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PART-III

HARYANA GOVERNMENT

SECRETARIAT ESTABLISHMENT DEPARTMENT

**Notification
The 12th October, 1979**

No. G.S.R./108/Const./Art.309/79 – 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 the persons appointed to the Haryana Secretariat Service (State Service Group-A), namely: -

- | | | |
|------------------------------------|----|---|
| Short title and Commencement. | 1. | (1) These rules may be called the Haryana Secretariat Service (State Service Group-A) Rules, 1979. |
| Definitions. | 2. | In these rules, unless the context otherwise requires, -
(a) “Commission” means the Haryana Public Service Commission
(b) “Government” means Haryana Government in the Administrative Department.
(c) “Service” means the Haryana Secretariat Service (State Service Group-A). |
| Number and Character of the posts. | 3. | The service shall comprise the posts shown in Appendix A to these rules:
Provided that nothing contained in these rules shall affect the inherent right of Government to make additions to or reductions in the number of such posts or to create new posts with different designations and scales of pay either permanently or temporarily. |
| Appointing Authority. | 4. | Appointments to the posts in the Service shall made by Government. |
| Experience | 5. | No person shall be appointed to the Service unless he is in possession of experience specified in column 2 of Appendix B to these rules. |
| Disqualification. | 6. | No person, -
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having a spouse living, has entered into or contracted a marriage, with any person, shall be eligible for appointment to 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 that there are other grounds for so doing, exempt any person from the operation of this rule. |

Method of Recruitment	7. (1) The posts in the service shall be filled in the following manner- (a) In the case of Under Secretaries,- by promotion from amongst the Superintendents and Section Officers who are members of the Haryana Civil Secretariat (State Service Group-B): (b) In case of Secretaries to Minister,-by promotion from amongst the Private Secretaries who are members of the Haryana Civil Secretariat (State Service Group-B). (2) Appointment to a post in the selection grade shall be made by promotion from amongst the persons serving in the respective cadre. (3) All appointments to a post in the Service shall be made by selection on the basis of seniority-cum-merit and no person shall have the right for promotion on the basis of seniority alone.
Probation of persons appointed to service.	8. (1) Persons appointed to any post in the Service shall remain on Probation for a period of one year: 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 officiating appointment to the Service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the 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 revert him to his former post, or 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 and 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 satisfactory, if there is no permanent vacancy; or (b) if his work and conduct has not been satisfactory:- (i) revert him to his former post ; 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:
		Provided that the total period of probation, including extension, if any, shall not exceed three years.
Seniority of Members of service.	9.	The seniority inter se of the members of the Service holding posts in each cadre shall be determined separately by the length of their continuous appointment in such post in the respective cadre shown in Appendix A: Provided that in the case of two or more members appointed on the same date, their seniority shall be determined according to the seniority of such members in the appointments from which they were promoted.
Pay.	10.	(1) Members of the Service shall be entitled to such scales of pay including special pay, as may be sanctioned by Government from time to time. The scales of pay and special pays at present in force in respect of the posts included in the Service are shown in Appendix A. (2) Where a member is appointed to a post without putting in the minimum of years of service prescribed for such appointment, he shall be entitled to draw pay at the minimum of the time scale of the post till he completes the prescribed minimum period of service. For the purpose of grant of first increment the appointment of the member shall be deemed to start on the date on which he completes minimum qualifying service prescribed for such appointment.
Leave, pension and other matters.	11.	In respect of leave, pension and other cognate 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 framed by the competent authority under article 309 of the Constitution of India or under any law for the time being in force made by the State Legislature.
Discipline, Penalties and appeals.	12.	(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 shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules. (2) The authority competent to pass an order under clauses (c) and (d) of sub rule (1) of rule 10 of the said rules shall also be as specified in Appendix D to these rules.
Liability to service.	13.	A member of the Service shall be liable to serve at any place, whether to within or outside the State of Haryana, on being ordered so to do by the appointing authority.

A member of the Service may also be deputed for service as under:-

(i) a company, association or 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, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government, or

(iii) another State Government, an international organization, an autonomous body not controlled by the Government or a private body :

Provided that no member of the Service shall be deputed to the Central or any other State Government or any organization or body re-referred to in clauses (ii) and (iii) except with his consent.

Vaccination.	14.	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.	15.	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 to relax.	16.	Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reason to be recorded in writing, relax any provision of these rules, with respect to any class or category of persons.
Special provision.	17.	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.

APPENDIX A

(See rule 3)
Number of Posts

Sr.No.	Designation of post	Perma- nent	Tempo- rary	Total	Scale of pay	Remarks
1.	Under Secrataries	8	4	12	Rs.900-50-1250 Plus special pay Rs.200 permen- sem.	20 per cent of perma- nent posts as well as temporary posts which may have been in existence for three years shall be in the selection grade of Rs.1,300-5—1,500 plus Rs. 200 special pay per mensem.
2.	Secretaries to Ministers	2	5	7	Rs.900-50-1250 plus special pay Rs.200 per mensem.	20 per cent of perma- nent posts as well as temporary posts which may have been in existence for three years shall be in the selection grade of Rs.1,300-5—1,500 plus Rs. 200 special pay per mensem.

APPENDIX B
(See rule 5)

Serial No.	Designation of posts	Experience for appointment other than by direct recruitment.
	1.	2.
1.	Under Secretaries	By promotion from amongst the Superintendents and Section Officers who are members of the Haryana Civil Secretariat (State Service Group B) having experience of working on either or both of these posts for a minimum period of seven years.
2.	Secretaries to Ministers	By promotion from amongst the Private Secretaries who are members of the Haryana Civil Secretariat (State Service Group B) having experience of working as Private Secretaries for a minimum period of seven years.

APPENDIX C
{ See rule 12 (1) }

Sr. No.	Designation of posts	Appointing authority	Nature of penaly	Authority empowered to impose penalty
1.		2.	3.	4.
1.	Under Secretaries}		a) Warning with a copy on personal file:	
2.	Secretaries to } Ministers)	Government	b) censure: c) withholding of increments or promotion, including stoppage at an efficiency bar: d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders: e) reduction to a lower post or time scale or to a lower stage in a time scale; f) removal from the Service which does not disqualify from future employment. g) dismissal from the Service which does ordinarily disqualify from future employment.	Government

APPENDIX D
{ See rule 12 (2) }

Sr.No.	Designation of posts	Nature of order	Authority empowered to make the order
	1.	2.	3.
1. 2.	Under Secretaries Secretaries to Ministers	i) Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension; ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for super-annuation.	Government

S.D. BHAMBRI
Chief Secretary to Government, Haryana.

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dated the 28th September, 1982)**

PART-III

HARYANA GOVERNMENT

SECRETARIAT ESTABLISHMENT DEPARTMENT

**Notification
The 20th September, 1982**

No. G.S.R./102/Const./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 Secretariat Service (State Service Group-A) Rules, 1979, namely: -

1. (1) These rules may be called the Haryana Secretariat Service (State Service Group-A) First Amendment Rules, 1982.
2. In the Haryana Secretariat Service (State Service Group A) Rules 1979 therein after called the said rules). In Rule 7 for sub-rule (1), the following sub-rule shall be substituted, namely:-

“(1) The posts in the Service shall be filled in the following manner:-

 - (a) In the case of Deputy Secretaries by promotion from amongst the Under Secretaries who are members of the Haryana Secretariat Service (State Service Group A);
 - (b) In the case of Senior Secretaries to Ministers, by promotion from amongst Secretaries to Ministers who are members of the Haryana Secretariat Service (State Service Group A);
 - (c) In the case of Under Secretaries, by promotion from amongst the Superintendents and Section Officers who are members of the Haryana Civil Secretariat (State Service Group B);
 - (d) In the case of Secretaries to Minister, by promotion from amongst the Private Secretaries who are members of the Haryana Civil Secretariat (State Service Group B).”
3. In the said rules, for Appendices A,B,C and D the following Appendices shall be substituted, namely :-

APPENDIX A

(See rule 3)
Number of Posts

Sr.No.	Designation of post	Perma- nent	Tempo- rary	Total	Scale of pay	Remarks
1.	Deputy Secretaries	-	3	3	Rs. 1760-60-2000-75-2300+Rs. 200 Spl. Pay	--
2.	Senior Secretaries to Ministers	--	2	2	Rs. 1760-60-2000-75-2300+Rs. 200 Spl. Pay	--
3.	Under Secrataries	8	1	9	Rs.1400-50-1500-60-1860+ Rs. 200 special pay .	Selection grade of Rs. 1,800-60-1,860-70-2,000+ Rs.200 spl. Pay for 20% permanent posts as well as temporary posts which may have been in existence for three years.
4.	Secretaries to Ministers	2	3	5	Rs.1400-50-1500-60-1860+ Rs. 200 special pay .	Selection grade of Rs. 1,800-60-1,860-70-2,000+ Rs.200 spl. Pay for 20% permanent posts as well as temporary posts which may have been in existence for three years.

APPENDIX B

(See rule 5)

Sr.No.	Designation of posts	Minimum experience for appointment other than by direct recruitment.
	1.	2.
1.	Deputy Secretaries	Three years experience of working as Under Secretary.
2.	Senior Secretaries to Ministers	Three years experience of working as Secretary to Minister.
3.	Under Secretaries	Seven years experience of working either or both as Superintendent and Section Officer.
4.	Secretaries to Ministers	Seven years experience of working as Private Secretaries.

APPENDIX C
{ See rule 12 (1) }

Sr. No.	Designation of posts	Appointing authority	Nature of penaly	Authority empowered to impose penalty
1.	2.	3.	4.	
1.	Deputy Secretaries	Government	a) Warning with a copy on personal file:	Government
2.	Senior Secretaries to Ministers		b) censure:	
3.	Under Secretaries		c) withholding of increments or promotion, including stoppage at an efficiency bar:	
4.	Secretaries to Ministers		d) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach by negligence or breach of orders to Central Government or a State Government to a company, association or body or individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the Legislature of a State:	
			e) reduction to a lower post or time scale or to a lower stage in a time scale;	
			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 12 (2) }

Sr.No.	Designation of posts	Nature of order	Authority empowered to make the order
1.	Deputy Secretaries	i) Reducing or withholding the amount of ordinary/additional pension admissible	Government
2.	Senior Secretaries to Ministers	under the rules governing pension;	
3.	Under Secretaries	ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for super-annuation.	
4.	Secretaries to Ministers		

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

HARYANA GOVERNMENT GAZZETE, AUGUST 26, 1986
(BHDR. 4, 1908 SAKA)

(Authorized English Translation)

HARYANA GOVERNMENT
SECRETARIAT ESTABLISHMENT DEPARTMENT

Notification
The 18th August, 1986

No. G.S.R. 61/Const./Amd.(1)/86 – 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 Secretariat Service (State Service Group-A) Rules, 1979, namely: -

1. (1) These rules may be called the Haryana Secretariat Service (State Service Group-A) First Amendment Rules, 1986.
2. In the Haryana Secretariat Service (State Service Group A) Rules 1979 (hereinafter called the said rules), in rule 7, for sub-rule (i) in clause (c), the words “and Section Officers” shall be omitted.
3. In the said rules, for Appendix-A, the following Appendix shall be substituted, namely:-

APPENDIX A

(See rule 3)
Number of Posts

Sr.No.	Designation of post	Perma- nent	Tempo- Rary	Total	Scale of pay
1.	2.	3.	4.	5.	6.
1.	Deputy Secretaries	-	3	3	Rs. 2000-75-2300-100-2400+ Rs. 200 Spl. Pay
2.	Senior Secretaries to Ministers	--	2	2	Rs. 2000-75-2300-100-2400+ Rs. 200 Spl. Pay
3.	Under Secrataries	8	3	11	Rs.1400-50-1500-60-1860+ Rs. 200 special pay(T.S.) 2000 (fixed) plus 200 special pay for 20% posts in existence for 3 years (S.G.).
2.	Secretaries to Ministers	4	1	5	Rs.1400-50-1500-60-1860+ Rs. 200 special pay(T.S.) 2000 (fixed) plus 200 special pay for 20% posts in existence for 3 years (S.G.).

4. In the said rules, in Appendix-B, for the words “either or both as Superintendent and Section Officer”, the words “as Superintendent” shall be substituted.

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

HARYANA GOVERNMENT GAZZETE, SEPTEMBER 15, 1989
(BHDR. 24, 1911 SAKA)

(Authorized English Translation)

HARYANA GOVERNMENT
SECRETARIAT ESTABLISHMENT DEPARTMENT

Notification
The 15th September, 1989

No. G.S.R. 74/Const./Amd.(1)/89 – 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 Secretariat Service (State Service Group-A) Rules, 1979, namely: -

1. (1) These rules may be called the Haryana Secretariat Service (State Service Group-A) First Amendment Rules, 1989.
2. In the Haryana Secretariat Service (State Service Group A) Rules 1979 in Appendix-B, against the posts of Under Secretaries, in column 2, for the word “seven” the word “five” shall be substituted.

KULWANT SINGH,
Chief Secretary to Government, Haryana.