

PART III

HARYANA GOVERNMENT IRRIGATION DEPARTMENT

Notification The 28th September, 1982

No.G.S.R.107/Const./Art.309/82-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed, to the Haryana Irrigation Department. Circle, Clerical (Group C) service.

Namely:-

PART-1 GENERAL

1. These rules may be called the Haryana , Irrigation Department, Circle Clerical(Group C)Service Rules.1982 Short title
2. In these rules, unless the context otherwise requires,- Definitions
 - (a) “Board” means the Subordinate Services Selection Board ,Haryana;
 - (b) “Direct recruitment” means an appointment made otherwise than by promotion from within the service of by transfer of an official already in the service of the Government of India or any State Government ;
 - (c) “Engineer-In-Chief” means the Engineer-in-Chief of the Irrigation Department, Haryana ;
 - (d) “Government” means the Haryana Government in the Administrative Department;
 - (e) “recognized University” means-
 - (i) any university incorporated by any law in India; or
 - (ii) in the case of a degree ,diploma or certificate obtained as a result of an examination held before the 15th August 1947, the Punjab ,Sind or Dacca University; or
 - (iii) any other University which is declared by the Government to be a recognized University for the purpose of these rules;
 - (f) “Service” means the Haryana Irrigation Department, Circle Clerical (Group-C) Service; and
 - (g) “ Superintending Engineer” means an officer in charge of Canal System of an area known as circle.

PART-II RECRUITMENT TO SERVICE

3. service shall comprise the posts shown in Appendix-A to these rules and members of the service staff draw pay in the scales, pay shown their against; **Number and Character of posts**

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction in the member of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, 4. (1) No person shall be appointed to any post in the service unless he is:-

Domicile and unless

Character of candidates

(a) a citizen of India; or

(b) a subject of Nepal; or

Recruited to

(c) a subject of Bhutan; or

The service.

(d) a Tibetan refugee who came over to India before 1st January, 1962, with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, 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;

(f) Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

2. A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the government.

3. No person shall be appointed to any post in the service by direct recruitment, unless he produces a certificate or character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two other responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

Age. 5. No person shall be appointed to the service by direct recruitment who is less than seventeen years or more than thirty years of age, on or before the 1st day of July, next preceding the last date of submission of applications to the Board or any other recruiting authority.

Appointing

6. Appointment to the posts in the service shall be made-

Authority. (i) in the case of Circle Superintendents and Head Clerks, by the Engineer-In-Chief;

And;

(ii) in the case of Accounts Clerks, Circle stenographers, Sub-Divisional Clerks, Steno Typist and Clerks, by the Superintending Engineer.

Qualification. 7. No person shall be appointed to any post in the service unless he is in possession of Qualification and experience specified in column 2 of the Appendix B to those Rules in the case of direct recruitment and those specified in column 3 of the Aforesaid Appendix in the case of appointment other than the direct recruitment.

Disquali- 8. No person:-

Fication. (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 perused 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.

Method of recruitment 9.(1) Recruitment to the service shall be made:-

(a) in the case of Circle Superintendent:-

(i) by promotion from amongst the Head Clerk ;or

(ii) by transfer or deputation of an official already in the sevice of any State Government or the Government of India;

(b)in the case of Head Clerk:-

(i)by promotion from amongst the Accounts Clerks and Circle Stenographers; or

(ii) by transfer or deputation of an official already in the service of any State Government of India:

(c)in the case of Accounts Clerks:-

(i)80% by promotion from amongst the Sub-Divisional Clerk .

(ii) 10% by transfer or deputation of an official already in the service of any State Government or the Government of India; and

(iii)10% by direct recruitment:

Provided that the Circle Stenographers shall also be eligible for appointment as Accounts Clerks in order to get two years training;

(d) in case of Circle Stenographers:-

(i) 80%by promotion from amongst the Steno-Typists;

(ii)10% by transfer or deputation of any official already in the service of any State Government or the Government of India ; and

(iii)10% by direct recruitment;

(e) in case of Sub-Divisional Clerks:-

(i) 80% by promotion from amongst Clerks; or

(ii) 10% by transfer or deputation of an official already in the service of any State Government or the Government of India; or,

(iii)10% by direct recruitment;

(f) in case of Steno-Typists:-

(i) 10%by promotion from amongst Clerks;

(ii)10%by transfer or deputation of an official already in the service of any State Government or the Government of India; and

(iii)80% by direct recruitment.

(g) in case of Clerks:-

(i) 80% by direct recruitment;

(ii) 20% by promotion from amongst Group C employees whose scale of pay is less than that of a Clerk and from Group D employees; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(2.) No person already in the service of any State Government or the government of India shall be considered fit for permanent appointment to the grade of sub-Divisional Clerks or Accounts Clerks unless he passes the accounts examination prescribed in Appendix E to these rules.

(3) No any thing contained in Sub-Rule (2), Promotion to the Service shall be made on the basis of seniority-cum-fitness and no official shall be entitled to such promotion as a matter of right.

Departmental Examination 10.(1) Persons appointed to the posts of- (a) accounts Clerks, Circle Stenographers and Sub-Divisional Clerks shall have to qualify the Departmental Accounts Examination as prescribed in Appendix E; and (b) Clerks shall have to qualify the typing test in Hindi/English the speed of 25/30 words per minute. within a period of one year from the date of appointment.

(2) The next annual increment in the scale of pay shall not be allowed till a person qualifies the prescribed examination under sub-rule(1). The annual increment(s) thus withheld shall be released, after the person has qualified the said examination, with retrospective effect from the date the annual increments were otherwise due but no arrears will be paid from the past period.

Probation . 11 (i) 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 forwards 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 shall be reckoned as period spend on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation , be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may:-

(a) if such person is appointed by direct recruitment dispense with his services, and

(b) if such person is appointed otherwise than by direct recruitment-

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may:-

- (a) if this 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;
 - (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
- (a) If his work or conduct has in its opinion been not satisfactory:-
 - (i) Dispense with his service, if appointed by direct recruitment, or revert him to his former post or deal with him in such other manner as the terms and condition of his previous appointment permit, if appointed otherwise, 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, any, shall not exceed three years.

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

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 merit determined by the Board shall not be disturbed in fixing the seniority.:

Provided further that in the case of two or more members appointed on the same in 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 appointment from which they were promoted or transferred; and
- (d) In the case of members appointed by transfer from different cadres, then seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same the older member shall be senior to the younger member.

Liability to Service 13. (1) A member of the service shall be liable to serve at any place, Whether within or outside the state of Haryana on being ordered so to do by the appointing authority.

(2)A member of the service shall also be deputed to serve as Under:-

- (i) a company , an 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 or an association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government ; or
- (iii)any other State Government, an inter national organization , an autonomous body not controlled by the Government, or a private body;

Provided that no member of the service will be deputed to serve the central or any other state Government or any organization or body referred to in clause (ii) or clause (iii) except with his consent.

14. In respect of pay, leave ,pension and all other matters not expressly provided for in these rules, the members of the service shall be governed by such rules and regulations as may have been ,or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature. **Pay, leave, pension & Ors. Matters** .

15. 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 and appellate authority 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. **Discipline ,penalties and appeals.**

16. Every member of the service shall get himself vaccinated and revaccinate if and when the Government so directs by a special or general order. **Vaccination**

17. 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. **Oath of allegiance.**

18. Where the Government is of the opinion that it is necessary of expedient to do so, it may, by order, for reasons to be recorded, in writing, relax any of the provisions of these rules with respect to any class or category of persons. **Power of relaxation.**

19. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so. **Special provision**

20. Nothing contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the constitution of India.

Reservations.

21. The Punjab Public Works Department(Irrigation Branch) Circle Clerical State Service Class III Rules,1955, are hereby repealed:

Repeal and savings

Provided that any order made or action taken under the rules so repealed, shall be deemed to have been made or taken under the corresponding provision of these rules.

APPENDIX 'A'

Designation of Posts	NUMBER OF ' POSTS' _____			Scale of Pay
	Permanent	Temporary	Total	
Circle Superintendent	13	19	32	1,000-50-1500
Head Clerk	66	83	149	700-30-850/900-40-1,100-EB-50-1,250
Accounts Clerk	150	197	347	525-15-600-20-660/700-30-850-EB-890-40-1,050
Circle Stenographer	13	19	32	525-15-600-20-660/700-30-850-EB-890-40-1,050
Sub-Divisional Clerk	277	447	724	400-10-490/540-15-600-EB-20-660+Rs.25 special Pay.
Steno –Typist	56	75	131	400-40-490/540-15-600-EB-20-660+Rs.25 Special pay
Clerk	689	641	1330	400-40-490/540-15-600-EB-20-660

APPENDIX – B
(See rule 7)

Designation of Post	Academic qualification and experience, if any For direct recruitment.	Academic qualification and experience, if any, For appointment other Than by direct recruitment.
1	2	3
Circle Superintendent	..	7 Years experience as Head Clerk
Head Clerk	..	4 Years experience as Accounts Clerk or as Circle Stenographer including two years training as Accounts Clerk
Accounts Clerk	(I) B.Com or its equivalent; (ii) Knowledge of Hindi up to Matric standard.	2 Years experience as Sub Divisional Clerk
Circle Stenographer.	(I) Matric Ist Division/Higher Secondary IInd division/ Graduate or its equivalent (For Ex-serviceman Matric Only); (ii) Knowledge of Hindi up to Matric standard; (iii) Passed test in English shorthand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute or Hindi shorthand at the speed of 80 words per minute and transcription thereof at the speed of per minute.	(I) 2 Years experience as Steno-Typist. (ii) Passed departmental test in English shorthand at the speed of 100 words per minute and transcription at the speed of 20 words per minute or Hindi shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute.
Sub-Divisional Clerk	(I) B.A. or its equivalent; (ii) Knowledge of Hindi up to matric standard.	2 years experience as Clerk.
Steno-Typist	(I) Matric or its equivalent; (ii) Knowledge of Hindi upto Matric Standard;	(I) 2 years experience as Clerk (ii) passed departmental test in English shorthand at the speed of 80 words

	(iii) passed test in English shorthand at the speed of 80 words per minute and transcription thereon at the speed of 15 words per minute or Hindi shorthand at the Speed of 64 words per Minute and transcription thereof at the Speed of 11 words per Minute.	per minute and transcription thereof at the speed of 15 words per minute or Hindi shorthand at the speed of 64 words per minute and transcription thereof at the speed of 11 words per minute.
Clerk	(I) Matric or its equivalent; (ii) Knowledge of Hindi upto Matric standard.	(ii) 5 Years experience as Group C employee whose scale of pay is less than that of a clerk or as Group D employee or both; (ii) Passed Matric or its Equivalent.

APPENDIX D
(See rule 15(2))

Designation of Post	Nature of order	Authority empowered	Appellate Authority	Second Appellate Authority ,if any
Circle Superintendents and Head Clerks	<p>(a) Reducing or with holding the amount of ordinary additional Pension admissible Under the rules governing pension.</p> <p>(b)terminating the appointment of member of the Service otherwise than On his attaining the age Fixed for superannuation.</p>	Engineer-In-Chief	Govt.	
Accounts Clerk, Circle Stenographer and Sub-Divisional Clerks, Stenotypist and Clerk	in respect of orders at(a) and (b) referred to above	Superintending	Engineer-In-Chief	Govt.

APPENDIX E

(See Rule 16)

Syllabus and other conditions for appearing in the Departmental
Accounts Examination .

1. Each Circle shall for the purpose of the examination be considered as a unit.
2. The examination will be held at a place as directed by the Engineer-In-Chief.
3. The authority appointed by the Engineer-In-Chief will be Hold and supervisor the examination .

4. (I) papers will be set , examined and marked by the authority appointed by the Engineer-In-Chief in this behalf.
(ii) Engineer-In-Chief may for reasons to be recorded in writing order revision/re-evaluation of paper(s) of any candidate or give relaxation in the minimum pass percentage .

5. The syllabus for the examination shall be as prescribed below .
There shall be one paper of 3hours carrying 100as the maximum Number of marks.
6. A candidate must obtained not less than two –third of the maximum Marks for passing the examination .
7. The examination shall ordinarily be held twice a year in April and September.
8. A candidate desiring to appear in the examination should apply to the Superintending Engineer under whom he is working for permission by the 1st February and Ist July, respectively.

9. The Superintending Engineer, shall transmit such application to the Engineer–in-Chief by the 15th July, respectively.
10. The names of those candidates who have passed the examination will be intimated to the Superintending Engineers by the Engineer-In-Chief.
11. The Engineer-In-Chief, will also inform the Superintending Engineer, of the number of marks obtained by the candidates who have failed.

SYLLABUS

Sr.No.	Particulars	Paragraphs of the reference books.
1.	Receipt of money	(1) Departmental Financial Rule 3.5 (2) Subsidiary Treasury rules 2.3, 2.4,2.6,2.10(5) and note there under and 2.11 (3) Accounts code Vol. III ,Article 80
2.	Payment	(4) Punjab Financial Rules vol.2.7 (1) Subsidiary Treasury Rule6.2 (2) Punjab Financial Rules, vol. I , 2.20.2.21.2.22 and 2.23.
3.	Cash Book (Upkeep Balancing, etc.)	(1) Departmental Financial Rules, Vol.1,3.19 (2) Accounts Code vol.III, Article 80-85 and 164
4.	Imprest Cash Account and imprest Cash Books.	(1) Departmental Financial Rules, 3.23 (2) Accounts code vol .III, Article 86-88 (3) Punjab Financial Rules, vol.1,2.9
5.	Remittance to Treasuries.	(1) Subsidiary Treasury Rule 2.10 and 2.12
6.	Cash Balance Report	(1) Departmental Financial Rules, 3.21 (2) Account Code vol.III, Article 82. (3) Punjab Financial Rules, vol. 1,2.3
7.	Check Book and Receipt Books.	(1) Departmental Financial Rules 3.15 and 3.27

I	II	III
8.	Receipt and issue of Stock (Form PWA-I)	(1) Departmental Financial Rules 6.3(a)6.4,6.9,6.10 ,6.11,6.12, 6.13 (2) Accounts Code vol.III, Article 37,91 and 95 with notes. (3)PWD Code –Paragraph 4.15
9.	Monthly Abstract of Receipts	(1) Departmental Financial Rules 6.14 to
10.	Half Yearly Balance Return (i.o. formDFR(P.W.D))	(1)Departmental Financial Rules 5.17,5.18,6.21and 6.22 (2) Account code vol .III.A clc101.
11.	Stock Taking and Verification	(1) departmental Financial Rules1.25,6.36,6.37 and instructions No.6 on Departmental financial Rules, Form P.W.II (2) Accounts Code vol. III Article 101,102 and 103
12.	Receipt and Issue of Tools and Plant (i.e Departmental	Departmental Financial Rules 6.39, 6.41, 6.43, 6.44, 6.45.
13.	Register of Tools and Plant	Departmental Financial Rules 6.46 and instruc- -tions on departmental Financial Rules Form
14.	Sale Accounts Form Depart-	(1) Departmental Financial Rules6.25 and6.53
15.	Payment to Laborers	(1) Departmental Financial Rules 7.12 and 7.13 (2)Account Code vol III, Article 122.
16.	Bills and Vouchers, i.e. forms	(1) Departmental Financial Rules 7.20 and 7.32.
17.	Payment to work charge- Establishment, i.e. form D.F.R (P.W.)29	(1) Departmental financial Rules 7.38 to 7.41 (2) Accounts Code vol.III. Article 77.

18. Issue of Materials Forms D.F.R.(P.W.30 and 31)	(1) Departmental Financial Rules 7.12 to 7.61 and instruction on Form D.F.R.(P.W.)30. (2) Accounts Code vol.III Arti- -cle 126,127,Note 3.12 and 129.
19. Works Abstract (i.e. Form P.W.A. and II	(1) Departmental Financial Rules 7.63.7.63(a)(b),7.65to 7.80 (2) Account Code vol.III,Article 133,134,135,136,137,138,139 140. (3) Punjab Financial Rules,VolI,17.19 (4) P.W.D.Code 2 nd Edition 2.27 and 2.28
20. Works Slip(i.e Form D.F.R. (P.W.)34	(1) Departmental Financial Rules 7.83 (2) Accounts Code vol.III,Article 142
21.Out-turn Statement of	(1) Account code vol.III,Article160
22. Purchase Stock and Misc- Advance.	(1) Departmental Financial Rules 5.7,5.9,5.14and 7.130 (2) Account code vol.III,Article 32, 47.51,54,57,91,95,99,164,166, 170,171 & 172
23.Distribution of Pay Allow-	(1) Punjab Financial Rules,V.1, 2.3(Note 2) & 7.22
24. Accounts Returns of Sub-Divi-	(1) Departmental Financial Rules 8.1 to8.4 (2) Account Code vol.III,Article 195 and 205.
25. Preparation and Compilation of Vouchers	(1) Subsidiary Treasury Rules 4.7
26. Initial record of Accounts regarding Muster Rolls Measurement Books.	(1) P.W.D. Code and 2 nd Edition Paragraph 4.1 and 4.6
27. Custody of Cash.	(1) P.W.D. Code 2 nd Edition, Paragraph 4.10
28. Stock Taking.	(1) P.W.D. code 2 nd Edition Paragraph 4.31,4.32,4.34 4.35

I

II

III

29. Transfer of Charge of Sub-	(1) P.W.D. Code 2 nd Edition Paragraph 4.45
30. Powers of Sub-Divisional officer.	(1) P.W.D. Code,2 nd Edition Paragraph 5.31
31. Supply of Vegetables from Canals Rest House Gardens	(1) Irrigation Manual of Order III, Edition,Article,1.50
32. Livery and Clothing Rules.	(1) Rules 24.12 of this manual,.
33. Account of fuel and amber collected from Canal Plantation	(1) Irrigation Manual of orders-III, Edition ,Article 107 and 1.49
34. Accounting of Stock and Tools and Plant.	(1) Irrigation Manual of Order, 3 rd Edition ,Article 1.8
35. Check Measurements and Bills Books.	(1) Irrigation Manual of Order, 3 rd Edition ,Article 1.12
36. Custody and Record of Measurement Books.	(1) Irrigation Manual of Order, 3 rd Edition ,Article 1.13
37. Treasures Guard and Custody and Escort of Treasury	(1) Irrigation Manual of Orders, 3 rd Edition ,Article2.5
38. Rules for office Library.	(1) Irrigation Manual of Orders, 3 rd Edition ,Article 2.17
39. Agreements with Contractors.	(1) P.W.D. Code ,2 nd Edition Paragraph 2.79. (2) Irrigation Manual of orders, 3 rd Edition ,Article 2.22.

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