

HOME DEPARTMENT
ESTABLISHMENT
NOTIFICATION

The 7th January, 1952.

No 178-E- 52/III/32. In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the following rules regulating the appointment of persons to the Punjab Civil Secretariat (State Service Class III) and the conditions of service of the members thereof are made for the posts specified in these rules:-

PART I-GENERAL

Short
title

1.(1) These rules may be called "The Punjab Civil Secretariat (State Service Class III) Rules, 1952."

(2) These shall come into force from the date of issue of this notification and shall supersede the rules published with Punjab Government notification No. 1235-A-43/44482, dated the 19th July, 1943, as amended from time to time.

2. In these rules, unless there is anything repugnant in the subject or the context,-

Defini-
tions

- (a) "Government" means the Punjab Government;
- (b) "Chief Secretary" means the Chief Secretary for the time being to the Government, or any other Secretary to Government authorized by general or special order of Government to perform the functions of the Chief Secretary under these rules;
- (c) "Assistant Secretary" means the Assistant Secretary to Government Punjab;
- (d) "The Service" means the Punjab Civil Secretariat Class III Service;
- (e) "recognised university" means any university incorporated by law in the territory of India, and other university which is declared by Government to be a recognised university for the purposes of these rules;
- (f) "Resident Assistant" means any member of the Service whom the Chief Secretary may from time to time entrust with the duties of the Resident Assistant of the Punjab Civil Secretariat in addition to his own duties;
- (g) "direct appointment" means an appointment made otherwise than by promotion from among the members of the service or by transfer of an official already in the service of the Government of a State or of the Union;

- (h) The Commission" means the Punjab State Public Service Commission.

PART II-RECRUITMENT TO SERVICE

3. All appointments to posts in the Service shall be made by the Chief Secretary, provided that appointment to the post of Restorer may be made by the Assistant Secretary to make appointments.

4. (i) No person shall be appointed to the Service unless he:-

Nationality, age

and certain other qualifications of candidates.

- (a) is a citizen of India; or
- (b) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution; or
- (c) is a subject of Nepal or of Sikkim or of a Portuguese or French possession in India and if he comes under Category (b) or (c) must be a person in whose favour a certificate of eligibility has been given by the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Commission or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed subject to the necessary certificate being eventually given to him by the Government; and
- (d) is domiciled in the Punjab or Delhi States.

(ii) No person who is not already in Government employment shall be appointed to the Service unless he:-

- (a) produces certificates of character from the principal academic officer of his university, college or school last attended, if any, and also from two responsible persons, not being his relatives who are well acquainted with him, in private life and unconnected with his university, college or school, if any, and the medical certificate required by chapter III of the Civil Services Rules (Punjab) Volume I, Part 1, and
- (b) is not more than twenty-five years of age on the date of appointment provided that the Chief Secretary may, in special circumstances, to be recorded in writing, appoint a person exceeding twenty five years in age. In the case of members of the scheduled castes, the maximum age limit for appointment to the Service shall be twenty-eight years.

educational other qualifications.

5. No person shall be appointed to the Service unless he possesses the educational and other qualifications mentioned below:-

Post to which the person is designated Minimum educational Other qualifications

1. Junior Clerk If appointed to that post

	a degree of a recognised University or its equivalent.	departmental test conducted by Assistant Secretary/Chief Secretary.
b) Senior Clerk	-do-	-do-
c) Assistant	Ditto	Ditto
d) Junior and Senior translators	Ditto	Ditto
e) Cashier	If appointed direct a degree of a recognised university or its equivalent and a certificate in Accountancy or the post-Matriculation Clerical Examination (with Accountancy as one of the subjects) diploma.	
f) Stenographer	If appointed direct a degree of a recognised university or its equivalent.	Qualifies in a departmental test conducted by the Commission, the regulations of which are contained in Appendix A
g) Restorer	If appointed direct Matriculation Examination of a recognised University or its equivalent.	...

Provided that the Chief Secretary may, in special circumstances to be recorded in writing, appoint to any post in the Service any person who does not possess the qualifications prescribed by this rule.

- Method of filling posts. 7
6. (1) Posts in the Service shall be filled:-
- (a) in the case of Deputy Superintendents-
 - (i) by promotion of Superintendent Records, Assistant-in-Charge and Assistants; or
 - (ii) by transfer or deputation of an official already in Government service.
 - (b) in the case of Superintendents Records, by selection from among Assistants.
 - (c) in the case of Assistants-in-charge
 - i) by promotion of Assistants; or
 - ii) by transfer or deputation of an official already in Government service.
 - (d) in the case of Superintendent, Military Secretary to Governor's office, by selection from amongst Assistants.

(e) in the case of Stenographers, by selection from among those who have qualified in the test referred to in rule 5(f).

f) in the case of Assistant-

- i) by direct appointment; or
- ii) by promotion of Senior Clerks; or
- iii) by selection from among officials employed in departments of government other than the Civil Secretariat.

g) in the case of Cashier-

- i) by direct appointment; or
- ii) by selection from among Senior Clerks; or
- iii) by selection from among officials employed in departments of Government other than the Civil Secretariat.

h) in the case of Senior Clerks-

- i) by direct appointment; or
- ii) by selection from among officials employed in Government Departments other than the Civil Secretariat; or

iii) by promotion from among Junior Clerks.

i) in the case of Junior Clerks-

- i) by direct appointment; or
- ii) by transfer or promotion of officials already in Government Service; or

iii) by promotion from among Restorers-

- a) who are graduates and have put in three years service as such; or
 - b) who are matriculates and have put in 5 years service as such;
- and also qualify in a departmental test.

j) in the case of Senior Translators-

- i) by direct appointment; or
- ii) by promotion from among junior Translators; or
- iii) by selection from among officials already in Government service.

k) in the case of Junior Translators-

- i) by direct appointment; or
- ii) by transfer or promotion of officials already in Government service.

(1) in the case of Restorers-

- i) by direct appointment; or
- ii) by selection from among Daftries who are matriculates.

2) When any vacancy occurs or is about to occur in the Service, the Chief Secretary in respect of other

(3) Appointment to any post by the promotion of officials already in the Service or by transfer of officials employed in Government departments other than the Civil Secretariat shall be made strictly by selection, and no official shall have any claim to such appointment as of right.

PART III-CONDITIONS OF SERVICE.

Number
and Character
of posts.

7. The Service shall comprise the posts shown in Appendix B, provided that nothing in this rule shall affect the inherent right of Government to make additions to or reductions in the cadre of the Service either permanently or temporarily.

Probation
of members
of the
Service.

8. Members of the Service who are appointed against permanent vacancies shall on appointment to any post specified in Appendix B remain on probation for a period of two years in the case of members recruited by direct appointment and of one year in the case of members recruited otherwise.

Explanation. Officiating Service shall be reckoned as period spent on probation but no member who is officiating in any appointment shall, on the completion of one or two years in the Service, as the case may be, be entitled to be confirmed, until he is appointed against a permanent vacancy. Service spent on deputation to a corresponding or higher post may be allowed to count towards the period of probation fixed under this rule.

(2) If the work or conduct of any member during his period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may dispense with his service, or revert him to his former post if he has been recruited otherwise than by direct appointment.

(3) On the completion of the period of probation of any member, the appointing authority may either confirm such member in his appointment, or if his work or conduct has, in the opinion of the appointing authority, not been satisfactory, may dispense with his services or re-

otherwise than by direct appointment or may extend the period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation, provided that the total period of probation including extensions, if any, shall not exceed three years if there is a permanent vacancy against which such member can be confirmed.

Seniority
of Members
of the Service.

9. The seniority inter se of members of the service holding the same class of post shall be determined by the date of their substantive appointment to such post;

Provided that if two or more members are confirmed in the same class of posts on the same date, their seniority shall be determined as follows:-

- a) a member recruited by promotion within the Service shall be considered senior to a member recruited otherwise;
- b) a member recruited by transfer from a department of Government other than the Punjab Civil Secretariat, shall be senior to a member recruited by direct appointment;
- c) in the case of members who are recruited by promotion seniority shall be determined according to the seniority in the appointments from which members are promoted;
- d) in the case of members who are recruited by transfer from a cadre other than the Punjab Civil Secretariat cadre, seniority shall be determined according to seniority in the appointments previously held in that cadre;
- e) in the case of members who are recruited by transfer from different cadres other than the Punjab Civil Secretariat cadre, seniority shall be determined according to pay, preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rate of pay drawn is the same an older member shall be senior to a younger member;
- f) in the case of members recruited by direct appointment seniority shall be determined by their age, an older member being senior to a younger member.

Pay of the
member of
the Service

10. Members of the Service will be entitled to scales of pay including special pay, as may be authorised by Government from time to time. The scales of pay and special pay of present in force in respect of specified posts and grades are specified in the Schedule.

11. In respect of leave, pension and other cognate matters not specifically mentioned in these rules, the members of the Service shall be governed by the Civil Services Rules (Punjab) or such other rules as are from time to time framed or issued under the proviso to Article 309 of the Constitution of India.

Authorities

empowered to impose penalties. 12. Subject to the provisions of the Punjab Civil Services (Punishment and appeal) Rules, the authorities specified in column 8 of Appendix C are hereby empowered to upon the members of the service mentioned in column 1 of the appendix, the penalty or pass other orders specified in column 4 of the said appendix.

13(i) Members of the Service upon whom any penalties have been imposed by any authority specified in column 8 of Appendix C shall be entitled to appeal in the manner prescribed by the Punjab Civil Services (Punishment and Appeal) Rules, 1940, to the corresponding superior authority specified in each case in column A of that Appendix and the disposal of the appeal shall in all respects be governed by the procedure laid down in the said rules;

Provided that if an appellate authority, specified in column 4 of the Appendix, increases the penalty imposed by a Subordinate authority, the member of the

Service upon whom the increased penalty is imposed may submit a further appeal to the authority, if any specified in each case in column 5 of the Appendix.

(ii) All matters not provided for in these service rules are, governed by general rules framed by Government under the provisions of the Constitution of India.

14. Every member of the Service shall get himself vaccinated or revaccinated when the Government so directs by special or general order. This rule shall not be applicable to members of the Service who were in Government Service on the 8th March, 1926, except with their concurrence.

Vaccination.

M. R. SACHDEV
Chief Secretary to Govt. Punjab

Rules governing the qualifying examination of stenographers in the Punjab Civil Secretariat.

...
All vacancies in the grade of stenographers, other than temporary or acting, shall be filled by the Chief Secretary on the result of a test to be held by the Punjab State Public Service Commission.

(2) The examination is a qualifying test designed to discover the technical and personal qualities of the candidates and the Chief Secretary has the right to select any qualified candidate with due regard to the order of merit he may attain at the examination, plus his total length of service, length of service in the Secretariat as Stenographer (junior and Senior scale) and record of service.

(3) The test will consist of:

- (i) dictation given at a speed not exceeding 120 words per minute and candidates will be required to type back their notes in a given time which will require a minimum speed of 20-25 words per minute; and
- (ii) drafting.

(4) Candidates will be interviewed by the Commission and marks will be allotted for personality and intelligence.

(5) All members of the Service, as well as those stenographers who are permanent or are officiating as such in the offices of Heads of Departments, who are Secretaries, Joint Secretaries, Deputy Secretaries or Under Secretaries to the Punjab Government shall be eligible for the test.

(6) Whenever a vacancy is to be filled in the manner contemplated by rule 1 above due notice will be given to the Commission who will make the necessary arrangements for the examination.

APPENDIX B

No.	Designation of post	PAY PER MENSEM (RUPEES)						REMARKS
		Number of posts (permanent)	Rising from	By annual increments of	And then by annual increments if any of	To	With an efficiency bar at	
1	Superintendent, MSG's office.	1	300	15	375	..	..	
2	Deputy Superintendent	3	150	10	200	10	300	200
	(with a special pay of Rs 50 per mensem)							
3	Superintendent records	1	150	10	200	10	300	200
	(with a special pay of Rs 50 per mensem)							
4	Assistant-in-charge	..	150	10	200	10	300	200
								No post permanent present.
5	Assistants including two in Raj-Bhavan and one of Resident Assistant).	77	150	10	200	10	300	200
								(The post Resident Assistant carries a special pay of Rs 50/- per mensem.
6	Cashier	1	150	10	200	10	350	200
	(plus a special pay of Rs. 35 per mensem)							This grade and special pay are personal to the present incumbent.
7	Enographer-Senior scale	12	150	10	200	10	300	200
8	Junior scale	6	100	5	150	-	175	150
9	Senior clerk (including one post of Store keeper and one of caretaker).	40	90	5	120	5	175	120
								The posts Storekeeper and caretaker carry a special pay of Rs 25 and Rs 15 per mensem respectively.
10	Senior Clerk	86	60	4	80	5	120	80
11	Senior Translator	3	150	10	200	10	300	200
12	Junior translator	5	90	5	120	5	175	120
13	Interpreter	14	35	2	55	..	..	..

Note 1. Officiating and temporary promotions from:-

- i) Assistant to Assistant-in-charge, Superintendent-Record, Deputy Superintendent and Superintendent, M.S.G's office,
- ii) Senior Clerk to Assistant;
- iii) Junior Clerk to Senior Clerk;
- iv) Restorer to Junior Clerk.
- v) Junior Scale Stenographer to Senior Scale Stenographer,
- vi) Junior Translator to Senior Translator and
- vii) Daftri to Restorer;

shall constitute an increase of responsibility to justify higher scales of pay for the purposes of rules 4.4. and 4.13 of Civil Services Rules Punjab) Volume-I, Part-I.

Note 2. The incumbents of the posts of Superintendent, M.S.G's office and Superintendent Record will maintain their seniority in the cadre of Assistants for purposes of promotion to higher posts.

Appendix C

Designation of official	Nature of penalty	Punishing authority	Appellate authority	2nd appo
1	2	3	4	5
a) Deputy Supdt.	a) Censure, or (b) with holding of increments or promotion including stoppage of an efficiency bar, or (c) reduction to a lower post or to a lower stage in a timescale, or (d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders: or (e) suspension or f) removal from the service which does not disqualify from future employment, or (g) dismissal from the service which ordinarily disqualify from future employment.	Chief Secretary	Punjab Govt.	
b) Superintendent Records				
c) Assistant-in-charge				
d) Superintendent M.S.G's office.				
e) Resident Asstt.				
f) Assistant.				
g) Cashier				
h) Stenographer				
i) Strongkeeper				
j) Caretaker				
Senior clerk				
Junior clerk				
Senior translator				
Junior translator				

other orders.

H) reducing the maximum pension admissible to him under the rule governing pensions;

I) terminating his appointment otherwise than upon his reaching the age fixed for superannuation.

Explanation-The discharge-

(a) of a person appointed on probation during the period of probation;

(b) of a person appointed to hold a temporary appointment on the expiration of the appointment.

does not amount to removal or dismissal.

As above

Resotrer

Asstt. Chief Secretary

- 12 -

HOME DEPARTMENT
ESTABLISHMENT
NOTIFICATION

The 15th September 1952

No 1364-E-52/III/6773 In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the following amendment is made to the Punjab Civil Secretariat (State Service Class III) Rules, 1952, published with Punjab Government notification No 178-E-52/III/32, dated the 7th January, 1952:-

AMENDMENTS

For clause (1) to rule 6(1) substitute the following:-
"(1) in the case of Junior Clerks-

- (a) by direct appointment, or
- b) by selection from among officials employed in departments of Government other than the Civil Secretariat, or
- c) by promotion from among the Restorers in the Civil Secretariat who are either graduates, or who are matriculates and have completed five years service as such and have qualified in a departmental test."

NAWAB SINGH
CHIEF SECRETARY TO GOVT PUNJAB

-13-

HOME DEPARTMENT
ESTABLISHMENT
NOTIFICATION

The 23rd April 1953.

No 2651-E- 53/29818. 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 Punjab is pleased to make the following amendment to the Punjab Civil Secretariat (State Service Class III) Rules, 1952 published with Punjab Government notification No 178-E-52/III-32, dated

The 7th January, 1952

Amendment

Add the following as 'Note' under rule 5 of the said Rules:-

Note. "Other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service."

NAWAB SINGH
CHIEF SECRETARY TO GOVT.
PUNJAB.

GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
 (Secretariat Establishment Branch-I)
 Notification

The 7th January, 1988

No. G.S.R.8/Const./Art.309/Amd(8/88).—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 President of India is pleased to make the following rules further to amend the Punjab Civil Secretariat (State Service Class III) Rules, 1976, namely:—

RULES

1. These rules may be called the Punjab Civil Secretariat (State Service Class III) (First Amendment), Rules, 1988.

2. In the Punjab Civil Secretariat (State Service Class III) Rules, 1976 (hereinafter referred to as the said rules), in rule 4, in the proviso, for the brackets, figures and words "(ix) Book Binder and (x) Junior Librarian," the brackets, figures and words, "(ix) Book Binder, (x) Assistant Librarian, (xi) Head Gate Keeper, (xii) Gate Keeper and (xiii) Carpenter," shall be substituted.

3. In the said rules, in rule 7, in sub-rule (I), in the Table.

(i) Against serial Nos. 2, 12, 13 and 26, under column 2, for the words, "Deputy Superintendent", "Librarian", "Assistant Librarian" and "Junior Librarian", the words "Superintendent Grade-II", "Chief Librarian", "Librarian" and "Assistant Librarian" shall respectively, be substituted; and (ii) after Serial No. 26 and the entries relating thereto the following Serial Nos. and entries shall be inserted, namely:—

27. Head Gate Keeper	By promotion from amongst the Gate Keepers working in the Punjab Civil Secretariat	Three years' service as Gate Keeper in the Punjab Civil Secretariat
28. Gate Keeper	(i) By promotion from amongst the Gate Messengers working in the Punjab Civil Secretariat ;	Three years' service as Gate Messenger in the Punjab Civil Secretariat.
	(ii) by selection from amongst the Jamadars working in the Punjab Civil Secretariat.	Three years' service as Jamadar in the Punjab Civil Secretariat.
29. Carpenter	By direct appointment Should possess diploma in Industrial Training from an Institute in Carpentry and should also possess knowledge of Punjabi Language up to primary standard.	Two years' experience as Carpenter.

4. In the said rules, for Appendix A, the following Appendix shall be substituted, namely :—

"APPENDIX 'A'"

(See rules 3 and 10)

Serial No.	Designation of the post	No. of posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1	Assistant Section Officers	43	..	43	Rs. 800-25-850-30-1,000/40- 1,200/50-1,400
2	Superintendents Grade-II	25	5	30	800-25-850-30-1,000/40- 1,200/50-1,400 plus Rs. 50 per mensem as special pay
3	Assistants	387	331	718	600-20-700/25-850/30-1,000- 40-1,120
4	Clerks I	421	167	588	400-10-450/15-525/15-600
5	Personal Assistants	44	28	72	800-25-850-30-1,000/40- 1,200/50-1,400 plus Rs. 50 per mensem as special pay plus Rs. 50 per mensem as additional special pay.
6	Senior Scale Stenographers	71	33	104	600-20-700/25-850/30-1,000- 40-1,120 plus Rs. 40 per mensem as special pay.
7	Junior Scale Stenographers	22	5	27	510-15-600/20-700/25-850- 30-850 plus Rs. 30 per men- sem as special pay.
8	Stenotypists	51	51	102	400-10-450/15-525/15-600 plus Rs. 25 per mensem as special pay.
9	Chief Librarian	1	..	1	825-25-850-30-1,000/40- 1,200/50-1,400-60-1,580 plus Rs. 100 per mensem as special pay.
10	Librarian	1	..	1	570-15-600-20-700/25-850/ 30-1,000-40-1,080
11	Assistant Librarian	1	..	1	450-15-525/15-600/20-700- 25-800
12	Statistical Assistants	2	..	2	570-15-600-20-700/25- 850/30-1,000-40-1,080
13	Restorers	27	2	29	400-10-450/15-525/15-600

1, 1980

Director

Pay

HARYANA GOVT. GAZ. (EXTRA.), JULY 21, 1980
(ASADHA 30, 1902 SAKA)

895

1	2	3	5
		Rs	Rs
12 Fitter-cum-Mechanic		130-225	400-660
13 Jr. Mechanic		130-225	400-660
14 Jr. Demonstrator		130-225	400-660
15 Typewriter Mechanic		120-250	400-660
16 Upper Division Clerk		140-300	480-760
17 Carpenter		140-300	480-760
18 Mechanic		140-300	480-760
19 Asstt. Hostel Warden		140-300	480-760
20 Asstt. Machinist-cum-Engine Driver		140-300	480-760
21 Asstt. Pattern Maker		140-300	480-760
22 Pattern Maker		140-300	480-760
23 Asstt. Machinist		140-300	480-760
24 Asstt. Fitter		140-300	480-760
25 Instructor		140-300	480-760
26 Electrician		140-300	480-760
27 Draftsman-cum-Tracer		140-300	480-760
28 Instruments Repairer		150-300	480-760
29 Studio Asstt.		160-400	525-900
30 Store Keeper		160-400	525-900
31 Accounts Clerk		160-400	525-900
32 Motor Driver-cum-Mechanic		160-400	525-1,050
33 Drawing Instructor		160-400	525-900
34 Boiler Incharge		160-400	525-1,050
35 Workshop Instructor		225-500	(No. S.G.)
36 Senior Demonstrator		160-400	525-900
37 Hostel Superintendent-cum-P.T.I.		160-400	525-1,050
38 Vice-Principal		225-500	(No. S.G.)
39 Instructor in Science		160-400	600-1,100
40 Jr. Instructor		220-500	525-1,050
41 Mechanic		225-500	700-1,250
42 Instructor (Auto)		225-500	600-1,100
43 Supervisor		225-500	600-1,100
44 Demonstrator		225-500	525-1,050
45 Senior Drawing Instructor		225-500	600-1,100
46 Physical Training Instructor		350-550	600-1,100 (TS)
47 Office Supdt.		300-600	700-1,250 (S.G.)
48 Associate Lecturer		300-600	(for 20% posts)
49 Jr. Lecturer		300-600	700-1,250
50 Sr. Instructor		300-600	700-1,250
51 Asstt. Supdt. Workshop		300-600	700-1,250
52 Lecturer in English		350-900	800-1,600

P W S R

JULY 21, 1980

HARYANA GOVT. GAZ. (EXTRA.) JULY 21, 1980
(ASXDHA 30, 1902 SAKA)

387

D. (B & R)

Revised
pay-scale

4

Rs

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1	2	3	4
		Rs	Rs
27	Reader	110-225	400-660
28	Auditor	110-225	400-660
29	Patwari	110-225 plus Rs. 5/- S. P.	As in D.L.R's Office plus Rs. 15/- S.P.
30	Sub-Divisional Clerk	110-225 plus Rs. 20/- S.P.	400-660 plus Rs. 25/- S.P.
31	Plan Printing Machinery Operator	110-225	400-660
32	Assistant Foreman	160-225	400-660
33	Work Inspector	120-250	400-660
34	Electrician 'A' Grade	120-250	400-660
35	Surveyor	120-250	400-660
36	Carpenter	120-250	400-660
37	Mason Class-II	130-250	400-660
38	Foreman (Regular)	130-250	400-660
39	Kanungo	200-250	480-760
40	Mason Class-I	140-300 plus Rs. 7 1/2/- S. P.	As in D.L.R's Office plus Rs. 25/- S. P.
41	Road Inspector	140-300	480-760
42	Assistant Draftsman	150-350	525-900
43	Sr. Accounts Clerk	160-400	525-1,050
44	Foreman	160-400	525-1,050
45	Research Assistant	250-450	525-1,050
46	Divisional Accountant	200-500	525-1,050
47	Head Receptionist	200-500	525-1,050
48	Household Manager	225-500	(As in A. G's Office) 525-1,050
49	Dy. Dist. Attorney	350-800	700-1,400
		350-900 (with a start of Rs. 450)	As in Prosec- ution Deptt.

Name of the Department : P.W.D. (Public Health)

Serial No.	Name of the post	Existing pay scale	Revised pay scale
1	2	3	4
		Rs	Rs
1	Fitter Coolie	70-95	30-430
2	Oil Man	70-95	30-430
3	Sewer man	70-95 Rs. 15/- ad hoc pay	30-430 F + Rs 15/- ad hoc pay
4	Keyman	70-95	30-430
5	Store Coolie	70-95	30-430
6	Petrolman	70-95	30-400
7	Work Munshi	80-120	300-430
8	Asstt. Driver	100-160	350-500
9	Work Munshi	100-160	350-500
10	Fitter	120-160	350-500
11	Asstt. Pump Driver	130-180	400-600
12	Pump Driver	130-180	400-600
13	Chargeman Mechanic/Sub- Division Mechanic	Rs. 25/- S.P. 140-200	Rs. 30/- S.P. 400-660
14	Store Munshi	110-225	400-660
15	Perie Printer	110-225	400-660
16	Store Keeper	110-225	400-660
17	Sub-Divisional Clerk	110-225 plus Rs. 20/- S.P.	400-660 plus Rs 25/- S.P.
18	Work Inspector	120-250	400-660
19	Surveyor	120-250	400-660
20	Welder	120-250	400-660
21	Chargemen Misc.	120-250	400-660
22	Electrician	120-250	400-660
23	Plumber	130-250	400-660
24	Fitter (Grade II)	130-250	400-660
25	Well Borer	140-300	480-760
26	Fitter (Grade I)	140-300	480-760
27	Plumber (Grade I)	140-300	480-760
28	Asstt. Foreman (Mech./Elec)	170-300	480-760
29	Electrical Chargeman	170-300	480-760
30	Foreman (Mech./Elec.)	200-450	525-1,050
31	Heavy Duty Foreman	250-450	525-1,050
32	Asstt. Draftsman	160-400	525-1,050
33	Chemist	350-900	800-1,600
34	Registrar	800-1,100	1,200-1,700
35	Sub-Divisional Engineer	400-1,100	900-1,700
36	Asstt. Executive Engineer	400-1,100	900-1,700

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PART III
HARYANA GOVERNMENT
HOME DEPARTMENT
(ESTABLISHMENT)
NOTIFICATION

The 15th March, 1978

No G.S.R. 30/Const/Art. 309/Amd. (I)/78- 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 to amend the Punjab Civil Secretariat (State Service, Class III) Rules, 1952, in their application to the State of Haryana, namely:-

1. These rules may be called the Punjab Civil Secretariat State Service Class III) Haryana First Amendment Rules, 1978.
2. They shall be deemed to have come into force with effect from the 1st November 1966.
3. In the Punjab Civil Secretariat (State Service Class III) Rules, 1952, in rule 5, for items (a) and (b) and the entries

there against, the following item shall be substituted, namely:-
"(a) Clerk If appointed direct, Matric, Ist Division/Intermediate Second Division/Graduate of a recognised University or its equivalent."

S.D. Bhambri

Chief Secretary.

PART III

HARYANA GOVERNMENT

HOME DEPARTMENT
(ESTABLISHMENT)

NOTIFICATION

The 17th March, 1978,

No G.S.R. 34/Const/Art. 309/ Amd(2)/78-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 to amend the Punjab Civil Secretariat (State Service Class III) Rules, 1952, in their application to the State of Haryana, namely:-

1. These rules may be called the Punjab Civil Secretariat (State Service Class III) Haryana Second Amendment Rules, 1978.

2. In the Punjab Civil Secretariat (State Service Class III) Rules, 1952, in rule 5, for item (a), the following item shall be substituted, namely:-

"(A) Clerk If appointed direct or by transfer from amongst of officials employed in Government Departments other than the Haryana Civil Secretariat,

i) Matric Ist Division/ Higher Secondary Second Division/ Intermediate Second Division/ Graduate of a recognised University or its equivalent; and

ii) Knowledge of Hindi upto Matric standard.

For ex-servicemen.

Matric or fifteen years Service in the army and army certificate class 1.

If appointed by promotion from amongst Class III employees whose scale of pay is less than that of a Clerk or class iv employees.

Five years! experience of working on any class post whose scale of pay is less than that of a clerk or on a Class IV post or combined experience on such Class III and IV posts.

i) Matric; and

ii) Knowledge of Hindi upto matric standard."

3. In the said rules in rule 6, in sub-rule (i), for

clauses (h) and (1), the following clause shall be substituted
namely:-

"(h) In the case of Clerks-

- i) 80% by direct appointment or by transfer from amongst officials employed in Government Departments other than the Haryana Civil Secretariat.
- ii) 20% by promotion, on seniority cum-fitness basis, from amongst class-III employees whose scale of pay is less than that of a Clerk and Class iv employees."

S. D. Bhambri
Chief Secretary.

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HARYANA GOVT. GAZ (EXTRA) SEPT 18, 1980
(BHIR 27, 1902 Saka)

PART III
HARYANA GOVERNMENT
HOME DEPARTMENT
(ESTABLISHMENT)
NOTIFICATION

THE 18th S-eptember 1980

No GSR 95/Const/Art 309/Amd(I)/80:- In exercise of powers conferred by article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby amends the following rules further to amend the Punjab Civil Secretariat (State Service Class III) Rules, 1952, namely:-

1. These rules may be called the Punjab Civil Secretariat (State Service Class III) Haryana First Amendment Rules, 1980.

2. In the Punjab Civil Secretariat (State Service Class III) Rules, 1952, after rule 9, the following rule shall be inserted, namely:-

9A Liability to serve (1) A member of the service shall be liable to service at any place whether within or outside the State of Haryana on being ordered to do so by the appointing authority.

(2) A member of the Service may also be deputed to serve under:-

9. 1) 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 Govt 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 Central or any other State Government or any organisation or body referred to in clause (ii) or clause (iii) except with his consent.

S. D. Enambri
Chief Secretary to Govt. Haryana

हरियाणा सरकार

सचिवालय स्थापना विभाग

पधिमूषता

15 नवम्बर, 1985

सं० सा०का०नि० 87/सचि०प्रनु० 309-संशो०/85.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदान की गई शक्तियों तथा इस निमित्त उन्हें समर्थ बनाने वाली सभी अन्य शक्तियों का प्रयोग करते हुए हरियाणा के राज्यपाल इसके द्वारा पंजाब सिविल सचिवालय (राज्य सेवा वर्ग III) नियम, 1952, को भागे संशोधित करने के लिए निम्नलिखित विधन प्रस्तावित हैं, अर्थात्:—

1. ये नियम पंजाब सिविल सचिवालय (राज्य सेवा वर्ग III) हरियाणा संशोधन नियम, 1985, कहे जा सकते हैं।
2. पंजाब सिविल सचिवालय (राज्य सेवा वर्ग III) नियम, 1952, में नियम 15 के बाद निम्नलिखित नियम रखा जाएगा, अर्थात्:—

“16. आरक्षण.—इन नियमों में दो गई कोई भी बात राज्य सरकार द्वारा इस सम्बन्ध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों, विकांग व्यक्तियों या व्यक्तियों के किसी अन्य वर्ग या प्रवर्ग को दिए जाने के लिए प्रपेक्षित आरक्षणों तथा अन्य रियायतों को प्रभावित नहीं करेगी।

परन्तु इस प्रकार किए गए आरक्षण की कुल प्रतिशतता किसी भी समय पचास प्रतिशत से अधिक नहीं होगी।”

पी० पी० केव्रिहन,

मुख्य सचिव, हरियाणा सरकार।

[Authorised English Translation]

HARYANA GOVERNMENT
SECRETARIAT ESTABLISHMENT DEPARTMENT
Notification

The 15th November, 1985

No. 1 GSR 87/Const./Art.309-Amdt./85.—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 Punjab Civil Secretariat (State Service Class III) Rules, 1952, namely:—

1. These rules may be called the Punjab Civil Secretariat (State Service Class III) Haryana Amendment, Rules, 1985.
2. In the Punjab Civil Secretariat (State Service Class III) Rules, 1952, after rule 15, the following rule shall be inserted, namely:—
 “16. *Reservation*.—Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time:

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

P. P. CAPRIHAN,
Chief Secretary to Government, Haryana.