

## HARYANA GOVERNMENT

## AGRICULTURE DEPARTMENT

## Notification

The 4th January, 2008

No. 2349-Agri. S(1)-2008/279.—In exercise of the powers conferred by sub-section (1) read with clauses (xxviii), (xxix) and (xxx) of sub-section (2) of section 43 of the Punjab Agricultural Produce Markets Act, 1961 (Punjab Act 23 of 1961), the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana State Agricultural Marketing Board Service, namely: —

## PART-I

## GENERAL

1. (1) These rules may be called the Haryana State Agricultural Marketing Board Service Rules, 2008.

Short title and application.

(2) They shall apply to all the employees in the service of the Board except those governed by specific agreements:

Provided that in the case of Government servants on deputation, they shall apply to the extent specified in the terms and conditions of their deputation.

Definitions.

2. (i) In these rules, unless the context otherwise requires, —

- (a) "Act" means the Punjab Agricultural Produce Markets Act, 1961 (Punjab Act 23 of 1961);
- (b) "Administrative Committee" means an Administrative Committee constituted by the Board consisting of Chairman, Managing Director and Chief General Manager of the Board;
- (c) "Administrative Officer" means the Administrative Officer of the Haryana State Agricultural Marketing Board;
- (d) "Appendix" means an Appendix to these rules;
- (e) "appointing authority" means the appointing authority of the Board as specified under rule 6 to these rules;
- (f) "Chairman" means the Chairman of the Board;
- (g) "Commission" means the Haryana Public Service Commission or Haryana Staff Selection Commission, as the case may be, constituted by the Government;
- (h) "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;
- (i) "Education Board" means the Board of School Education, Haryana, established under the provisions of the Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other Education Board established by law in any of the States of India;
- (j) "Government" means the Haryana Government in the Administrative Department;
- (k) "Managing Director" means the Managing Director of the Board;
- (l) "non technical post" means a post which does not require technical qualifications;

(m) "recognized university" means—  
 (i) any university incorporated by law in India; or  
 (ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules;

(n) "Chief General Manager" means the Chief General Manager of the Board;

(o) "Service" means the Haryana State Agricultural Marketing Board Service; and

(p) "technical post" means a post which requires technical qualifications;

(2) "Words and expressions" used but not defined in these rules, shall have the same meaning respectively assigned to them in the Punjab Agricultural Produce Markets Act, 1961 (Punjab Act 23 of 1961), and the Punjab Civil Service Rules, Volume I and II, as applicable to the State of Haryana.

## PART-II

## RECRUITMENT TO SERVICE

Number and character of posts.

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

Provided that nothing in these rules shall affect the inherent right of the Board to add or to reduce the number of such posts or to create new posts with different designations either permanently or temporarily.

Nationality, domicile and character of candidates appointed to Service.

4. (1) No person shall be appointed to the Service, unless he is—

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> 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 (formerly Ceylon) or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a person belonging to any of the categories, (b), (c), (d) or (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 recruiting authority on his furnishing proof that he has applied for the certificate and they may also provisionally be appointed subject to the necessary certificate being issued to him by the Government.

(3) No person shall be appointed to the Service by direct recruitment unless he produces—

- (a) a certificate of character from the principal academic officer of a 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 and;
- (b) a medical certificate of physical fitness as required under rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I.

5. No person shall be appointed to the Service by direct recruitment who is less than seventeen years of age or more than forty years of age on the last date of receipt of applications:

Age.

Provided that the lower and the upper age limit shall be such as may be fixed by the Government from time to time:

Provided further that in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, Other Backward Classes, Ex-servicemen and Physically Handicapped, the upper age limit shall be such as may be fixed by the Government from time to time.

Provided further that in the case of candidates already in the service of the Board, there will be 5 years relaxation over and above the maximum upper age limit as specified above and as may be fixed by the Board from time to time.

6. Appointments to the posts specified in column 2 of the table given below, in the Service shall be made by the authorities mentioned against each in column 3 of the said table:—

Appointing authority.

TABLE

Serial Number	Designation of post	Appointing authority
1	2	3
1	Chairman	
2	Managing Director	Government
3	Additional Managing Director	
4	General Manager (Finance and Accounts)	Administrative Committee
5	Chief General Manager	Government
6	Chief Engineer	Administrative Committee
7	Chief General Manager, Development-cum-Inquiry Officer	
8	District Attorney	Government
9	Senior Town Planner	
10	Architect	Administrative Committee
11	Zonal Manager	Government
12	General Manager	
13	Additional General Manager	
14	Superintending Engineer	
15	Administrative Officer	
16	Deputy Zonal Manager (Enforcement)	Administrative Committee
17	Executive Engineer	
18	Assistant Architect	
19	Deputy General Manager (Finance and Accounts)	

1	2	3
20	District General Manager (Enforcement)	
21	Sub Divisional Engineer	
22	Sub Divisional Engineer (Landscaping)	
23	Executive Officer-cum-Secretary	Administrative Committee
24	Librarian	
25	Architectural Assistant	
26	Private Secretary	
27	Assistant District Attorney	
28	Assistant General Manager (Finance and Accounts)	
29	Superintendent	
30	Assistant Accounts Officer/Section Officer	
31	Divisional Accountant	
32	Senior Draftsman (Architect)	
33	Commercial Accountant	
34	Circle Head Draftsman	
35	Junior Draftsman (Architect)	
36	Personal Assistant	
37	Deputy Superintendent	Managing Director
38	Assistant Secretary	
39	Agri-Business Manager	
40	Head Draftsman	
41	Junior Engineer	
42	Junior Engineer (Landscaping)	
43	Statistical Assistant	
44	Kanango	
45	Assistant Draftsman (Architect)	
46	Senior Scale Stenographers	
47	Assistant (Accounts)	
48	Accountant (Market Committees)	
49	Assistant Draftsman	
50	Mandi Supervisor-cum-Fee Collector	
51	Assistant	
52	Auditor	

1	2	3
53	Assistant Fire Sub Officer	
54	Plumber	
55	Electrician	
56	Motor Mechanic	
57	Junior Scale Stenographers	
58	Driver Operator	
59	Leading Fireman	
60	Drivers	
61	Patwari	
62	Computer Operator	
63	Restorer	Managing Director
64	Duplicating Machine Operator	
65	Bus Conductor	
66	Clerks	
67	Steno Typist	
68	Fireman	
69	Auction Recorder	
70	Tubewell Operator	
71	Daftri	
72	Jamadar	
73	Road Roller Cleaner	
74	Mali	Chief General Manager
75	Ferro Khalasi	
76	Sweeper	
77	Peon-cum-Chowkidar	
78	Truck Cleaner	

7. No person shall be appointed to any post in the Service, unless he is in possession of Qualifications, 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 appointment other than by direct recruitment :

Provided that in case of direct recruitment of reserved categories of employees, the condition regarding experience shall be relaxable to the extent of 50% at the discretion of the appointing authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen and Physical Handicapped categories, possessing the requisite experience are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications.

## 8. (1) 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 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;

(2) No person shall be appointed to the Service who has been dismissed from the service of the Government of India or any State Government or a local authority or corporation.

Source of recruitment.

9. All direct recruitments to posts carrying an initial pay of three thousand and fifty rupees per mensem or not more than eight thousand rupees per mensem shall be made through the Haryana Staff Selection Commission.

Method of recruitment.

10. Recruitment to the Service shall be made in the manner as specified in Appendix B to these rules.

Procedure of promotion.

11. Promotion in respect of posts shall be made on the basis of seniority-cum-merit and seniority alone shall not confer any right to such promotions.

Probation.

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

**13.** Seniority interse of the members of the Service shall be determined by the length of their continuous service on any post in the Service : Seniority.

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the appointing authority mentioned in these rules 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 in 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, an older member shall be senior to a younger member.

**Note:** Seniority of members of the Service appointed on purely provisional basis or on daily wages/contractual person shall be determined as and when they are regularly appointed in view of the date of such regular appointment.

**14.** A member of the Service shall be liable to serve at any place, whether within or out of the State of Haryana, on being ordered so to do by the appointing authority or by an officer authorized by him in this behalf. Liability to serve.

**15.** (1) In respect of pay, leave, pension, provident fund and all other matters not expressly provided for in these rules, the members of the Service shall be governed by the Punjab Civil Service Rules and such other rules and regulations as may have been or thereafter be made by the Government and adopted by the Board.

(2) In respect of pension, provident fund and gratuity, the members of the Service shall be governed by the Haryana State Agricultural Marketing Board and Market Committees Employees Pension, Provident Fund and Gratuity Rules, 1989.

Pay, leave,  
pension,  
provident fund  
and other  
matters.

Conduct,  
discipline,  
penalties and  
appeals.

**16.** (1) In matters relating to conduct, disciplines, penalties and appeals, the members of the Service shall be governed by the Government Employees (Conduct) Rules, 1966 and Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time:

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority, shall subject to the provisions of any law or rules made under sub-section (2) of section 43 of the Punjab Agricultural Produce Markets Act, 1961 (Punjab Act 23 of 1961), be such as specified in Appendix C to these rules.

(2) The authority competent to pass an order under clauses (c) or (d) of sub rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and the appellate authority shall be as specified in Appendix D to these rules.

Vaccination.

**17.** Every member of Service, shall get himself vaccinated or revaccinated as and when the Government directs by a special or general order.

Oath of  
allegiance.

**18.** Every member of 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.

Reservation.

**19.** Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other 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 total percentage of reservations so made shall not exceed fifty percent, at any stage.

Special  
provisions.

**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.

Change of cadre.

**21.** Appointing authority shall have the discretionary powers to change the cadre of a member of Service provided that the option to change the cadre can be exercised only once in the whole service by a member.

Resignation from  
service.

**22.** If a member of the service wants to resign from Service he shall give one month's notice in writing to the appointing authority. If the member fails to give such notice of a month or a shorter period, the appointing authority shall be entitled to recover one month's salary with usual allowance or salary with usual allowances to the extent of such remaining period of one month, as the case may be, in lieu of notice.

Power of  
relaxation.

**23.** Where the Board is of the opinion that it is necessary or expedient so to do, 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 with the approval of the Board.

Repeal and  
saving.

**24.** The Haryana State Agricultural Marketing Board Service Rules, 1974, are hereby repealed:

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 Number	Designation of post	Number of posts	Scale of pay (in rupees)
1	2	3	4
1	Chairman	01	Honorarium
2	Managing Director	01	As per incumbent scale
3	Additional Managing Director	01	As per incumbent scale
4	General Manager (Finance and Accounts)	01	As per incumbent scale
5	Chief General Manager	01	As per incumbent scale
6	Chief Engineer	01	16400-450-20900
7	Chief General Manager, Development-cum-Inquiry Officer	01	As per incumbent scale
8	District Attorney	01	As per incumbent scale
9	Senior Town Planner	01	As per incumbent scale.
10	Architect	01	As per incumbent scale.
11	Zonal Manager	03	As per incumbent scale
12	General Manager	01	13500-375-17250
13	Additional General Manager	01	12000-375-16500
14	Superintending Engineer	6	12000-375-16500
15	Administrative Officer	02	10000-325-13900
16	Deputy Zonal Manager (Enforcement)	04	10000-325-13900
17	Executive Engineer	Civil =20 Electrical =2 Public Health=01 Mechanical=1 (Diminishing)	10000-325-13900
18	Assistant Architect	01	8000-275-10200-EB-275-13500
19	Deputy General Manager (Finance and Accounts)	02	8000-275-10200-EB-275-13500
20	District General Manager (Enforcement)	12	8000-275-10200-EB-275-13500
21	Sub Divisional Engineer	Civil =72 Electrical=6 Public Health=3 Mechanical=1	8000-275-10200-EB-275-13500
22	Sub Divisional Engineer (Landscaping)	1	8000-275-10200-EB-275-13500
23	Executive Officer-cum-Secretary	106	7450-225-9025-EB-225-11500
24	Librarian	01	6500-200-8500-EB-200-10500

1	2	3	4
25	Architectural Assistant	01	6500-200-8500-EB-200-10500
26	Private Secretary	02	6500-200-8500-EB-200-10500
27	Assistant District Attorney	03	6500-200-8500-EB-200-10500
28	Assistant General Manager (Finance and Accounts)	06	6500-200-8500-EB-200-10500
29	Superintendent	07	6500-200-8500-EB-200-10500
30	Assistant Accounts Officer/Section Officer	08	6500-200-8500-EB-200-10500
31	Divisional Accountant	21	6500-200-8500-EB-200-10500
32	Senior Draftsman (Architect)	02	6500-200-8500-EB-200-9900
33	Commercial Accountant	03	6500-200-8500-EB-200-9900
34	Circle Head Draftsman (Civil)	08	6500-200-8500-EB-200-9900
35	Junior Draftsman (Architect)	04	5500-175-8300-EB-175-9000
36	Personal Assistant	05	5500-175-8300-EB-175-9000 plus special pay.
37	Deputy Superintendent	06	5500-175-8300-EB-175-9000
38	Assistant Secretary	177	5500-175-8300-EB-175-9000
39	Agri-business Manager	21	5500-175-8300-EB-175-9000
40	Head Draftsman	Civil=20 Electrical=01	5500-175-8300-EB-175-9000
41	Junior Engineer	Civil=229 Electrical=19 Mechanical=6 Public Health=9	5500-175-8300-EB-175-9000 (Grade-I) 6500-200-8500-EB-200-9900 (Grade-II)
42	Junior Engineer (Landscaping)	1	5500-175-8300-EB-175-9000 (Grade-I) 6500-200-8500-EB-200-9900 (Grade-II)
43	Statistical Assistant	04	5450-150-6950-EB-150-8000
44	Kanungo	01 (Diminishing)	5000-150-7100-EB-150-7850
45	Assistant Draftsman (Architect)	02	5000-150-7100-EB-150-7850
46	Senior Scale Stenographers	10	5000-150-7100-EB-150-7850
47	Assistant (Accounts)	102	5000-150-7100-EB-150-7850
48	Accountant (Market Committees)	129	5000-150-7100-EB-150-7850
49	Assistant Draftsman	Civil= 41	5000-150-7100-EB-150-7850
50	Mandi Supervisor-cum-Fee Collector	455	5000-150-7100-EB-150-7850
51	Assistant	72	5000-150-7100-EB-150-7850
52	Auditor	02	5000-150-7100-EB-150-7850

1	2	3	4
53	Assistant Fire Sub Officer	18	5000-150-7100-EB-150-7850
54	Plumber	10 (Diminishing cadre)	4000-100-4800-EB-100-6000 for diploma holder and Rs. 3050-75-3950-EB-80-4590 for others.
55	Electrician	12 (Diminishing)	4000-100-4800-EB-100-6000 for diploma holder and Rs. 3050-75-3950-EB-80-4590 for others.
56	Motor Mechanic	01	4000-100-4800-EB-100-6000
57	Junior Scale Stenographers	11	4000-100-4800-EB-100-6000
58	Driver Operator	14 (Diminishing)	4000-100-4800-EB-100-6000
59	Leading Fireman	14 (Diminishing )	4000-100-4800-EB-100-6000
60	Drivers	Car-cum-Jeep Driver=114, Tractor Driver=42, Truck Driver= 20, Road Roller Driver=46 and Bus Driver=1	4000-100-4800-EB-100-6000 Note: Special pay of Rs. 300/- only to Car-cum-Jeep Drivers.
61	Patwari	01	3050-75-3950-EB-80-4590
62	Computer Operator	01(Diminishing)	3050-75-3950-EB-80-4590
63	Restorer	1	3050-75-3950-EB-80-4590
64	Duplicating Machine Operator	1	3050-75-3950-EB-80-4590
65	Bus Conductor	1	3050-75-3950-EB-80-4590
66	Clerks	203	3050-75-3950-EB-80-4590
67	Steno Typist	29	3050-75-3950-EB-80-4590 plus special pay.
68	Fireman	53 (Diminishing )	3050-75-3950-EB-80-4590
69	Auction Recorder	984	3050-75-3950-EB-80-4590
70	Tubewell Operator	09 (Diminishing)	3050-75-3950-EB-80-4350
71	Daftri	2	2650-65-3300-EB-70-4000
72	Jamadar	2	2650-65-3300-EB-70-4000
73	Road Roller Cleaner	01 (Diminishing )	2550-55-2660-EB-60-3200
74	Mali	03 (Diminishing )	2550-55-2660-EB-60-3200
75	Ferro Khalasi	05 (Diminishing )	2550-55-2660-EB-60-3200
76	Sweeper	20 (Diminishing )	2550-55-2660-EB-60-3200
77	Peon-cum-Chowkidar	253	2550-55-2660-EB-60-3200
78	Truck Cleaner	4	2550-55-2660-EB-60-3200

## Appendix B

(See rules 7 and 10)

Serial Number	Designation of Post	Academic qualifications and experience, if any, for direct recruitment.	Academic qualification and experience, if any, for appointments other than by direct recruitment	Method of recruitment
1	2	3	4	5
1	Chairman	—		To be nominated by the Government.
2	Managing Director	—	I.A.S.	By transfer or deputation of an officer already in the service of any State Government or the Government of India.
3	Additional Managing Director	—	I.A.S.	By transfer or deputation of an officer already in the service of any State Government or the Government of India.
4	General Manager (Finance and Accounts)	—	(i) An Officer of Indian Audit and Accounts Service of the rank of Senior Accounts Officer/Deputy General Manager (Finance and Accounts) or by promotion from amongst Senior Deputy Accountant General/ Deputy Accountant General; or (ii) Senior Accounts Officer/ Deputy General Manager (Finance and Accounts) with three years experience having State Accounts Service (S.A.S)/ Master of Business Administration (Finance)/ Chartered Accountant/ I.C.W.A.	By promotion from amongst Senior Accounts Officer/Deputy General Manager (Finance and Accounts) or by transfer or deputation of an officer already in the service of any State Government or the Government of India.
5	Chief General Manager	—	HCS	By transfer or deputation of an officer already in the service of State Government.
6	Chief Engineer	—	Three years experience as Superintending Engineer.	By promotion from amongst the Superintending Engineer or by transfer or deputation of an officer already in the service of State Government or the Government of India or Board or Corporation or Statutory body.
7	Chief General Manager (Development)-cum-Inquiry Officer	—	HCS	By transfer or deputation of an officer already in the service of State Government.
8	District Attorney	Degree of Bachelor of Law from a recognized University; and who has practised at the Bar for a period of not less than five years.	As prescribed in the concerned department.	By transfer or deputation of an officer from Prosecution Department, Haryana.
9	Senior Town Planner	—	As prescribed by the concerned department.	By transfer or deputation of an officer from Town and Country Planning Department, Haryana.

1	2	3	4	5
10	Architect	(i) Degree in Architecture from recognized University or equivalent diploma in Architecture from Indian Institute of Architects duly recognized and registered by the Council of Architecture and having atleast five years experience of reputed institution/firm.  (ii) Hindi/Sanskrit up to Matric standard.	Seven years experience as Assistant Architect.	By direct recruitment or by promotion from amongst Assistant Architect or by transfer or deputation of an officer already in the service of any State Government or Board/Corporation/ Statutory body.
11	Zonal Manager	—	H.C.S.	By transfer or deputation of an officer already in the service of State Government.
12	General Manager	—	Two years experience as Additional General Manager.	By promotion from amongst Additional General Manager.
13	Additional General Manager	—	Two years experience as Deputy Zonal Manager (Enforcement).	By promotion from amongst Deputy General Manager (Enforcement).
14	Superintending Engineer	—	Seven years experience as an Executive Engineer in respective branch of engineering.	(i) Sixty-seven percent by promotion from amongst Executive Engineer;  (ii) Thirty-three percent by transfer or deputation of an officer already in the service of State Government/ or the Government of India or Board or Corporation or Statutory body.
15	Administrative Officer	—	Graduate from a recognized University with three years experience as Superintendent/ Private Secretary.	By promotion from amongst Superintendent and Private Secretary or by transfer or deputation of an officer already in the service of State Government.  Note: Superintendent and Private Secretary shall be promoted in the ratio of 4:1 provided that the total strength on this post from the cadre of Private Secretary shall not exceed more than fifty percent.
16	Deputy Zonal Manager (Enforcement)	—	Three years experience as District General Manager (Enforcement).	By promotion from amongst District General Manager (Enforcement).
17	Executive Engineer	—	(i) Six years experience as Sub-Divisional Engineer;  (ii) Bachelor of Engineering in Civil/Electrical/Electronic and Communication/ Bachelor of Technology or its equivalent from a recognized university in respective branch of engineering.	(i) Sixty-seven percent by promotion from amongst Sub-Divisional Engineer; and  (ii) Thirty three percent by transfer or deputation of an officer already in the service of State Government/ or the Government of India

1	2	3	4	5
			(iii) Has passed the departmental examination as prescribed by the Board.	or Board or Corporation or Statutory body.
18	Assistant Architect	(i) Degree in Architecture from recognized University or equivalent diploma in Architecture from Indian Institute of Architects duly recognized and registered by the Council of Architecture and having atleast four years experience of reputed institution/ firm.  (ii) Hindi/Sanskrit upto Matric standard.	Architectural Assistant with three years experience in case of degree in Architecture from a recognized University or five years experience in case of those having three years diploma in Architectural Assistantship from a recognized Technical Education Board.	By direct recruitment or promotion from amongst Architectural Assistant or by transfer or deputation of an officer already in the service of State Government or Board or Corporation or Statutory body.
19	Deputy General Manager (Finance and Accounts)	—	Accounts Officer, State Accounts Service (S.A.S) /Assistant General Manager (Finance and Accounts) with three years experience.	By promotion from amongst Accounts Officer/Assistant General Manager (Finance and Accounts) or by transfer or deputation of an officer already in the service of State Government or Government of India or Board or Corporation or Statutory body.
20	District General Manager (Enforcement)	—	Five years experience as Executive Officer-cum-Secretary with Post Graduate diploma in marketing from recognized institution.	By promotion from amongst the Executive Officer-cum-Secretaries.
21	Sub Divisional Engineer	Bachelor of Engineering in Civil, Electrical/ Electronics and Communication/ Bachelor of Technology or its equivalent with fifty five percent marks from a recognized university in respective branch of Engineering and Hindi/ Sanskrit up to Matric standard.	Three years Diploma in Civil, Electrical/ Electronics and Communication Engineering with 10 years experience as Junior Engineer/ Circle Head Draftsman/Assistant Draftsman.	(a) By direct recruitment; and (b) By promotion from— (i) amongst Junior Engineer 40 percent (ii) amongst Circle Head Draftsman 6.67 percent (iii) amongst Junior Engineer 10.33 percent (iv) amongst Assistant Draftsman 3 percent

	1	2	3	4	5
22	Sub-Divisional Engineer (Landscaping)	(i) Should be Bachelor of Architecture from a recognized university (duly registered with the Council of Architecture). (ii) Should hold post-graduate degree in Landscape, Design or equivalent from a recognized Institute. (iii) Hindi/Sanskrit up to Matric.	Junior Engineer (Landscaping) with ten years experience.	(i) By direct recruitment or by transfer or deputation of an officer already in the service of State Government or Board or Corporation or Statutory Body; or (ii) By promotion from amongst the Junior Engineer (Landscaping).	
23	Executive Officer-cum-Secretary	Post graduate with 55% marks in any discipline with Post Graduate Diploma in Marketing or Master of Business Administration (Marketing) with 55% marks. Preference will be given to diploma in agriculture marketing or agribusiness from recognized University/Board and Hindi/Sanskrit up to Matric standard.	Three years experience as Assistant Secretary/Statistical Assistant.	(i) Fifty percent by direct recruitment; and (ii) Fifty percent by promotion:- (a) forty-eight percent from amongst Assistant Secretaries; and (b) two percent from amongst Statistical Assistants.	
24	Librarian	Post Graduate in Library Science from a recognized University with Hindi / Sanskrit up to Matric standard.	Post Graduate in Library Science from a recognized University.	By direct recruitment or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.	
25	Architectural Assistant	—	Six years experience as Senior Draftsman (Architecture).	By promotion from amongst Senior Draftsman (Architecture) or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.	

Note 1: In case candidate is not available from source (iii) and (iv), the vacancy shall be filled up by direct recruitment.

Note 2:- In case a candidate is not available from source (a) or (ii) of source (b) and a person who has to be appointed in public interest as a stop gap arrangement from other than allotted source such an official shall be liable to be reverted to his original cadre when a candidate from the allotted source is available and the period of service rendered by such person will not be reckoned for the purpose of seniority.

1	2	3	4	5
26	Private Secretary	—	Graduate from a recognized University with five years experience as Personal Assistant.	By promotion from amongst Personal Assistant or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
27	Assistant District Attorney	—	Degree of Bachelor of Law As prescribed by the Prosecution from a recognized University; Department, Haryana. and who has practised at Bar for a period of not less than two years and Hindi/Sanskrit up to Matric standard..	By direct recruitment or by transfer or deputation of an officer from Prosecution Department, Haryana.
28	Assistant General Manager (Finance and Accounts)	—	Master of Business Administration (Finance) with 55% marks or Chartered Accountant or Indian Cost Works Accountancy (ICWA) from a recognized University/ Institution.	(i) Fifty percent by direct or by transfer or deputation of an officer already in the service of State Government or Government of India or Board or Corporation or Statutory Body; (ii) Fifty percent by promotion from amongst Assistant Accounts Officer /Section Officer.
29	Superintendent	—	Graduate from a recognized University with one-year experience as Deputy Superintendent/ten years as Assistant or Personal Assistant.	By promotion from amongst Deputy Superintendent/ Assistant and Personal Assistant or by transfer or deputation of an officer already in the service of State Government or Board or Corporation or Statutory Body. Note: Deputy Superintendent/ Assistant and Personal Assistant shall be promoted in the ratio of 6:1 provided that 3 <sup>rd</sup> post will go to the Personal Assistant .The total strength on this post from the cadre of Personal Assistant shall not exceed more than fifteen percent.
30	Assistant Accounts Officer/ Section Officer	Post graduate in Commerce with fifty five percent marks from a recognized university with five years experience from a reputed firm and Hindi/ Sanskrit up to Matric standard.	(i) Five years experience as Divisional Accountant; or (ii) State Accounts Services (S.A.S) from State Government or Government of India.	(i) Fifty percent by direct recruitment; or (ii) Fifty percent by promotion from amongst Divisional Accountant or by transfer or deputation already in the service of State Government or Government of India or Board or Corporation or Statutory Body.
31	Divisional Accountant	Post graduate in Commerce with fifty five percent marks from a recognized University with three years experience from a reputed firm and Hindi/ Sanskrit up to Matric standard.	(i) State Accounts Service (S.A.S); or (ii) Bachelor of Commerce having ten years experience as Assistant (Accounts)	(i) Thirty-three percent by direct recruitment or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body; and

1	2	3	4	5
32	Senior Draftsman (Architect)	Degree in Architecture from recognized University or equivalent diploma in Architecture from Indian Institute of Architects duly recognized and registered by the Council of Architecture and having atleast four years experience of reputed institution/firm and Hindi/Sanskrit upto Matric.	Seven years experience as Junior Draftsman (Architecture).	(ii) Sixty-seven percent by promotion from amongst Assistant (Accounts). Fifty percent by direct recruitment and fifty percent by promotion from amongst Junior Draftsman (Architecture) or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
33	Commercial Accountant	Diminishing cadre.	—	—
34	Circle Head Draftsman.	—	Six years experience as Head Draftsman.	By promotion from amongst Head Draftsman or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
35	Junior Draftsman (Architecture)	Diploma in Architectural Assistantship with two years experience after qualification and Hindi/Sanskrit up to Matric.	Diploma in Architectural Assistantship with two years experience after qualification.	By direct recruitment or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
36	Personal Assistant	—	Graduate from a recognized University with five years experience as Senior Scale Stenographer.	By promotion from amongst Senior Scale Stenographer or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
37	Deputy Superintendent	—	Graduate from a recognized University with seven years experience as Assistant.	By Promotion from amongst the Assistants or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
38	Assistant Secretary.	(i) Bachelor of Science (Honors) in Agriculture with 55% marks or Graduate with 55% marks with Post Graduate Diploma in Marketing from a recognized University; (ii) Hindi/Sanskrit upto Matric standard; and. (iii) Basic knowledge of computer. Preference will be given to diploma in agriculture marketing or Agri-business from recognized University/ Institution/ Board.	Three years experience as Accountant or five years experience as Mandi Supervisor having certificate of basic knowledge of computer.	(i) Fifty percent by direct recruitment; and (ii) fifteen percent by promotion from amongst Accountants; and. (iii) Thirty-five percent by promotion from amongst the Mandi Supervisors.

1	2	3	4	5
39	Agri-business Manager	(i) Bachelor of Science in Agriculture from a recognized University; (ii) Master of Business/Post Graduate Diploma in Business Management or its equivalent from a recognized University or Deemed University; and (iii) Hindi/Sanskrit upto Matric standard.	(i) Bachelor of Science in Agriculture from a recognized University; and (ii) Master of Business/Post Graduate Diploma in Business Management or its equivalent from a recognized University or Deemed University.	By direct recruitment or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
40	Head Draftsman	—	Seven years experience as Assistant Draftsman.	(i) By promotion from amongst Assistant Draftsman; or (ii) by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
41	Junior Engineer, Civil/Electrical/ Mechanical/ Public Health.	(i) Degree or three years Diploma in Civil, Electrical/Electronics and Communication Engineering from a recognized University/ Technical Education Board; and (ii) Hindi/Sanskrit upto Matric standard.	Diploma in respective branch of Engineering but in case of promotion from Electrician to Junior Engineer (Electrical) only the Electrician who is Matriculate with National Trade Certificate issued by the Industrial Training Institute in Electrician/ Wireman or its equivalent trade having fifteen years service as Electrician and has passed the department test as prescribed by the Board, shall be eligible for promotion.	By direct recruitment or by transfer or deputation already in the service of State Government or Board or Corporation or Statutory Body;
42	Junior Engineer (Landscaping)	Degree in Agriculture from a recognized University and Hindi/Sanskrit up to Matric.	Degree in Agriculture from a recognized university and having three years experience of Boards service in Group C.	Note: Ten percent posts of Junior Engineer (Electrical) shall be filled up by promotion from amongst the Electricians/ Wireman or its equivalent of the Board.
43	Statistical Assistant	(i) Masters' degree from a recognized University in statistics or economics or mathematics or commerce with statistics as one of the papers; and (ii) Hindi/Sanskrit up to Matric standard.	Masters' degree from a recognized University in statistics or economics or mathematics or commerce with statistics as one of the papers.	By direct recruitment; or by promotion from amongst Group C employees or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
44	Kanungo	Diminishing Cadre	—	—
45	Assistant Draftsman (Architect)	Diminishing cadre	—	—
46	Senior Scale Stenographer	(i) Graduate from a recognized University with 55% marks; (ii) Hindi/Sanskrit upto Matric standard; (iii) Speed in English/Hindi Shorthand at 100/80 words per minute respectively and transcription thereof at 20/15 words per minute res-	(i) Three years experience as Junior Scale Stenographer; and (ii) Speed in English/Hindi Shorthand at 100/80 words per minute respectively and transcription thereof at 20/15 words per minute respectively.	(i) Sixty-six percent by direct recruitment; and (ii) Thirty-four percent by promotion from amongst Junior Scale Stenographer.

1	2	3	4	5
		pectively and transcription thereof at 20/15 words per minute respectively.		
47	Assistant (Accounts)	Bachelor of Commerce from a recognized University with 55% marks; six months certificate in computer from a recognized institution; and Hindi/Sanskrit upto matric.	Bachelor of Commerce with three years experience as Clerk.	(i) Eighty percent by direct recruitment; and (ii) twenty percent by promotion from amongst Clerks or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body.
48	Accountant (Market Committees)	(i) Bachelor of Commerce with 55% marks from a recognized University with six months certificate course in computer from a recognized institution; and (ii) Hindi/Sanskrit upto Matric standard.	Bachelor of Commerce with 50% marks from recognized university with three years service as Mandi supervisor/ Auction Recorder.	(i) Ninety percent by direct recruitment or by transfer or deputation of an official already in service of State Government or Board or Corporation or Statutory Body; and (ii) Ten percent by promotion from amongst Mandi Supervisor/ Auction Recorder.
49	Assistant Draftsman	(i) Three years Diploma in Engineering in respective discipline from a recognized Technical Education Board or two years certificate in draftsmanship in respective discipline from recognized technical institution; and (ii) Hindi/Sanskrit upto Matric standard.	Three years Diploma in Engineering in respective discipline from a recognized Technical Education Board or two years certificate in draftsmanship in respective discipline from recognized technical institution.	By direct recruitment or by transfer or deputation of an official already in service of State Government or Board or Corporation or Statutory Body.
50	Mandi Supervisor-cum-Fee Collector	(i) Graduate with 55% marks from a recognized university with six months certificate in computer from a recognized institution; and (ii) Hindi/Sanskrit upto Matric standard.	Seven years experience as Auction Recorder.	(i) Fifty percent by direct recruitment; and (ii) Fifty percent by promotion from amongst Auction Recorder.
51	Assistant	(i) Graduate from a recognized University with 55% marks; Post Graduate Diploma in Computer Application (P.G.D.C.A) from a recognized institution; and (ii) Hindi/Sanskrit upto matric standard.	Graduate from a recognized University with seven years experience as Assistant (Accounts) and ten years experience as Clerk.	(i) Thirty-three percent by direct recruitment; and (ii) Sixty-seven percent by promotion from amongst Assistant (Accounts)/Clerk.
52	Auditor	(i) Post graduate in Commerce with fifty five percent marks from a recognized university with three years experience from a reputed firm; and	State Accounts Service (S.A.S) or Bachelor of Commerce having Ten years experience as Assistant (Accounts).	<b>Note: Assistant (Accounts) and Clerk shall be promoted in the ratio of 2:3.</b> (i) Thirty-three percent by direct recruitment or by transfer or deputation of an official already in service of State Government or Board or Corporation or Statutory Body; and

1	2	3	4	5
		(ii) Hindi/Sanskrit upto Matric standard.		(ii) Sixty-seven percent by promotion from amongst Assistant (Accounts).
53	Assistant Fire Sub Officer	Diminishing cadre	—	—
54	Plumber	Diminishing cadre	—	—
55	Electrician	Diminishing Cadre	—	—
56	Motor Mechanic	Diminishing cadre	—	—
57	Junior Scale Stenographer	<ul style="list-style-type: none"> <li>(i) Graduate from recognized University with 55% marks ;</li> <li>(ii) One year diploma of National Trade Certificate in stenography from Industrial Training Institute.</li> <li>(iii) Hindi/Sanskrit upto Matric standard.</li> <li>(iv) Speed in English/Hindi Shorthand at 100/80 words per minute respectively and transcription thereof at 20/15 words per minute respectively.</li> <li>(v) Knowledge of computer.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Three years experience as Steno-typist; and</li> <li>(ii) Speed in English/Hindi Shorthand at 100/80 words per minute respectively and transcription thereof at 20/15 words per minute respectively.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Thirty-four percent by direct recruitment; and</li> <li>(ii) Sixty-six percent by promotion from amongst Steno-typist or by transfer or deputation of an official already in service of State Government or Board or Corporation or Statutory Body.</li> </ul>
58	Driver Operator	Diminishing cadre	—	On contract basis
59	Leading Fireman	Diminishing cadre	—	On contract basis
60	Driver	<p><b>A. For Heavy Transport Vehicle</b></p> <ul style="list-style-type: none"> <li>(i) Matric from a recognized Education Board with Hindi/Sanskrit;</li> <li>(ii) Heavy Transport Vehicle Driving Licence; and</li> <li>(iii) Five years experience of driving a Heavy Transport Vehicle.</li> </ul> <p><b>B. For Light Motor Vehicle.</b></p> <ul style="list-style-type: none"> <li>(i) Matric from a recognized Education Board with Hindi;</li> <li>(ii) Light Motor Vehicle Driving Licence; and</li> <li>(iii) Five years experience of driving a Light Motor Vehicle.</li> </ul>	<p><b>A. For Heavy Transport Vehicle</b></p> <ul style="list-style-type: none"> <li>(i) Matric from a recognized Education Board with Hindi;</li> <li>(ii) heavy Transport Vehicle Driving Licence; and</li> <li>(iii) Five years experience of driving a Heavy Transport Vehicle on group C or D posts.</li> </ul> <p><b>B. For Light Motor Vehicle.</b></p> <ul style="list-style-type: none"> <li>(i) Matric from a recognized Education Board with Hindi;</li> <li>(ii) Light Motor Vehicle Driving Licence; and</li> <li>(iii) Five years experience of driving a Light Motor Vehicle on Group C or D posts.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Eighty percent by direct recruitment; and</li> <li>(ii) twenty percent by promotion from amongst Group C and Group D employees of the Board/Market Committees. The maximum age for an employee of Group C and Group D to qualify for promotion shall be restricted to forty-five years.</li> </ul>
61	Patwari	<ul style="list-style-type: none"> <li>(i) Senior Secondary with 55% marks from a recognized Education Board or its equivalent;</li> </ul>	<ul style="list-style-type: none"> <li>(i) Matric from a recognized Education Board with Hindi/Sanskrit up to Matric standard; and</li> </ul>	<p><b>Note: In case of non-availability of person from promotion quota, these posts shall be filled up by direct recruitment.</b></p> <ul style="list-style-type: none"> <li>(i) by direct recruitment; or</li> <li>(ii) by promotion from amongst Group D employees or by transfer or</li> </ul>

1	2	3	4	5
		(ii) Hindi/Sanskrit upto Matric standard; and (iii) Should have passed Patwar Examination conducted by the Revenue Department, Haryana.	(ii) Should have passed Patwar Examination conducted by the Revenue Department, Haryana. (iii) Two years experience on Group D post.	deputation of an official already in service of State Government or Board or Corporation or Statutory Body.
62	Computer Operator (Computer)	Diminishing cadre.	—	—
63	Restorer/	Diminishing Cadre	Diminishing Cadre	—
64	Duplicating Machine Operator	Diminishing Cadre	Diminishing Cadre	—
65	Bus Conductor	Diminishing Cadre	—	—
66	Clerk	(i) Graduate from a recognized University with 55% marks; (ii) Hindi/Sanskrit upto Matric standard; (iii) six months certificate in computer from a recognized institution; and (iv) Hindi/English typing at a speed of 25/30 words per minute respectively.	(i) Senior Secondary with five years experience on Group D post; (ii) six months certificate in computer from a recognized institution; and (iii) Should pass the prescribed test in Hindi or English typing at the speed of 25/30 per minutes respectively within a period of one year from the date of appointment, failing which he would not be allowed annual increment(s) till he passes the prescribed typing test. On passing the typing test he will be allowed due increment(s) without arrears.	(i) Eighty percent by direct recruitment or by transfer or deputation of an official already in service of State Government or Board or Corporation or Statutory Body; and  (ii) Twenty percent by promotion from amongst Group D employees of Board.
67	Steno-typist	(i) Senior Secondary (10+2) or its equivalent with 55% marks from a recognized Education Board; (ii) one year diploma of National Trade Certificate in stenography from Industrial Training Institute; (iii) Hindi/Sanskrit upto Matric standard; (iv) six months certificate in computer from a recognized institution; and (v) Speed in English/Hindi Shorthand at 80/60 words per minute respectively and transcription thereof at 15/11 words per minute respectively.	(i) One year experience as Clerk; one year diploma in computer from a recognized institution; and (ii) speed in English/Hindi Shorthand at 80/60 words per minute respectively and transcription thereof at 15/11 words per minute respectively.	(i) Ninety percent by direct recruitment; and  (ii) ten percent by promotion from amongst Clerks or by transfer or deputation of an official already in service of State Government or Board or Corporation or Statutory Body.

1	2	3	4	5
68	Fireman	Diminishing cadre	—	On contract basis
69	Auction Recorder.	Graduate with 55% marks from a recognized University or its equivalent with six-month certificate in computer from a recognized institution. Hindi/Sanskrit upto Matric.	(i) Seven years service in Group D employees of Board/Market Committees; (ii) Senior Secondary (10+2); (iii) Hindi/Sanskrit upto Matric standard; (iv) Knowledge of Computer.	(i) Eighty percent by direct recruitment or by transfer or deputation of an official already in the service of State Government or Board or Corporation or Statutory Body. (ii) Twenty percent by promotion amongst Group D employees of Board/Market Committees.
70	Tubewell Operator.	Diminishing Cadre	—	—
71	Daftri	Matric pass.	—	By direct recruitment
72	Jamadar	Matric pass.	—	By direct recruitment
73	Road Roller Cleaner	Matric pass.	—	By direct recruitment
74	Mali	Matric pass.	—	By direct recruitment
75	Ferro Khalasi	Matric pass.	—	By direct recruitment
76	Sweeper	Matric pass.	—	By direct recruitment
77	Peon-cum-Chowkidar	Matric Pass	—	By direct recruitment
78	Truck Cleaner	Matric pass	—	By direct recruitment

**APPENDIX-'C'**  
(See rule 16(1))

Serial No.	Designation of post	Nature of penalties	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
<b>Minor Penalties:</b>				
1.	Chairman	(a) warning with a copy in the personal file (Character roll); (b) censure; (c) withholding of promotion; (d) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order to the Board/ Market Committee; (e) withholding of increments of pay without cumulative effect;		
2.	Managing Director			
3.	Additional Managing Director			
4.	Chief General Manager			
5.	Chief General Manager, Development-cum-Inquiry Officer	(f) withholding of increments of pay with cumulative effect; (g) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the government employees will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;	Government	
6.	District Attorney			
7.	Senior Town Planner	(h) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the government employee to the time scale of pay, grade, post or service from which he was reduced with or without further direction regarding conditions of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restorations to that grade, post or service;		
8.	Architect	(i) compulsory retirement; (j) removal from service which shall not be a disqualification for future employment under the government; and		
9.	Zonal Manager	(k) dismissal from service which shall ordinarily be a disqualification for future employment under the government.		

1	2	3	4	5	
10	Chief Engineer				
11	General Manager (Finance and Accounts)	<b>Minor Penalties:</b> (f) warning with a copy in the personal file (Character roll); (g) censure; (h) withholding of promotion; (i) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order to the Board/Market Committee; (j) withholding of increments of pay without cumulative effect;	Managing Director	Administrative Committee	
12	General Manager				
13	Additional General Manager				
14	Superintending Engineer				
15	Administrative Officer				
16	Deputy Zonal Manager (Enforcement)				
17	Executive Engineer	<b>Major Penalties:</b> (f) withholding of increments of pay with cumulative effect; (g) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the govern- ment employees will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the ef- fect of postponing the future increments of his pay; (h) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the government employee to the time scale of pay, grade, post or service from which he was reduced with or without further direction regard- ing conditions of restoration to the grade or post or service from which the govern- ment employee was reduced and his se- niority and pay on such restorations to that grade, post or service; (i) compulsory retirement; (j) removal from service which shall not be a disqualification for future employment under the government; and (k) dismissal from service which shall ordinarily be a disqualification for future employment under the government.	Administrative Committee	Board	
18	Assistant Architect				

1	2	3	4	5
		<b>Minor Penalties:</b>		
19	Deputy General Manager (Finance and Accounts)	(a) warning with a copy in the personal file (Character roll);		
20	District General Manager (Enforcement)	(b) censure;		
21	Sub Divisional Engineer	(c) withholding of promotion;		
22	Sub Divisional Engineer (Landscape)	(d) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order to the Board/Market Committee;		
23	Executive Officer-cum-Secretary	(e) withholding of increments of pay without cumulative effect;		
24	Librarian	<b>Major Penalties:</b>		
25	Architectural Assistant	(f) withholding of increments of pay with cumulative effect;	Managing Director	Board
26	Private Secretary	(g) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the government employees will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;		
27	Assistant District Attorney	(h) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the government employee to the time scale of pay, grade, post or service from which he was reduced with or without further direction regarding conditions of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restorations to that grade, post or service;		
28	Assistant General Manager (Finance and Accounts)	(i) compulsory retirement;		
29	Superintendent	(j) removal from service which shall not be a disqualification for future employment under the government; and		
30	Assistant Accounts Officer/Section Officer	(k) dismissal from service which shall ordinarily be a disqualification for future employment under the government.		
31	Divisional Accountant			
32	Senior Draftsman (Architect)			
33	Commercial Accountant			
34	Circle Head Draftsman			
35	Junior Draftsman (Architect)			
36	Personal Assistant			
37	Deputy Superintendent			
38	Assistant Secretary			

1	2	3	4	5
39	Agri-business Manager			
40	Head Draftsman			
41	Junior Engineer			
42	Junior Engineer (Landscaping)			
43	Statistical Assistant			
44	Kanungo			
45	Assistant Draftsman (Architect)			
46	Senior Scale Stenogra- phers			
47	Assistant (Accounts)			
48	Accountant (Market Committees)			
49	Assistant Draftsman			
50	Mandi Supervisor- cum-Fee Collector			
51	Assistant			
52	Auditor			
53	Assistant Fire Sub Officer			
54	Plumber			
55	Electrician			
56	Motor Mechanic			
57	Junior Scale Stenogra- phers			
58	Driver Operator			
59	Leading Fireman			
60	Drivers			
61	Patwari			
62	Computer Operator			
63	Restorer			
64	Duplicating Machine Operator			
65	Bus Conductor			
66	Clerks			
67	Steno Typist			
68	Fireman			
69	Auction Recorder			
70	Tubewell Operator			

1	2	3	4	5
		<b>Minor Penalties:</b>		
71	Daftri	(a) warning with a copy in the personal file (Character roll);		
72	Jamadar	(b) censure;		
73	Road Roller Cleaner	(c) withholding of promotion;		
74	Mali	(d) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order to the Board/Market Committee;		
75	Ferro Khalasi	(e) withholding of increments of pay without cumulative effect;		
76	Sweeper	<b>Major penalties:</b>		
77	Peon-cum-Chowkida	(f) withholding of increments of pay with cumulative effect;	Chief General Manager	Managing Director
78	Truck Cleaner	(g) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the government employees will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;		
		(h) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the government employee to the time scale of pay, grade, post or service from which he was reduced with or without further direction regarding conditions of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restorations to that grade, post or service;		
		(i) compulsory retirement;		
		(j) removal from service which shall not be a disqualification for future employment under the government; and		
		(k) dismissal from service which shall ordinarily be a disqualification for future employment under the government.		

**Appendix D**  
*{See rule 16(2)}*

Serial Number	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1	Chairman	(a) reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension; and		
2	Managing Director			
3	Additional Managing Director			
4	Chief General Manager			
5	Chief General Manager, Development-cum-Inquiry Officer	(b) terminating the appointment of a member of the Service otherwise, than on his attaining the age fixed for superannuation.	Government	—
6	District Attorney			
7	Senior Town Planner			
8	Architect			
9	Zonal Manager			
10	Chief Engineer	(a) reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension; and		
11	General Manager (Finance and Accounts)			
12	General Manager			
13	Additional General Manager	(b) terminating the appointment of a member of the Service otherwise, than on his attaining the age fixed for superannuation.	Administrative Committee	Board
14	Superintending Engineer			
15	Administrative Officer			
16	Deputy Zonal Manager (Enforcement)			
17	Executive Engineer			
18	Assistant Architect			
19	Deputy General Manager (Finance and Accounts)	(a) reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension; and		
20	District General Manager (Enforcement)			
21	Sub Divisional Engineer			
22	Sub Divisional Engineer (Landscaping)	(b) terminating the appointment of a member of the Service otherwise, than on his attaining the age fixed for superannuation.	Managing Director	Board
23	Executive Officer-cum-Secretary			
24	Librarian			
25	Architectural Assistant			
26	Private Secretary			
27	Assistant District Attorney			
28	Assistant General Manager (Finance and Accounts)			
29	Superintendent			

1	2	3	4	5
30	Assistant Accounts Officer/ Section Officer			
31	Divisional Accountant			
32	Senior Draftsman (Architect)			
33	Commercial Accountant			
34	Circle Head Draftsman			
35	Junior Draftsman (Architect)			
36	Personal Assistant			
37	Deputy Superintendent			
38	Assistant Secretary			
39	Agri-business Manager			
40	Head Draftsman			
41	Junior Engineer			
42	Junior Engineer (Landscaping)			
43	Statistical Assistant			
44	Kanango		Managing Director	Board
45	Assistant Draftsman (Architect)			
46	Senior Scale Stenographers			
47	Assistant (Accounts)			
48	Accountant (Market Committees)			
49	Assistant Draftsman			
50	Mandi Supervisor- cum-Fee Collector			
51	Assistant			
52	Auditor			
53	Assistant Fire Sub Officer			
54	Plumber			
55	Electrician			
56	Motor Mechanic			
57	Junior Scale Stenographers			

1	2	3	4	5
58	Driver Operator			
59	Leading Fireman			
60	Drivers			
61	Patwari			
62	Computer Operator			
63	Restorer			
64	Duplicating Machine Operator			
65	Bus Conductor			
66	Clerks			
67	Steno Typist			
68	Fireman			
69	Auction Recorder			
70	Tubewell Operator			
71	Daftri	(a) reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension; and (b) terminating the appointment of a member of the Service otherwise, than on his attaining the age fixed for superannuation.	Chief General Manager	Managing Director
72	Jamadar			
73	Road Roller Cleaner			
74	Mali			
75	Ferro Khalasi			
76	Sweeper			
77	Peon-cum-Chowkidar			
78	Truck Cleaner			

RAJ KUMAR,  
Financial Commissioner and Principal Secretary  
to Government Haryana, Agriculture Department.