

**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**

Short title
and
application

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

(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-
 - (a) any university incorporated by law in India; or
 - (b) any other university which is declared by the Government to be a recognized university for the purpose of these rules;
 - (c) "Chief General Manager" means the Chief General Manager of the Board;
 - (d) "Service" means the Haryana State Agricultural Marketing Board Service; and
 - (e) "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 1 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 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 (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 1.

Age.

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.

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.

Appointing
authority.

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 :-

TABLE

Serial number	Designation of post	Appointing authority
1	2	3
1	Chairman	Government
2	Managing Director	
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	Government
8	District Attorney	
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)	
17	Executive Engineer	
18	Assistant Architect	
19	Deputy General Manager (Finance and Accounts)	Administrative Committee
20	District General Manager (Enforcement)	Committee
21	Sub Divisional Engineer	
22	Sub Divisional Engineer (Landscaping)	
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	
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	Managing Director
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	
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	
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	
75	Ferro Khalasi	Chief General Manager
76	Sweeper	
77	Peon-cum-Chowkidar	
78	Truck Cleaner	

Qualifications. 7. No person shall be appointed to any post in the Service, unless he is in possession of 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 recruitment 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.

Seniority.

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 :

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.

Liability
to serve.

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.

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

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.

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
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	Kanango	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

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-‘C’
(See rule 16(1))

Serial number	Designation of post	Nature of penalties.	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
1	Chairman	<p style="text-align: center;">Minor Penalties:</p> <p>(a) warning with a copy in the personal file (Character roll);</p> <p>(b) censure;</p> <p>(c) withholding of promotion;</p> <p>(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;</p> <p>(e) withholding of increments of pay without cumulative effect;</p> <p style="text-align: center;">Major penalties</p>		
2	Managing Director	(f) withholding of increments of pay with cumulative effect;	Government	
3	Additional Managing Director	(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;		
4	Chief General Manager			
5	Chief General Manager, Development-cum-Inquiry Officer	(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;		
6	District Attorney			
7	Senior Town Planner			
8	Architect	(i) compulsory retirement;		
9	Zonal Manager	(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.		
10	Chief Engineer			
11	General Manager (Finance and Accounts)	<hr/>		
12	General Manager.	(f) warning with a copy in the personal file (Character roll);	Managing Director	Administrative Committee
13	Additional General Manager.	(g) censure;		
14	Superintending Engineer	(h) withholding of promotion;		
		(i) recovery from pay of the whole or part of any pecuniary loss caused by negligence or		

15	Administrative Officer		breach of order to the Board/Market Committee;		
16	Deputy Zonal Manager (Enforcement)	(j)	withholding of increments of pay without cumulative effect;		
			Major penalties		
17	Executive Engineer	(f)	withholding of increments of pay with cumulative effect;	Administrative Committee	Board
18	Assistant Architect	(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.		
19	Deputy General Manager (Finance and Accounts)	(a)	Minor Penalties: warning with a copy in the personal file (Character roll);		
20	District General Manager (Enforcement)	(b)	censure;		
		(c)	withholding of promotion;		
21	Sub Divisional Engineer	(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;		
22	Sub Divisional Engineer (Landscaping)	(e)	withholding of increments of pay without cumulative effect;		
			Major penalties		
23	Executive Officer- cum-Secretary	(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	Managing Director	Board
24	Librarian				
25	Architectural Assistant				
26	Private Secretary				
27	Assistant District Attorney				

28	Assistant General Manager (Finance and Accounts)		pay;
29	Superintendent	(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
30	Assistant Accounts Officer/Section Officer		to the time scale of pay, grade, post or service from which he was reduced with or without further direction regarding
31	Divisional Accountant		conditions of restoration to the grade or post or service from which the government
32	Senior Draftsman (Architect)		employee was reduced and his seniority and pay on such restorations to that grade, post or service;
33	Commercial Accountant	(i)	compulsory retirement;
34	Circle Head Draftsman	(j)	removal from service which shall not be a disqualification for future employment under the government; and
35	Junior Draftsman (Architect)	(k)	dismissal from service which shall ordinarily be a disqualification for future employment under the government.
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		
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		
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
72 Jamadar
73 Road Roller
Cleaner
74 Mali
75 Ferro Khalasi
76 Sweeper
77 Peon-cum-
Chowkidar
78 Truck Cleaner

Minor Penalties:

- (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;

Major penalties

- (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;
- (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.

Chief General
Manager

Managing
Director

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		
2	Managing Director	withholding the amount of		
3	Additional Managing Director	ordinary/additional pension		
4	Chief General Manager	admissible under the rules		
5	Chief General Manager, Development-cum-Inquiry Officer	governing pension; and		
6	District Attorney	(b) terminating the appointment of	Government	-
7	Senior Town Planner	a member of the Service		
8	Architect	otherwise, than on his attaining		
9	Zonal Manager	the age fixed for superannuation.		
10	Chief Engineer	(a) reducing or		
11	General Manager (Finance and Accounts)	withholding the amount of		
12	General Manager.	ordinary/additional pension		
13	Additional General Manager.	admissible		
14	Superintending Engineer	under the rules governing		
15	Administrative Officer	pension; and		
16	Deputy Zonal Manager (Enforcement)	(b) terminating the appointment of	Administrative Committee	Board
17	Executive Engineer	a member of the Service		
18	Assistant Architect	otherwise, than on his attaining		
		the age fixed for superannuation.		
19	Deputy General Manager (Finance and Accounts)	(a) reducing or		
20	District General Manager (Enforcement)	withholding the amount of	Managing Director	Board
		ordinary/additional pension		

21	Sub Divisional Engineer	admissible
22	Sub Divisional Engineer (Landscaping)	under the rules governing pension; and
23	Executive Officer- cum-Secretary	(b) terminating the appointment of
24	Librarian	a member of
25	Architectural Assistant	the Service
26	Private Secretary	otherwise, than
27	Assistant District Attorney	on his attaining the age fixed
28	Assistant General Manager (Finance and Accounts)	for superannuation.
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	
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			
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			
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		
72	Jamadar	withholding		
73	Road Roller Cleaner	the amount of ordinary/additi onal pension admissible under the rules		
74	Mali	governing		
75	Ferro Khalasi	pension; and	Chief General Manager	Managing Director
76	Sweeper	(b) terminating the appointment of a member of the Service		
77	Peon-cum- Chowkidar	otherwise, than on his attaining the age fixed		
78	Truck Cleaner	for superannuation.		

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