct recruitment, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit, if appointed otherwise; or
 - (ii) extend his period 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, 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 Board, shall not be disturbed in fixing the seniority:

Provided further that in 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 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 appointment 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.

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

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or controlled by the State Government, Municipal Corporation or a local authority or University within the State of Haryana;

- (ii) the Central Government or a company, an association or 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 any or organisation or body referred to in clause (ii) or clause (iii) except with his consent.

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 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.

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 impose, 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- (D 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 & Appeal) Rules, 1987, and the appellate authority shall be as specified in Appendix D to these rules.

(15) Every member of the Service, shall get himself vaccinated and re-vaccinated if and when the Government so directs by a special or general order.

(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.

(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.

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(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.

(19) Nothing contained in these rules, shall effect reservations and other concessions required to be provided for scheduled castes, Backward Classes, ex-servicemen, physically handicapped persons or any others class or category of persons in accordance with the orders issued by the State Government in this regard from time to time:

(20) The Punjab Public works Subordinate Service (Buildings and Roads Branch) Rules, 1934, published with Punjab Government notification No. 1455-E, dated the 30th October, 1934 is hereby re-pealed.

Provided that any order made or action taken under the rule so 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)

Sr. No.	Designation of posts	Numbers of posts			Scale of pay
		Permanent	Temporary	Total	
1.	Circle Superintendent	6	3	9	Rs. 2000-60-2300-EB-75-3200-100-3500
2.	Head Clerk/Head Assistant	35	11	46	Rs. 1640-60-1600-50-2300-EB-60-2600
3.	Assistant/Senior Accounts Clerk	123	45	168	Rs. 1400-40-1600-50-2300-EB-60-2600
4.	Stenographer	6	3	9	Rs. 1400-40-1600-50-2300-EB-60-2600.
5.	Sub Divisional Clerk	115	24	139	Rs. 1200-30-1560-EB-40-2040.
6.	Steno-typist	29	7	36	Rs. 950-20-1150-EB-25-1500

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APPENDIX 'B'
(See rule-7)

Sr. No.	Designation of Posts	Academic qualification and Experience, if any for direct recruitment	Academic qualification and experience, if any for appointment other than by direct recruitment
1	2	3	4
1	Circle Superintendent	---	At Last five years experience as Head Clerk/Head Assistant.
2	Head Clerk/ Head Assistant	---	At least four years experience as Assistant /Senior Accounts Clerk or Stenographer.
3	Assistant/Senior Accounts Clerk	---	At least five years experience as Sub Divisional Clerk.
4	Stenographer	---	(i)At least five years ex-perience as Steno-typist in the Circle office / Subordinate officer; and (ii)Qualifies departmental test in English shorthand at the speed of 100 words per minute and transcription there of at 20 words per minute and Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute.
5	Sub Divisional Clerk	---	At least two years experience as Clerk
6	Steno-typist	(i)Matric /higher Secondary or its equivalent. (ii)Knowledge of Hindi upto matric standard.	(i)At least two years experience as Clerk (ii) Who qualifies the department test in type writing in Hindi/English at the speed of 25/30 words per minute

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1	2	3	4
6.	Steno- typist	(iii)Qualifies Hindi Shorthand at the speed of 64 words per minute and transcription there of at 11 words per minute. Or	And Hindi shorthand at the speed of 64 words per minute and transcription thereof at 11 words per minute or English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute.
7	Clerk	(i) matric/Higher Secondary or its equivalent. (ii) Knowledge of Hindi upto Matric standard. (iii) Qualifies departmental test in type writing in Hindi/English at a speed of 25/30 words per minute respectively within one year of his appointment failing which annual increment will not be released.	(i) Matriculation. (ii) Five years experience as group-D employees. (iii) The appointment of an incumbent would be subject to the Subordinate Services Selection Board. (iv) Qualifies departmental test in type writing in Hindi/english at a speed of 25/30 words per minute respectively within one year of appointment failing which annual increment will not be granted.

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APPENDEX 'C'
(See rule 14 (1))

Sr. No.	Designation of posts	Appointing authority	Nature of penalty	Authority Empowered to impose Penalty	Appealate authority	Second and final appellate authority if any
1	2	3	4	5	6	7
1.	Circle Superintendent		Minor Penalties (i) warning with a copy in the personal file (character roll); (ii) censure;			
Engineer-in-Chief						
2.	Head Clerk/Head Assistant		(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 a State Government or to a company and association or a body of 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	Engineer-in-Chief	Government	
			(v) withholding if increments of pay.			
			Major Penalties	Engineer-in-Chief	Government	--
			(vi) reduction to a lower stage in the time scale of pay			

			<p>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 further 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 Govt. 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 Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or service.</p> <p>(Viii) withholding of promotion</p> <p>(ix) removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(x) dismissal</p>			

			from service which shall ordinarily be a disqualification for future employment under the Government			
3	Assistant/Senior Accounts Clerk					
4.	Stenographer	Chief Engineer	For penalties as specified from (i) to (x) above	Chief Engineer	Engineer-in-Chief	Government
5	Sub Divisional Clerk					
6	Steno typist					
7	Clerk					

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APPENDEX 'C'
(See rule 14 (1))

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	Circle Superintendent	i)reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension			
2	Head Clerk/ Head Assistant	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.	Engineer-in-chief	Government	---
3	Assistant/ Senior Accounts Clerk	(i)reducing or withholding the amount of ordinary or additional pension admissible under the rules governing			
4	Stenographer	Pension			
5	Sub Divisional Clerk	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation	Chief Engineer	Engineer-in-Chief	Government

(Sd.).....,

Secretary to government, Haryana
PWD Public Health Branch, Chandigarh.

HARYANA GOVT. MAY 30, 1995
(JYST 9, 1917 SAKA)

[Authorised English Translation]

HARYANA GOVERNMENT
PUBLIC WORKS DEPARTMENT
PUBLIC HEALTH BRANCH

Notification
The 26th May, 1995

No. G.S.R. 44/Const/Art/309/95-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor to Haryana hereby makes the following rules further to amend the Haryana Public Works Department, Public Health Branch, Circle Cadre, Ministerial (Group-C) Service Rules, 1989, namely: -

1. These rules may be called the Haryana Public Works Department, Public Health Branch, Circle Cadre, Ministerial (Group-C) Service (First Amendment) Rules, 1995.

2. In the Haryana Public Works Department, Public Health Branch, Circle Cadre, Ministerial (Group-C) Service Rules, 1989 (hereinafter called the said rules), in the Appendix 'B' against serial numbers 6 and 7 under column 1, 2 and 3 for the existing entries, the following entries shall be substituted, namely: -

1	2	3	4
6	Steno Typist	(i) Matric/Higher Secondary/ 10+2 (Vocational) or equivalent; (ii) Knowledge of Hindi upto Matric standard; (iii) Hindi Shorthand at the speed of 64 words per minute and transcription thereof at the speed of 11 words per minute; or English Shorthand at the speed of 80 Words per Minute and transcription thereof at the speed of 15 words per minute.	
7	Clerk	(i) Matric/Higher Secondary/ 10+2 (Vocational) or equivalent; (ii) Knowledge of Hindi upto Matric standard;	

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[Authorised English Translation]

HARYANA GOVERNMENT
PUBLIC WORKS DEPARTMENT
PUBLIC HEALTH BRANCH

Notification
The 26th May, 1995

No. G.S.R. 59/Const/Art/309/95-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor to Haryana hereby makes the following rules further to amend the Haryana Public Works Department, Public Health Branch, Circle Cadre, Ministerial (Group-C) Service Rules, 1989, namely: -

1. These rules may be called the Haryana Public Works Department, Public Health Branch, Circle Cadre, Ministerial (Group-C) Service (Second Amendment) Rules, 1995.

2. In the Haryana Public Works Department, Public Health Branch, Circle Cadre, Ministerial (Group-C) Service Rules, 1989 (hereinafter called the said rules) in rule 6 in clause (a), the words "Circle Superintendent and" shall be omitted.

3. In the said rules, in rule 9, in sub-rule (I) clause (a) shall be omitted.

4. In the said rules, In Appendix A, serial number I and the entries there against shall be omitted.

5. In the said rules, In Appendix B, serial number I and the entries there against shall be omitted.

6. In the said rules, In Appendix C, serial number I and the entries there against shall be omitted.

7. In the said rules, In Appendix D, serial number I and the entries there against shall be omitted.

L.M.JAIN,
Financial Commissioner and Secretary
To Government, Haryana, Public Works
Department, Public Health department.