

PART-III  
HARYANA GOVERNMENT  
PUBLIC WORKS DEPARTMENT  
(PUBLIC HEALTH BRANCH, DRAFTSMEN & TRACERS, GROUP-C, RULES-1983)

Notification

The 13<sup>th</sup> January, 1983

No. G.S.R.II/ Const. Art. 309/83.-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 Public Works Department (Public Health Branch) Draftsmen and Tracers (Group C) Service, namely :-

1. (i) These rules may be called the Haryana Public Works Department (Public Health Branch) Draftsmen and Tracers (Group C) Service Rules, 1983. Short title.
- (ii) These shall come into force at once.
  
2. In these rules , unless the context otherwise requires,- Definitions.  
Definitions.
  - (a) “Board” means the Subordinate Services Selection Board, Haryana ;
  - (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) “Engineer-in-Chief” means the Engineer-in-Chief of the Haryana Public Works Department, Public Health Branch ;

- (d) “Government” means the Haryana Government in the Administrative Department ;
- (e) “recognized university” means, ---
  - (i) any university incorporated by law in India, or
  - (ii) in the case of a degree, diploma or certificate obtained as or result of an examination held before the 15<sup>th</sup> August, 1947, the Punjab, Sind or Dacca University, or
  - (iii) any other university which is declared by the Government to be a recognized university for the purposes of these rules ; and
- (f) “Service” means the Haryana Public Works Department (Public Health Branch) Draftsmen and Tracers (Group C) Service.

Number and character of posts.

3. The Service shall comprise the posts shown in the Appendix A to these rules and the members of the service shall draw pay in the scales of pay mentioned there against :

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

Nationality, domicile and character of the persons recruited 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 or Ethiopia with the intention of permanently settling in India:

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

(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 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 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 Services by direct recruitment who is less than seventeen years and more than thirty years of age, on the last date of submission of applications to the Board.

Appointing  
authority.

6. Appointments to the posts in the Service be made by the Engineer-in-Chief.

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 aforesaid Appendix in the case of appointment other than by direct recruitment .

8. (1) No person-----

Dis-  
qualifications

(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.

9. (1) Recruitment to the Service shall be made ---
- (a) in the case of Circle Head Draftsman ---
- (i) by promotion from amongst the Divisional Head Draftsman ; 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 Divisional Head Draftsmen, ---
- (i) by promotion from amongst the Assistant Draftsmen ; or
  - (ii) 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 Assistant Draftsmen, ---
- (i) 66% by direct appointment ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ; and
  - (iii) (a) 17% by promotion from amongst tracers who possess qualifications prescribed for direct recruitment to the posts of Assistant Draftsman ;
  - (b) 17% by promotion from amongst tracers who have qualified departmental test conducted by the Engineer-in-Chief for the post of Assistant Draftsman ; and

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

(2) Unless otherwise provided when any vacancy occurs, or is about to occur, the appointing authority shall determine the manner in which the same shall be filled in.

(3) All promotions shall be made on seniority-cum-fitness.

Probation.

(10) (1) Persons appointed to any posts 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 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 service ; 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 ; or revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointments permit, if appointed otherwise ; or
  - (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation:

Providing 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 Seniority. 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 a merit determined by the Board 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 their inter se seniority in the cadre 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 their length of service in those appointments 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. Liability to serve.
- (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 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 organization, an autonomous body not controlled by the Government , or private body :

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization 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 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.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time :

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as 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 10 of the Punjab Civil Services (Punishment and Appeal ) Rules, 1952, 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 and 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.

Reservations.

18. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time under clause (4) of article 16 of the Constitution of India.

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.

20. The Punjab Public Works Department, Buildings and Roads Branch, Draftsman and Tracers Service (Recruitment and Conditions of Service) Rules, 1943, are hereby repealed : Repeal and saving.

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)

Sr. No.	Designation of Posts	<u>Number of Posts.</u>			Scale of Pay
		Permanent	Temporary	Total	
1.	Circle Head Draftsman ..	3	4	7	Rs.700-30-850/900-40-1,100-EB-50-1,250
2.	Divisional Head Draftsman ..	9	22	31	Rs.600-20-700-30-850/900-40-1,100
3.	Assistant Draftsman ..	21	65	86	Rs.525-15-600-20-660/700-30-850-EB-890-40-1,050
4.	Tracers ..	22	54	76	Rs.400-10—490/540-15-600-EB-20-660

With two advance increments

## APPENDIX B

(See rule 7)

Sr. No.	Designation of Post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment.
1.	Circle Head Draftsman ..	--	<p>(i) Diploma in Civil Engineering, or a certificate in Civil Draftsman from a recognized institution ; and</p> <p>(ii) Five years experience as Divisional HeadDraftsman.</p>
2.	Divisional Head Draftsman ..	--	<p>(i) Diploma in Civil Engineering , or a certificate in Civil Draftsman from a recognized institution ; and</p> <p>(ii) Five years experience as Assistant Draftsman.</p>
3.	Assistant Draftsman ..	<p>(i) Diploma in Civil Engineering or a certificate in Civil Draftsman from a recognized institution , and</p> <p>(ii) Knowledge of Hindi up to Matric Standard.</p>	<p>(i) Tracers who possess qualifications prescribed for direct appointment to the post of Assistant Draftsman should have two years experience as Tracer.</p> <p>(ii) Tracers who have qualified in the Departmental Test for the post of Assistant Draftsman should have completed five years service as Tracers.</p>
4.	Tracer ..	<p>(i) Matric or its equivalent from a recognized board/university, and</p> <p>(ii) Knowledge of Hindi up to Matric Standard.</p>	<p>(i) Matric or its equivalent from a recognized board university, and</p> <p>(ii) Ability to make neat tracing of original plans and efficiency in ferro-type work</p>

## APPENDIX C

(See rule 14)

Designation of posts	of	Appointing authority	Nature of penalty	Authority empowered to impose penalty.	Appellate Authority.	Second and final appellate authority, if any
Circle Draftsman	Head	Engineer-in-Chief	(a) Warning with a copy on personal file ;  (b) Censure ;  (c) With holding of increments or promotion including stoppage at an efficiency bar, if any ;  (d) reduction to a lower post or time scale or to a lower stage in a time-scale ;  (e) recovery from pay of the whole or part of any pecuniary loss caused to the Government , by negligence or breach of orders ;  (f) removal from the service which does not disqualify from future employment ;  (g) dismissal from the service which does ordinarily disqualify from future employment.	Engineer-in-Chief	Government	--
Divisional Draftsman	Head		In respect of penalties (a) , (b) and (c) mentioned above	Superintending Engineer	Engineer-in-Chief	Government
Assistant Draftsman and Tracer	and		In respect of penalties (d) to (g) , mentioned above	Engineer-in-Chief	Government	---

## APPENDIX D

(See rule-14(2))

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority	Second and final Appellate authority, if any
1.	Circle Head Draftsman	(i) Reducing or withholding the amount of ordinary/additional pension admissible under the rule governing pension.	Engineer-in-Chief	Government	--
2.	Divisional Head Draftsman	(ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.			
3.	Assistant Draftsman	In respect of Orders of the nature (i) and (ii) above.	Superintending Engineer	Engineer-in-Chief	Government
4.	Tracers				

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Secretary to Government , Haryana,

Public Health Department.