

HOUSING BOARD HARYANA

Notification

The 26th July, 2006

No. 6/4/2006/1 Hg.—In exercise of the powers conferred by clause (d) of section 74 of the Haryana Housing Board Act, 1971 (20 of 1971), the Housing Board, Haryana, with the previous sanction of the State Government conveyed *vide* their memo No. 8307 dated the 19th September, 2005, hereby makes the following regulations for determining the recruitment and conditions of service of persons appointed to the Haryana Housing Board (Recruitment and Conditions of Service of Officers and Employees) Service, namely :—

1. (1) These regulations may be called the **Haryana Housing Board (Recruitment and Conditions of Service of Officers and Employees) Regulations, 2006.**

Short title,
commencement
and
application.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall be applicable to all the officers and employees of the Housing Board, Haryana.

2. (1) In these regulations, unless the context otherwise requires :—

Definitions.

(a) "Act" means the Haryana Housing Board Act, 1971 (20 of 1971);

(b) "Board" means the Housing Board, Haryana;

(c) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer or deputation of an official already in the service of the Government of India or any State Government or any of its Boards/Corporations/local authorities;

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

(e) "Service" means the Haryana Housing Board (Recruitment and Conditions of Service of Officers and Employees) Service;

(f) "recognised university" means any university incorporated by law in India or any other university which is declared by Government of India as such for the purpose of these rules.

(2) Words and expressions used in these regulations but not defined, shall have the same meaning as respectively assigned in the Act.

3. The Service shall comprise the posts shown in Appendix A to these regulations :

Number and
character of
posts.

Provided that the Board may 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, with the previous sanction of the State Government.

4. (1) No person shall be appointed to any post in the Service unless he is a citizen of India.

Nationality and
character.

(2) No person shall be appointed to any post in the Service by direct recruitment unless he produces.

(a) a certificate of character from the academic institution last attended and a similar certificate from two other responsible persons not being his relatives, who are well acquainted with the person in his private life and are not connected with the academic institution above; and

- (b) a medical certificate of fitness as required under rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I.

Age.

5. The lower age limit for appointment by direct recruitment to any post in the Service shall not be less than eighteen years. The upper age limit shall be such as may be fixed by the State Government for its own recruitments from time to time.

Eligibility for appointment.

6. No person shall be appointed to any post in the Service unless he fulfils the minimum eligibility conditions as laid down in column 3 of Appendix B to these regulations in case of direct recruitment, or as laid down in column 4 of Appendix B in case of appointments other than by direct recruitments :

Provided that in the case of direct recruitment against vacancies meant for Scheduled Castes, Backward Classes, Ex-servicemen or Physically Handicapped categories, experience may be relaxed at the sole discretion of the appointing authority in case candidates are not available to fill up the vacancies reserved for them, after recording reasons for the same.

Disqualifications.

7. No person shall be eligible for appointment to any post in the Service,

- (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 other person; or
- (c) who has been dismissed from service of the Government of India or any State Government or local authority or corporate body or Board.

Appointing authority.

8. Appointments to various posts in the Service shall be made by the authority indicated in column 9 of Appendix A to these regulations.

Mode of recruitment.

9. (1) The mode of recruitment to various posts in the Service shall be as specified in column 7 of Appendix A to these regulations :

Provided that the number of appointees by any particular mode of recruitment to that post at any point of time shall not fall below that percentage of the total number of that post, wherever indicated in column 7 itself.

(2) Promotions, unless and otherwise provided, shall be made on merit-cum-seniority basis and seniority alone shall not confer any right to such promotions.

Probation.

10. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment; and one year, if appointed by promotion or transfer. The period as mentioned below may also be counted towards the period of probation at the discretion of the appointing authority,—

- (a) any period spent after such appointment on deputation on a corresponding or a higher post; or
- (b) any period of work in equivalent or higher rank, prior to the appointment in the Service, in the case of an appointment by transfer; or
- (c) any period spent on officiating appointment, 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, either 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 period of probation of a person, the appointing authority may—

- (a) if the 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 on which a permanent vacancy occurs, if appointed against a temporary vacancy; or
 - (iii) declare that the person has completed his probation satisfactorily if there is no permanent vacancy;
- (b) if the work or conduct has, in its opinion, not been satisfactory :—
 - (i) dispense with his services, if appointed, by direct recruitment, and if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit; or
 - (ii) 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 extension, if any, shall not exceed three years.

11. (1) Seniority *inter se* of the members of the Service on the same post shall be determined as per the date of appointment on the post; a member appointed earlier shall rank senior to the member appointed on a later date. Seniority shall be determined separately for each cadre.

Seniority.

(2) In the case of a member appointed by direct recruitment, the order of merit determined by the appointing authority shall not be disturbed while fixing *inter se* seniority :

Provided that in case of two or more members appointed on the same date, their seniority shall be determined as under :—

- (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 appointments by promotion or by deputation, seniority shall be determined according to the seniority in the post 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 their pay, preference being given to a member who was drawing higher scale of pay in the previous appointment; and if the scale of pay are also the same, then by the length of continuous service on the earlier post, and if the length of such continuous service is also the same, the older member shall rank senior to the younger member.

Liability to
serve.

12. The members 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 competent authority.

Pay, leave and
other matters.

13. In respect of pay, leave and all other matters not expressly provided for in these regulations, the member of the Service shall ordinarily be governed by the corresponding rules of the State Government.

Discipline,
penalties and
appeals.

14. (1) Unless expressly provided for in these regulations, the Haryana Civil Services (Punishment and Appeal) Rules, 1987, shall ordinarily apply to the members of the Service *mutatis mutandis*.

(2) The competent authority to impose any of the major or minor penalties as specified in the Haryana Civil Services (Punishment and Appeal) Rules, 1987, shall ordinarily be the appointing authority. Further, the controlling authority if below the appointing authority, shall be competent to impose any of the minor penalties as prescribed in the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as per delegation in column 10 of Appendix A to these regulations.

(3) Appeals against any such order of penalty imposed upon a member of the Service shall lie to the authority as prescribed in section 72 A of the Act.

Vaccination.

15. Every member of the Service shall get himself vaccinated as and when the Board so directs by a special or general order.

Oath of
allegiance.

16. Every member of the Service shall be required to take the oath of allegiance to the Constitution of India as by law established.

Special
provisions.

17. Notwithstanding anything contained in these regulations, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservation.

18. Nothing contained in these regulations 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 reservations so made shall not exceed fifty percent at any time.

Power of
relaxation.

19. Where the State Government is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons.

Interpretation
of regulations.

20. If any doubt arises at any time as to the regulations or their application, notwithstanding anything contained in these regulations, the matter will be referred to Government whose decision shall be final.

Repeal and
saving.

21. Any provision contrary contained in any other regulations regarding any establishment matter of members of the Service and which was in force immediately before the commencement of these regulations shall stand repealed forthwith.

APPENDIX A

[See regulation nos. 3, 8, 9 (1) and 14 (2)]

Sr. No.	Designation of post	Group of post	Number of posts			Mode of recruitment	Scale of Pay	Appointing Authority	Delegation of authority for imposing any of minor penalties in respect of following Group of employees
			Perma- nent	Tempo- rary	Total				
1	2	3	4	5	6	7	8	9	10
1.	Chief Administrator	A	1	—	1	*S	As prescribed by State Government	State Government	
2.	Secretary	A	1	—	1	*S	As prescribed by State Government	State Government	
3.	Chief Accounts Officer	A	1	—	1	*D/T	Rs.10000-325-13900	Chief Administrator	All Group C and D employees working in the accounts wing.
4.	Law Officer	B	1	—	1	*D/T	Rs.8000-275-10200-EB-275-13500	Chief Administrator	—
5.	Chief Revenue Officer	B	2	—	2	*P	Rs.6500-200-8500-EB-200-10500	Chief Administrator	—
6.	Accounts Officer	B	1	—	1	*D/T	Rs.6500-200-8500-EB-200-10500	Chief Administrator	—
7.	Superintendent (Administration)	B	1	—	1	*P	Rs.6500-200-8500-EB-200-10500	Chief Administrator	—
8.	Private Secretary	B	1	—	1	*P/T	Rs.6500-200-8500-EB-200-10500	Chief Administrator	—
9.	Section Officer	C	1	—	1	*T	Rs.6500-200-8500-EB-200-9900	Chief Administrator	—
10.	Revenue Officer	C	2	1	3	*P	Rs.5450-150-6950-EB-150-8000+200 Special Pay	Chief Administrator	—
11.	Estate Manager	C	12	—	12	*D/P D>25%	Rs.5450-150-6950-EB-150-8000	Chief Administrator	All Group D employees working in the concerned estate office
12.	Personal Assistant	C	3	—	3	*P	Rs.5500-175-8300-EB-175-9000	Chief Administrator	—
13.	Assistant Research Officer	C	—	1	1	—	Rs.5500-175-8300-EB-175-9000	Diminishing cadre	—
14.	Accountant	C	8	2	10	*D/P D>25%	Rs.5450-150-6950-EB-150-8000	Secretary	—
15.	Accounts Assistant	C	9	—	9	*D	Rs.5000-150-7100-EB-150-7850	Secretary	—

1	2	3	4	5	6	7	8	9	10
16.	Assistant	C	12		12	*P	Rs.5000-150-7100-EB-150-7850	Secretary	—
17.	Accounts Clerk	C	-	14	14	-	Rs.5000-150-7100-EB-150-7850	Diminishing cadre	—
18.	Senior Scale Stenographer	C	2	1	3	*P	Rs.5000-150-7100-EB-150-7850	Secretary	—
19.	Junior Scale Stenographer	C	3	-	3	*P	Rs.4000-100-4800-EB-100-6000	Secretary	—
20.	Driver	C	10	-	10	*D/P/T D>75%	Rs.4000-100-4800-EB-100-6000	Secretary	—
21.	Steno Typist	C	4	-	4	*D	Rs.3050-75-3950-EB-80-4590	Secretary	—
22.	Clerk / Assistant Sub-Divisional Clerk	C	86	29	115	*D/P D>90%	Rs.3050-75-3950-EB-80-4590	Secretary	—
23.	Jamadar	D	-	2	2	-	Rs.2650-65-3300-EB-70-	Diminishing cadre	—
29.	Superintending Engineer	A	1	-	1	*P/T	Rs.13500-375-17250	Chief Administrator	in the Engineering wing. —
30.	Executive Engineer (H.Q.)	A	1	-	1	*D	Rs.10000- 325-13900	Chief Administrator	All Group C and D employees working in the Engineering wing at the Head office.
31.	Executive Engineer (Civil)	A	5	-	5	*P/T	Rs.10000- 325-13900	Chief Administrator	All Group C and D employees working in the concerned division (including sub-divisions).

1	2	3	4	5	6	7	8	9	10	
32.	Assistant Engineer (Civil)	B	7	16	3	19	*D/P D>60%	Rs.8000-275- 10200-EB-275- 13500	Chief Administrator	—
33.	Assistant Engineer (Electrical)	B	3	4	7	7	*D/P D>60%	Rs.8000-275- 10200-EB-275- 13500	Chief Administrator	—
34.	Circle Superintendent	B	1	-	1	1	*P	Rs.6500-200- 8500-EB-200- 10500	Chief Administrator	—
35.	Circle Head Draftsman	C	1	-	1	1	*P	Rs.6500-200- 8500-EB-200- 9900	Chief Engineer	—
36.	Head Draftsman	C	7	-	7	7	*P	Rs. 5500-175- 8300-EB-175- 9000	Chief Engineer	—
37.	Junior Engineer (Civil)	C	39	22	61	61	*D	Rs. 5500-175- 8300-EB-175- 9000	Chief Engineer	—
38.	Junior Engineer (Electrical)	C	7	1	8	8	*D	Rs. 5500-175- 8300-EB-175- 9000	Chief Engineer	—
39.	Head Clerk	C	6	-	6	6	*P	Rs. 5450-150- 6950-EB-150- 8000	Secretary	—
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1	2	3	4	5	6	7	8	9	10
49.	Electrician Helper	D	-	4	4	-	Rs.2550-55-2660-EB-60-3200	Diminishing cadre	—
50.	Store Chowkidar	D	-	28	28	*D	Rs.2550-55-2660-EB-60-3200	Diminishing cadre	—
51.	Sewerman	D	-	2	2	*D	Rs.2550-55-2660-EB-60-3200	Diminishing cadre	—
52.	Store Munshi	C	-	1	1	-	Rs.3050-75-3950-EB-80-4590	Diminishing cadre	—
Town Planning and Architecture Wing									
53.	Town Planner	A	1	-	1	*D/T	Rs.10000-325-13900	Chief Administrator	All Group C and D employees working in the Town Planning wing.
54.	Architect	A	2	-	2	*D/T	Rs.10000-325-13900	Chief Administrator	All Group C and D employees working in the Architecture wing.
55.	Assistant Architect	B	1	-	1	*D	Rs.8000-275-10200-EB-275-13500	Chief Administrator	—
56.	Assistant Town Planner	B	1	-	1	*D	Rs.8000-275-10200-EB-275-13500	Chief Administrator	—
57.	Planning Assistant	C	1	-	1	*P	Rs.6500-200-8500-EB-200-9900	Chief Administrator	—
58.	Architectural Assistant	C	1	-	1	*D	Rs.6500-200-8500-EB-200-9900	Chief Administrator	—
59.	Senior Draftsman	C	1	-	1	*P	Rs.6500-200-8500-EB-200-9900	Chief Administrator	—
60.	Junior Draftsman	C	1	-	1	*P	Rs.5500-175-8300-EB-175-9000	Architect	—
61.	Assistant Draftsman (Town Planning)	C	1	-	1	*D	Rs.5000-150-7100-EB-150-7850	Town Planner	—
62.	Tracer	C	1	-	1	*D	Rs.3200-85-3880-EB-85-4900	Architect	—

Note: *S = On Deputation from State Government

*D = Direct

*P = By Promotion

*T = By Transfer

Temporary posts indicated in column no. 5 above shall stand abolished along with the vacation of the posts due to any reason including death/ retirement / termination/ resignation / removal / dismissal by any of the existing incumbents to these posts.

APPENDIX B

(See regulation 6)

Sr. No.	Designation of posts	Minimum eligibility for direct recruitments	Minimum eligibility for other than direct recruitments
1	2	3	4
1.	Chief Accounts Officer	Qualified Chartered Accountant with five years experience in relevant field.	By Transfer Officer of equivalent rank from the Finance Department, Government of Haryana.
2.	Law Officer	Lawyer with five years experience.	By Transfer Deputy District Attorney from the Prosecution Department, Government of Haryana.
3.	Chief Revenue Officer	—	By Promotion Two years of service as Revenue Officer.
4.	Accounts Officer	—	By Transfer Officer on equivalent rank from the Finance Department, Government of Haryana.
5.	Superintendent (Administration)	—	By Promotion Ten years of service as Assistant and is computer literate.
6.	Private Secretary	—	By Promotion Five years of service as Personal Assistant and is computer literate. By Transfer Five years of service as Personal Assistant in any State Government Department or Board or Corporation and is computer literate.
7.	Section Officer	—	By Transfer Officer on equivalent rank from the Finance Department, Government of Haryana.
8.	Revenue Officer	—	By Promotion Five years of service as Estate Manager.
9.	Estate Manager	B.Com., LL.B. and is also computer literate	By Promotion Law Graduate with five years of service as Assistant and is computer literate.
10.	Personal Assistant	—	By Promotion Five years of service as Senior Scale Stenographer and is computer literate.
11.	Accountant	—	By Promotion Five years of service as Accounts Assistant.
12.	Accounts Assistant	B.Com., knowledge of Hindi upto Matric Standard and is computer literate.	—
13.	Assistant	—	By Promotion Five years of service as Clerk or Steno typist and is computer literate.
14.	Senior Scale Stenographer	—	By Promotion Two years of service as Junior Scale Stenographer and is computer literate with minimum typing speed of 40/30 words per minute in English/Hindi respectively and shorthand speed of 90 words per minute in both English and Hindi.

1	2	3	4
15	Junior Scale Stenographer		<p>By Promotion Three years of service as Steno-typist and is computer literate with minimum typing speed of 40/30 words per minute in English/Hindi respectively and shorthand speed of 80 words per minute in both English and Hindi.</p>
16.	Driver	Middle pass with a valid driving license for light vehicles. Three years experience of driving light vehicles. Knowledge of Hindi upto Middle Standard.	<p>By Promotion Employee of Group C and D whose pay scale is less than that of Driver and is Middle pass. Valid driving license for light vehicles. He shall have to qualify the driving test.</p> <p>By Transfer Middle pass with minimum three years experience of driving in any Government Department or Board or Corporation and having a valid driving license for light vehicles.</p>
17.	Steno Typist	10+2 pass from a recognized Education Board, knowledge of Hindi upto Matric Standard, shorthand speed of 80 words per minute in both English and Hindi, and is computer literate with a minimum typing speed of 40/30 words per minute in English /Hindi respectively.	—
18.	Clerk/ Assistant Sub-Divisional Clerk	10+2 pass from a recognized Education Board, Knowledge of Hindi upto Matric Standard and is computer literate with typing speed of at least 25/30 words per minute in English and Hindi respectively.	<p>By Promotion Matriculate with five years of service and is computer literate.</p>
19.	Peon	Middle pass with Hindi as a subject and having good physique.	—
ENGINEERING WING			
20.	Chief Engineer	M.E./M. Tech. with specialization in Structural Designs with ten years experience in relevant field at senior level in any reputed organization in construction of buildings or township development. Substantial demonstrable work in structural designing with working knowledge of relevant modern software tools.	<p>By Transfer Chief Engineer from the State Public Works Building and Roads Department with demonstrable experience in the design of structures and a working knowledge of using Project Management and Computer Aided Design tools in computers.</p>
21.	Superintending Engineer	—	<p>By Promotion Seven years of service as Executive Engineer (Civil)/ Headquarter with demonstrable experience in the design of structures.</p> <p>Desirable : Working knowledge of Project Management and Computer Aided Design tools in computers.</p> <p>By Transfer Superintending Engineer from the State Public Works Building and Roads Department with demonstrable experience in the design of structures and a working knowledge of using Project Management and Computer Aided Design tools in computers.</p>
22.	Executive Engineer (Headquarter)	Graduate Civil Engineer with specialization in Structural Designs or Material Science or Environmental Science with three years of working experience in relevant field in a reputed organisation.	—

1	2	3	4
23.	Executive Engineer (Civil)		By Promotion Engineering degree from a recognised Institution in the relevant branch with Eight years of service as Assistant Engineer (Civil). Desirable : Working knowledge of Project Management and Computer Aided Design tools in computers. By Transfer Executive Engineer from the Public Works Building and Roads Department of the State Government.
24.	Assistant Engineer (Civil)	Qualified Engineer with a degree in the relevant discipline from a recognized Institution with knowledge of Hindi upto Matric Standard. Desirable : Specialization in Structural Design Note : one post each may be kept reserved for specialization in Material Sciences and Environmental Sciences.	By Promotion Five years of service as Junior Engineer after passing graduate engineering degree.
25.	Assistant Engineer (Electrical)	Qualified Engineer with a degree in the relevant discipline from a recognized Institution with knowledge of Hindi upto Matric Standard.	By Promotion Five years of service as Junior Engineer after passing graduate engineering degree.
26.	Circle Superintendent	—	By Promotion Five years of service as Head Clerk.
27.	Circle Head Draftsman	—	By Promotion Five years of service as Head Draftsman.
28.	Head Draftsman	—	By Promotion Five years of service as Assistant Draftsman.
29.	Junior Engineer (Civil)/(Electrical)	Engineering Diploma in the relevant discipline from a recognized Institution with Knowledge of Hindi upto Matric Standard.	—
30.	Head Clerk	—	By Promotion Five years of service as Second Clerk or eight years of service as Sub Divisional Clerk and is computer literate.
31.	Assistant Draftsman (Civil)	Apprenticeship certificate recognized by the Central Apprenticeship Council in Draftsman (Civil) trade with knowledge of Hindi upto Matric Standard. One year experience in relevant field after passing apprenticeship examination. Working knowledge of AUTOCAD.	—
32.	Sub Divisional Clerk	—	By Promotion Five years of service as Clerk/ Assistant Sub-Divisional Clerk; is. Computer literate and qualifies the prescribed departmental examination before promotion.

TOWN PLANNING WING AND ARCHITECTURE WING

33.	Town Planner	Graduate in Town Planning from a recognized University and member of the Institute of Town Planners (India) with at least five years experience in relevant field in town planning in a reputed town planning firm after graduation.	By Transfer Working as such in any Department/Board Corporation of the State Government.
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1	2	3	4
34. Architect	Graduate in Architecture from a recognized Institution and registered with the Council of Architecture. Five years experience in relevant field in a reputed design organization after graduation.		By Transfer Architect of equivalent rank from the Architecture Department of the State Government with working knowledge of AUTOCAD.
35. Assistant Architect	Graduate in Architecture from a recognized Institution and registered with the Council of Architecture. Five years experience in relevant field in a reputed design organization after graduation. Working knowledge of latest software in architecture design.		—
36. Assistant Town Planner	Graduate in Town Planning from a recognized University and member of the Institute of Town Planners (India). Person having experience in relevant field shall be given preference.		—
37. Planning Assistant	—		By Promotion Five years of service as Senior Draftsman.
38. Architectural Assistant	Diploma in Architectural Draftsmanship with five year experience in relevant field in Design Origination. Working knowledge of AUTO CAD is essential.		—
39. Senior Draftsman	—		By Promotion Five years of service as Junior Draftsman.
40. Junior Draftsman	—		By Promotion Three years of service as Assistant Draftsman (Town Planning).
41. Assistant Draftsman (Town Planning)	Diploma in Architectural Assistantship with working knowledge of AUTOCAD and having knowledge of Hindi upto Matric Standard. One year experience in relevant field.		—
42. Tracer	Matric with Hindi. Two years professional experience in Tracing work.		—

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SHAKUNTILA JAKHU,
Financial Commissioner and Principal Secretary to
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