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**PART III**

**HARYANA GOVERNMENT**

**FINANCE DEPARTMENT**

**Notification**

The 17th December, 1980

No. G.S.R. 134/Const./Art.309/80.—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 Treasury Establishment Subordinate Group C service, namely :—

**PART I—GENERAL**

1: (1) These rules may be called the Haryana Treasury Establishment Subordinate Group C Service Rules, 1980. Short title and commencement.

(2) They shall come into force at once.

2. In these rules, unless the context otherwise requires :—

**Definition.**

(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) "Government" means the Haryana Government in the Administrative Department ;

(d) "Head of Department" means the authority as defined in rule 2.25 of the Punjab Civil Services Rules, Volume I, Part-I ;

(e) "Service" means the Haryana Treasury Establishment subordinate Group C Service ;

(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.

**PART II—RECRUITMENT TO SERVICE**

3. The Service shall comprise the posts shown in Appendix A to these rules ; Number and character of posts.

Provided that nothing in these rules shall affect the 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.

Nationality, domicile and character of candidates recruited to Service. he is—

4. (1) No person shall be appointed to any post in the Service, unless
- (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, any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia Malawa, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a person of 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.

(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.

Age.

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 the last date of submission of applications to the Board.

Appointing Authority.

6. Appointments to the posts in the Service shall be made by the Head of Department.

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 recruitment other than direct recruitment.

Disqualifications.

8. No person—

- (a) who has entered into or contracted 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—

Method of recruitment.

(a) in the case of Assistant Superintendents :—

- (i) 90 per cent of promotion from amongst Assistants working in the Treasuries ;  
 (ii) 10 per cent by promotion from amongst Assistants in Treasuries and Accounts Department (Headquarter) ;

(b) in the case of Assistants :—

- (i) 90 per cent by promotion from amongst Clerks working in the Treasuries ;  
 (ii) 10 per cent by transfer, from other departments of the State Government ;

(c) in the case of Clerks :—

- (i) 70 per cent by direct recruitment ;  
 (ii) 20 per cent by promotion from amongst Group C employees whose scale of pay is less than that of Clerks and from Group D employees ;  
 (iii) 10 per cent by transfer from other departments of the State Government.

(d) in the case of District Treasurers by promotion from amongst Assistant Treasurers, Sub-Treasurers working in the Treasuries ;

(e) in the case of Assistant Treasurers or Sub-Treasurers :—

- (i) 80 per cent by direct recruitment ;  
 (ii) 20 per cent by promotion from amongst clerks or by transfer from other departments of the State Government ;

(f) in the case of steno-typists :—

- (i) 50 per cent by direct recruitment ;  
 (ii) 40 per cent by promotion from amongst clerks ;  
 (iii) 10 per cent by transfer from other departments of the State Government ;

(2) All promotions whether from one grade to another or from one Group of service to another shall be made on seniority-cum-merit basis.

*clerk*

Deposit of Security. 10. The persons to be appointed to the posts of the District Treasurers and Assistant Sub-Treasurers shall be required to furnish a cash security, a personal security as under in one of the recognised forms as enumerated in rule 3.6 of the Subsidiary Treasuries Rules—

- (i) in the case of District Treasurers two thousand rupees as cash security and five thousand rupees as personal security ; and
- (ii) in the case of Assistant Treasurers/Sub-Treasurers, five hundred rupees as cash security and two thousand rupees as personal security ;

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 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, or revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment, permit appointed otherwise ; 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.

12. Seniority inter se of members of the Service shall be determined Seniority, by the length of continuous service on any post in the Service ;

Provided that in the case of 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 or any other recruiting authority as the case may be, 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 are 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 .

13. (1) A person appointed to the post of a clerk shall pass the type test in Hindi and English at a speed of 25 and 30 words per minute respectively within a period of one year from the date of appointment. **Departmental examination and Increment.**

Provided that the Government may exempt any candidate from passing of the type test.

(2) No increment shall accrue to a person unless he passes the type test.

(3) If a person passes the type test examination before the prescribed period of one year he shall be given the increments which would have otherwise fallen due to him at the end of the prescribed period with effect from the last day on which the type test was completed but the next increment will be due to him only on the date on which it would otherwise become due.

(4) If a person passes the type test after the prescribed period of one year, then the increments for the period subsequent to that within which the type test was to be passed shall be released to him with retrospective effect from the date these were otherwise due from the date following the last day on which the type test was completed, but no arrears shall be paid for the past period.

(5) If a person fails to pass the departmental examination or any part thereof, and is subsequently exempted by the competent authority from passing the type test, his increments for the period subsequent to that within which the type test was to be passed, shall be released with retrospective effect from the date these were otherwise due from the date, he is given such exemption but no arrears shall be paid for the past period.

Liability to serve.

14. (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 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 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.

15. 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.

16. 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 : Discipline penalties and appeals.

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 the 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) of (d) of sub-rule (1) of rule 10 of the Punjab Civil Service (Punishment and Appeal) Rules, 1952, and the appellate authority shall be as specified in Appendix D to these rules.

17. 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.

18. 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.

19. 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.

20. 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. Special provision.

21. Notwithstanding 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. Reservations.

22. The Punjab treasury Establishment Subordinate Service (Class III) Rules, 1962, and Punjab Treasurers Organisation (State Service Class III) Rules, 1964, are hereby repealed : Repeal and Savings.

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
					Rs.
1	Assistant Superintendents	12	2	14	700-30-850/900-40-1,100-50-1,150
2	District Treasurers ..	12	2	14	525-15-600-20-660/700-30-850-EB-890-40-1,050
3	Assistants ..	67	12	79	525-15-600-20-660/700-30-850-EB-890-40-1,050
4	Assistant Treasurers/ Sub-Treasurers	45	8	53	400-10-490/540-15-600-EB-20-660 plus Rs. 20 Special Pay
5	Steno-typists ..	12	2	14	400-10-490/540-15-600-EB-20-660 plus Rs 25 Special Pay
6	Clerks ..	190	21	211	400-10-490/540-15-600-EB-20-660



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**APPENDIX B**

(See rule 7)

Serial No.	Designation of posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications for appointment other than by direct recruitment
1	2	3	4
1	Assistant Superintendents	..	Who has rendered at least five years service as an Assistant in any Treasury or the Treasuries and Accounts Department.
2	District Treasurers	..	Who has rendered five years service as Assistant Treasurers/Sub-Treasurers.
3	Assistants	..	Who has rendered at least five years service as a clerk.
4	Assistant Treasurers/ Sub-Treasurers	(i) Matric or its equivalent ; and (ii) Knowledge of Hindi up to Matric standard	Who has rendered two years service on any post involving cash handling.
5	Steno-typist	(i) Matric or equivalent ; and (ii) Knowledge of Hindi up to Matric standard ; and (iii) Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute; OR English shorthand at 80 words per minute and transcription thereof at 15 words per minute.	(i) Who has worked as a clerk for a period of at least one year and qualifies the test in— (a) Hindi short hand at 64 words per minute and transcription thereof at 11 words per minute ; or (b) English short hand at 80 words per minute and transcription thereof at 15 words per minute ; or who has rendered one year's service as a Steno-typist.
6	Clerks	(i) Matric or its equivalent ; and (ii) Knowledge of Hindi up to Matric standard	(i) Matric or its equivalent, and (ii) who has rendered two years service as Restorer or Daftri or Group D employee.

APPENDIX C

[See rule 16(i) ]

Serial No.	Designation of posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6	7
1	Assistant Superintendents	Head of the Department	(a) Warning with a copy on personal file	Try. Officer	Head of Deptt.	Finance Secy.
2	District Treasurers		(b) Censure			
3	Assistants ..		(c) With-holding of increments or promotion including stoppage of an efficiency bar ;	Head of Deptt.	Finance Secy.	Government
4	Assistant/Treasurers/Sub-Treasurers		(d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders;			
5	Steno-typists ..		(e) reduction to a lower post or time scale or to a lower stage in a time scale ;			
6	Clerks		(f) removal from the service which does not disqualify from future employment ;			
			(g) dismissal from the service which does ordinarily disqualify from future employment			

## APPENDIX D

[ See rule 16(2) ]

Serial 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	6	7
1	Assistant Superintendent	(i) Reducing or withholding the amount of ordinary/ additional Pension admissible under the rules governing pension	} Head of Finance Deptt.	} Secretary.	} Government
2	District Treasurers	(ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation			
3	Assistants				
4	Assistant Treasurers/ Sub-Treasurers				
5	Steno-typists				
6	Clerks				

T. K. BANERJEE,  
Secretary to Government, Haryana,  
Finance Department.

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PART III  
HARYANA GOVERNMENT  
FINANCE DEPARTMENT

Notification

The 11th February, 1982

No. G.S.R. 21/Const./Art. 309/Amd. (1)/82.—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 of Haryana hereby makes the following rules further to amend the Haryana Treasury Establishment Subordinate Group C Service Rules, 1980, namely :—

1. These rules may be called the Haryana Treasury Establishment Subordinate Group C Service (First Amendment) Rules, 1982.

2. In the Haryana Treasury Establishment Subordinate Group C Service Rules, 1980 (hereinafter called the said rules), in rule 4, in sub-rule (1), in the proviso, for the words "a person of any of the category", the words "a person belonging to any of the categories" shall be substituted.

3. In the said rules, in rule 6, for the word "be", the word "by" shall be substituted.

4. In the said rules, in rule 9, in sub rule (1),—

(a) in clause (a), in sub-clause (i), for the word "of" the word "by" shall be substituted ; and

(b) in clause (c), in sub-clause (i), for the figure and word "90 per cent", the figure and word "70 per cent", shall be substituted and shall be deemed to have been substituted with effect from the 23rd December, 1980.

5. In the said rules, in rule 21, for the word "Notwithstanding", the words "Nothing contained" shall be substitute .

6. In the said rules, in Appendix B, in the headings, for the words "Academic qualifications for appointment", the words "Academic qualifications and experience for appointment" shall be substituted.

7. In the said rules, in appendix B, against serial number 6, under column 4, against item (ii), for the words "two years", the words "five years" shall be substituted and shall be deemed to have been substituted with effect from the 23rd December, 1980.

T. K. BANERJI,

Secretary to Government, Haryana,  
Finance Department.

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**PART III**  
**HARYANA GOVERNMENT**  
**FINANCE DEPARTMENT**  
**Notification**

The 6th January, 1983

No. G.S.R. 7/Const/Art. 309/2ndAmd./83.—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 of Haryana hereby makes the following rules further to amend the Haryana Treasury Establishment Subordinate Group C Service Rules, 1980, namely :—

1. These rules may be called the Haryana Treasury Establishment Subordinate Group C Service (Second Amendment) Rules, 1983.

2. In the Haryana Treasury Establishment Subordinate Group C Service Rules, 1980 (hereinafter called the said rules), in rule 2, in sub-clause (d), for the words "Head of Department", the words "Director, Treasuries and Accounts Department, Haryana" shall be substituted.

3. In the said rules, in rule 6, for the words "Head of Department", the words "Director, Treasuries and Accounts Department, Haryana" shall be substituted.

4. (a) In the said rules, in rule 9, in sub-rule (1), in clause (a), in sub-clause (i) for the word and figure "90 percent", the word and figure "80 percent" shall be substituted;

(b) after clause (ii), the following clause shall be inserted, namely :—

(iii) "10 percent by promotion from amongst District Treasurers."

5. In the said rules, in Appendix B, against Sr. No. 1 under column 4, the following shall be added :—

"or as District Treasurer who is a matriculate."

6. In the said rules, in Appendix C, for the words, "Head of the Department" or "Head of Depits" wherever occurring, the words, "Director, Treasuries and Accounts Department, Haryana" shall be substituted.

7. In the said rules, in Appendix D, under column 4, for the words, "Head of Deptt."; the words "Director, Treasuries and Accounts Department, Haryana," shall be substituted.

T. K. BANERJI,

Secretary to Government, Haryana,  
Finance Department.