

Haryana Municipal Services (Integration, Recruitment and Conditions of Service) Rules, 1982

HARYANA

India

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Rule

HARYANA-MUNICIPAL-SERVICES-INTEGRATION-RECRUITMENT-AND-CONDITIONS-OF-SERVICE-RULES-1982

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Haryana Municipal Services (Integration, Recruitment and Conditions of Service) Rules, 1982 Published vide Haryana Government Notification No. GSR 18/.. /82, dated the 5.2.1982 in the Gazette of 15.2.82 Local Government Department No. G.S.R.18/H.A.24/73/Sections 38, 39, 41 and 257/82. - In exercise of the powers conferred by sections 38, 39, 41 and clause (m) of sub-section (1) of section 257 of the Haryana Municipal Act, 1973, and with reference to Haryana Government, Local Government Department, notification No. No. G.S.R.127/H.A.24/73/Sections 38, 39, 41 and 257/81, dated the 15th December, 1981, the Governor of Haryana hereby makes the following rules, namely :-

1. Short title and application.

(1) These rules may be called the Haryana Municipal Services (Integration, Recruitment and Conditions of Service) Rules, 1982. (2) There shall be State Level and District Level Services of Municipal employees. (3) These rules shall apply to all the municipalities.

2. Definition.

(1) In these rules, unless the context otherwise requires, - (a) 'Act', means the Haryana Municipal Act, 1973; (b) 'Appendix' means an Appendix to these rules; (c) 'appointing authority' means the authority indicated as appointing authority against each category of the Service in Appendix 'C'; (d) 'Board' means the Subordinate Service Selection Board, Haryana; (e) 'Commission' means the Haryana Public Service Commission; (f) 'direct recruitment' means an appointment made by selection

otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;(g)'Government' means the Government of Haryana in the Local Government Department;(h)'leave' includes earned leave, maternity leave, not due, leave on half pay, medical leave, commuted leave and extraordinary leave but does not include causal leave;(i)'member' means a member of the State Level or District Level Service detailed in Appendix A;(j)'pay' means the amount drawn monthly by a member of the Service as pay which has been sanctioned for the post held by him substantively or in officiating capacity and includes special or personal pay, if any, or any emoluments which may be specifically classed as pay by the Government but does not include any kind of allowances;(k)'qualified' means a person who fulfills the qualifications prescribed in appendix B to these rules;(l)'recognised university' or 'institution' means, -(i)any university or institution incorporated by law in any of the States in India; or(ii)in the case of degree, diploma or certificate obtained as a result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University; or(iii)any other university or institution which is declared by the Government to be a recognised university or institution, as the case may be, for the purpose of these rules;(m)'section' means a section of the Act;(n)'Service' means municipal service constituted by the Government at State level and District level under sub-section (1) of section 38 of the Act in the manner prescribed in these rules;(o)'Unqualified' means a person who does not fulfil the qualifications prescribed in Appendix B to these rules;(p)'vacancy' means a vacancy in a post in a Service when there is no incumbent actually working against it whether due to transfer, leave or suspension or on account of any other reason if the post is already in existence or if no incumbent has been appointed in a newly created post:Provided that for purpose of these rules, a post shall not be deemed to be vacant if it is to continue for a period of less than two months or if the incumbent of the post is likely to be absent from duty for less than two months.(2)Words and expressions used but not defined in these rules shall have the meaning assigned to them in the Haryana Municipal Act, 1973 and the Punjab Civil Service Rules, Volumes I and II, as applicable to the State of Haryana.

Part II – Recruitment to Service

3. Number and character of posts.

- A Service shall comprise the posts shown in Appendix A to these rules:Provided that nothing in these rules shall affect the right of the Government to make additions to, or deduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

4. Nationality, domicile and character of persons recruited to the Service.

(1)No person shall be appointed to any post in a Service, unless he is -(a)a citizen of India; or(b)a citizen of Nepal; or(c)a citizen 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 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 candidate 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 Commission, 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 a Service by direct recruitment unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificate 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.

5. Age on entry and physical fitness.

(1) Except in the case of a person recruited under sub-rule (1) of rule 8, no person shall be appointed to any post in a Service by direct recruitment if he is less than seventeen years or more than thirty years of age on the last date of receipt of applications for the posts: Provided that in the case of candidates belonging to Scheduled Castes and Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time for their appointment to Government service. : Provided further that for reckoning the date of birth, the date so entered in matriculation or higher secondary certificate of a person appointed to a post in a Service by direct recruitment shall be the exclusive proof of his age. (2) A person appointed to any post in a Service by direct recruitment shall be required to produce certificate of physical fitness from the Chief Medical Officer of the district concerned before joining the Service. Such person shall before being examined, make and sign a declaration in Form I and the Medical Officer shall examine him and furnish a certificate in Form II, appended to these rules : Provided that the aforesaid condition shall not apply in the case of filling up temporary vacancies of less than six months' duration.

6. Qualifications.

- No person shall be appointed to any post in a Service unless he is in possession of qualifications and experience specified in column 4 of Appendix B to these rules in the case of direct recruitment and those specified in column 5 of the aforesaid Appendix in the case of recruitment by promotion. [Provided that no person shall be appointed to any post specified at serial No. 56, in Appendix B unless he fulfils the following standard of physical fitness, namely :-(1) Height : 5 feet and 7 inches minimum (without shoes); (2) Chest : 32 inches unexpanded and 34 inches expanded (without clothes); (3) Weight : 54 kilograms (without shoes and clothes); (4) Eye-sight : 6/6 (without glasses) and 6/6 (with or without glasses after the age of 45 years).]

7. Disqualifications.

- 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; or (c) who has been dismissed by any State Government or Central Government or Local authority or

corporate body, 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,

8. Integration of existing employees.

(1) All the employees of municipalities located in Haryana and working on regular basis on the day these rules come into force shall stand integrated according to the procedure as may be laid down by the Government. (2) There shall be no reduction in the basic pay which a municipal employee was drawing immediately before these rules come into force, but any special pay which an employee was getting for performing any additional duties shall not be protected. (3) Without prejudice to the provisions of sub-rule (2) the pay of a municipal employee shall be adjusted and fixed in the scale of pay of the cadre as laid down in the Appendix A in accordance with the provisions contained in Punjab Civil Services Rules, Volume I, Part I, as applicable to the State of Haryana.

9. Recruitment to the Service.

(1) Recruitment to the various posts except Executive Officer in the Service shall be made - (i) in the case where the initial pay of the post is rupees seven hundred or above, on the recommendation by the Commission; (ii) in case where the initial pay of the post is rupees four hundred or more but less than seven hundred on the recommendation by the Board and in the event of dissolution of the Board, by such authority as prescribed by the State Government; (iii) in the case of posts which do not fall under sub-clauses (i) and (ii) above through the concerned Employment Exchange; (iv) All promotions exceeding a period of six months shall be made subject to the approval of the Government or Commission or Board as the case may be. (2) While making recruitment under sub-rule (1) the policy of the Government regarding reservation of posts for the member of the Scheduled Castes and Backward Classes and for any other category in relation to the services under it shall be followed.

10. Method of recruitment.

(1) After filling in the vacancies in the manner specified in rule 8, the remaining vacancies and the vacancies which may occur thereafter, shall, subject to the provisions of the Haryana Public Service Commission (Additional Functions) Act, 1974, be filled in the following manner as specified in Appendix B :

Method of Recruitment In respect of serial number in Appendix B

State Level Services

- | | |
|---|---------------------------------|
| (i) Only by direct recruitment | ... Serial Nos. 3 and 5 |
| (ii) Only by promotion on seniority-cum-merit basis | Serial Nos. 6, 7, 8 and 9 |
| (iii) 50 per cent direct recruitment and 50 per cent by promotion | ... Serial Nos. 1, 2, 4 and 10 |

Direct Level Services

- (i) Only direct recruitment ... Serial Nos. 1, 2, 3, 4, 5, 8, 9, 10, 11, 14, 20, 22, 27, 28, 33, *[omitted] 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, ***[omitted], 50, 51, 52, 53, 54, 55, 56, 57, 58, 60, 61, 63, 64, 65, 66, 67, 68, 68 and 69.
- (ii) Only by promotion on seniority-cum-merit basis .. Serial Nos. 6, 7, 12, 13, 15, 17, 19, 21, 24, 26, 29, 34, 59 and 62
- (iii) 50 per cent by direct recruitment and 50 per cent by promotion .. Serial Nos. 16, 18, 23, 25, 30, 31, 32, ****[48 and 49].
- **(iv) 80 per cent by direct recruitment and 20 per cent by promotion Serial No. 35]

*Omitted by Haryana Government Notification No. G.S.R.72/H.A. 24/73/Sections 38, 39, 41 and 257/83, dated 15th December, 1983. ** Inserted by Haryana Government Notification No. G.S.R.72/H.A. 24/73/Sections 38, 39, 41 and 257/83, dated 15th December, 1983. ***Omitted by Haryana Government Notification No. G.S.R.73/H.A.24/73/Section 38, 39, 41 and 257/88, dated 30th September, 1988. ****Substituted by Haryana Government Notification No. G.S.R.73/H.A.24/73/Section 38, 39, 41 and 257/88, dated 30th September, 1988.(2)if no suitable candidate is available for appointment by direct recruitment or by promotion, the vacancy may be filled up by transfer or on deputation by suitable persons.

11. Cadres and scale of pay.

(1)The number of posts created for a Service by the Government under clause (a) of sub-section (3) of Section 38, shall be deemed to be the cadre of that Service which shall be subject to variation as may be considered necessary by the Government.(2)The scales of pay of the post in various Services shall be as given in Appendix A:Provided that the Government may revise the scale of posts in a Service, as it may deem proper from time to time.(3)The appointing authority may, for special reasons to be recorded in writing, sanction a start of higher pay than the minimum of the scale of first appointment to any person.(4)The appointing authority may besides the two posts indicated in Appendix A for reasons to be recorded in writing, sanction a selection grade to a member of any category of a Service, who has completed at least eight years of continuous service as such on the basis of his seniority-cum-merit, against twenty per cent posts of the total sanctioned strength to that category.

12. Probation.

(1)A person appointed to any post in a 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; and(b)any period of officiating appointment 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 appointed to any post in a service during the period of his probation is not satisfactory, it may, -(a)if such person is appointed by direct recruitment, dispense with his services;(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 a 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 his work or conduct has, in its opinion, been satisfactory -(i)confirm such person from the date of his appointment, if appointed against a permanent vacancy; or(ii)confirm such person from the date 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;(b)if his work or conduct has, in its opinion, been not satisfactory,(i)dispense with his services, if appointed by direct recruitment or revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit, if appointed otherwise; or(ii)extend his period of probation and thereafter pass such order 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. Liability to transfer.

(1)A member of the State Level or District Level Service shall be liable to serve at any place in the State of Haryana or the district as the case may be.(2)A member of the District Level Service may be transferred outside the district, if it is considered expedient in the public interest.(3)A member may be transferred to another Municipal Committee of the same class.

14. Seniority.

- The seniority inter se of the members of the Service shall be determined separately for every category by the length of their continuous service on a post in the said category:Provided that in the case of members appointed by direct recruitment, their inter se seniority shall be in the order of merit determined by the Commission, Board or any other authority as the case may be:Provided further that in the case of two or more members appointed on the same date, a member appointed by direct recruitment shall be senior to a member appointed otherwise.

15. Punishment and appeal.

- [(1) The Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time, shall apply to the members so far as they are not inconsistent with the provisions of the Act.] [Substituted by Notification No. GSR46-S.38, 39, 41 and 257/90, dated 20.4.1990.](2)The authority empowered to impose penalties and the appellate authority in respect of a category of posts in Services shall be as specified against that category in Appendix 'C'.(3)The Punjab Civil Service Rules, Volumes I, II and III and Punjab Financial Rules, Volumes I and II, as amended from time to time and applicable to the State of Haryana, shall apply to the members of the Services constituted under these rules so far as they are not inconsistent with the provisions of the Act.(4)[The Government Employees (Conduct) Rules, 1966, as amended from time to time, and applicable to the State of

Haryana, shall apply to the members so far as they are not inconsistent with the provisions of the Act.] [Legislative Supplement Part III dated 27.7.1984.]

16. Resignation from Service.

- If a member of the Service wishes to resign from service he shall give one month's notice in writing to the appointing authority. If the member fails to give such a notice, or gives a shorter notice, the appointing authority shall be entitled to recover one month's salary with usual allowances or salary or allowances for the period by which the notice falls short of one month, as the case may be, from such member, in lieu of notice.

17. Retirement from Service.

- Members of the Service shall retire on the afternoon of the last day of the month in which they attain the age of fifty- eight years; except the members drawing initial pay of Rs. 350 or less per month, who will retire on attaining the age of sixty years: Provided that the Government may re-employ a member after he attains the age of superannuation upto the age of sixty years, if considered necessary in public interest: Provided further that -(i) the appointing authority shall, if it is of the opinion that it is in public interest to do so, have the absolute right, by giving an employee prior notice in writing, to retire that employee on the date on which he completes twenty five years of service or such period of service as the State Government may prescribe for its employees from time to time or attains fifty years of age or such age as the State Government may prescribe for its employees from time to time or on any date thereafter to be specified in the notice; (ii) the period of such notice shall not be less than one month and in case at least one month's notice is not given or notice for a period of less than one month is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances at the same rate at which he was drawing then immediately before the date of retirement, for a period of one month or, as the case may be, for the period by which such notice falls short of one month; (iii) any employee may, after giving at least one month's previous notice in writing to the appointing authority, retire from service on the date on which he completes twenty five years of service or such period of service as the State Government may prescribe for its employees from time to time, or attains fifty years of age or such age as the State Government may prescribe for its employees from time to time or on any date thereafter to be specified in the notice, but no employee under suspension shall retire from service except with the specific approval in writing of the appointing authority.

18. Leave, travelling allowance, joining time, suspension, medical facilities, fees and honoraria and other matters.

- In respect of leave, travelling allowances, joining time, suspension, medical facilities, fees, honoraria, house rent allowance, dearness allowance, fixation of pay, grant of increment, crossing of efficiency bar, deputation and other matters not expressly provided in these rules, member shall be governed by the corresponding provisions contained in the rules applicable to Haryana Government employees. The authority competent to sanction casual leave, earned leave, increment and efficiency

bar shall be as indicated against each category of Services of Appendix D: Provided that a person on transfer shall draw his travelling allowance and joining time benefits from the committee to which he is transferred.

19. Contributory Provident Fund.

(1) The Members shall be entitled to subscribe to the Provident Fund of the Committee where they are employed for the time being like other subscribers of the committee and shall be governed by the provisions contained in Chapter XVI of the Municipal Account Code, 1930, as applicable to the State of Haryana: Provided that on transfer of a member from one committee to another the balance of Provident Fund at his credit along with interest accrued thereon up to date shall within a period of fifteen days from the date of his transfer, be transferred to the committee to which such a member has been transferred. (2) A separate account of Provident Fund shall be maintained for each member by the Committee where he may be serving for the time being : Provided that the Government may, if it so decides, make arrangements for centralised accounting of the Provident Fund of members.

20. Departmental Examination.

- The Government may, by notification, direct that the persons appointed to any post in a Service, as may be specified, shall be required to pass departmental examination the details and syllabus for which and the consequences for failure to pass it shall be as may be notified by the Government.

21. Payment of leave salary.

- Leave salary shall be payable to a member by a committee where he happens to serve at the time of proceeding on leave.

22. Record of service.

(1) There shall be a personal file for every member in which shall be placed all papers, record and other documents relating to his service. The file shall contain in particular a service book giving history of service from the date of his appointment, particulars of increment, promotion, reward, punishment and all other special events of his career. The service book shall also contain the leave account form showing a complete record of leave except casual leave. (2) A confidential file shall also be maintained for each member: Provided that Government may, if it so decides, make such arrangements as it may deem necessary to maintain, in addition, a centralised record of leave, pay and service of members.

23. Vaccination.

- Every member shall get himself vaccinated or re-vaccinated when the appointing authority so directs by a special or general order.

24. Oath of allegiance.

- Every member, 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.

25. [Reservations. [Substituted by Haryana Government Notification No. GSR 70/HA/24/73/Section 38, 39, 41 dated 13.12.1985.]

- Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government, in this regard, from time to time: Provided that the total percentage of the reservations so made shall not exceed fifty per cent at any time.] [Substituted by Haryana Government Notification No. GSR 86/HA 24/73/Section 38, 39 & 41, dated 25.9.1987.]

26. Power of relaxation.

- Where the Government is of the opinion that it is necessary or 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. Appendix A [See rule 2(1), 3 and 1(2)]

Sr. No.	Name of Service Class of Municipal Committees	
1	2	3
Haryana Municipal State Level Services Of		
1.	Executive Officers	A
B	2	Rs.700-30-850/900-40-1,100-EB 50-1,250
2.	Secretaries	A
B&C	45	Rs.600-20-700-30-850/900-40-1,100
3.	Medical Officers of Health	A
4.	Engineers	A
5.	Sectional Officers	A B & C

With effect from 1st

February, 1981, Rs. 600-20-700-30-850/900-40-1,100

(T.S.)

Rs.

700-30-850/900-40-1,100-EB-50-1,250

(S.G. for 20% posts)

6.	Superintendents (Office)	A
B	3	Rs. 525-15-600-20-660/700-30-850-EB-40-1,100
7.	Superintendents (Tax and Octroi)	A
B&C	39	Rs. 525-15-600-20-660/700-30-850-EB-40-1,050 420-10-490/525-15-600-EB-20-700 (Personal for persons drawing less than grade Rs. 160-400)
8.	Accountants	A, B & C
9.	Chief Sanitary Inspectors	A, B & C
10.	Fire Station Officers	A & B

*The words "for degree holder only" omitted by Legislative Supplement Part III dated 9.8.1985. Haryana Municipal District Level Services

1.	Assistant Surgeon	A	1	Rs. 900-40-1,100
2.	Superintendent, Waterworks/Incharge, Waterwork	A	2	Rs. 900-40-1,100 for Degree-holder (Personal for non- less than Rs. 22)
3.	Vaidyas	A	3	Rs. 700-30-850/9
4.	Agriculture Development Officer	A	1	Rs. 600-20-700-3
5.	Naib Tehsildars	A	2	Rs. 600-20-700/3
6.	Sanitary Superintendent	A	1	Rs. 525-15-600/2 1,050
7.	Garden Superintendent	A	1	Rs. 525-15-600-2 1,050
8.	Stock Verifier	A	1	Rs. 525-15-600-2
9.	Inspectors (Technical) including Building Inspectors, Road Inspectors,	A & B	25	Rs. 525-15-600/2 660/700-30-850

Works Inspectors and Encroachment
Inspectors
Personal grades for unqualified
incumbents :-

(For Diploma-holders)

(a) Building Inspectors	Rs.400-10-490/5 (Persons drawing Rs.150-350)Rs.480- (for those at present Rs.350-5-400/10 less than Rs.
(b) Road Inspectors	150-350)Rs.480- (Personal) (for persons 150-350)
(c) Works Inspectors	Rs.400-10-490/5 those drawing less than
10. Dispensers	A	4	Rs.525-15-600-2
11. Land Officers	A	4	Rs.525-15-600-2 (Personal for unqualified)
12. Superintendent Fire Brigade	A	1	Rs.525-15-600-2 EB-890-40-1050
13. Senior Librarian	A	1	Rs.525-15-600-2 1050
14. Project Officer	A	1	Rs.525-15-600-2 1050
15. Sub-Fire Officer	A&B	8	Rs.525-15-600-2
16. Draftsmen	A	6	Rs.525-15-600-2 (General)Rs.480- (Personal for unqualified)
17. Revenue Inspector	A	1	Rs.525-15-600-2 (For promotees) I (For direct)
18. Stenographers Senior Scale Junior Scale	A	6	Rs.525-15-600-2 Rs. 480-15-600-1
19. Assistants (including Assistant, Octroi Superintendents, Assistants, Assistant Accountants, Senior Accounts Clerks, Head Cashier, Water Rate Assistants and Public Health Assistants)	A, B & C	37	Rs.525-15-600-2 660/700-30-850
20. Light Inspectors	A & B	16	Rs.400-10-490/5 those drawing less than

			than Rs. 90-140.1
			those drawing Rs
21. Foremen	A&B	3	Rs.525-15-600-3
22. Lady Health Visitors	A	2	Rs.480-15-600-E
Inspectors (Non-Technical Grade			
I)Including Sanitary Inspectors, Octroi			
23. Inspectors, Tax A,Inspector, Licence	A, B&C	124	Rs.420-10-490/5
Inspectors,Vaccination Inspectors			
	Personal grades		
	(i) Sanitary Inspectors Rs.		
	400-10-490/540-15-600-EB 20-600for		
	unqualified		
	(ii) Octroi Inspectors (i) Rs.		
	525-15-600-20-700/750-30-900		
	Tax Inspectors (for those in grade of		
	Rs.160-400)		
	Rs.400-10-490/540-15-600-EB-20-660		
	for those in grade ofRs.110-225		
	(iii) Licence Inspectors Rs.		
	400-10-490-540-15-600-EB-20-660for		
	those in grade of Rs.110-225		
			Personal grades :
			Rs.525-15-600-2
			(for those at pres
24. Head Clerks	A, B & C	16	above)(ii) Rs.525
			(forthose at prese
			but not less than 1
25. Driver	A&B	11	Rs.420-10-490/5
26. Garden Supervisor	A	1	Rs.420-10-490/5
27. Sub-Overseer	A	1	Rs.420-10-490/5
28. Welder	A	1	Rs.420-10-490/5
29. Leading Firemen	A&B	44	Rs.420-10-490/5
30. Fire Brigade Drivers	A&B	4	Rs.420-10-490/5
31. Librarians	A,B & C	21	Rs.420-10-490/5
32. Steno-typists	A,B & C	13	Rs.400-10-490/5
			p.m. as Specialpa
33. Inspectors (Non-Technical)	A,B & C	13	Rs.400-10-490/5
GradeII(including Traffic Inspectors,			
VehicleInspectors, Wheel Tax			
Inspectors, Pound Inspectors, Water			

RateInspectors, Street Light
Inspectors, Assistant
SanitaryInspectors and Assistant
Octroi Inspectors)

Rs.525-15-600-20- 700/750-30-900
(Personal to presentincumbent of
Assistant Sanitary Inspector in 'B' Class
MunicipalCommittee)

34. Cashiers	A&B	11	Rs.400-10-490/5 Rs. 30 p.m.as Sp
Clerks (including Account Clerks, Assistant Cashiers, WaterMeter Readers, Tax/House Tax Clerks, Rent Collectors, FeeCollectors, Octroi Rent Clerk-cum-Sub-Inspectors, TaxCollectors, General Clerk, Record			
35. Keepers, Typists,Store-Keepers, Audit Clerks, Assistant Record Keepers, TaxClerks, Clerks Compost Keeper, Octroi Moharrirs/Clerks,Tehbazari Moharrirs, Cattle Pound Moharrirs/Clerks LibraryMoharrirs, Perokars)	A,B & C	2,127	Rs.400-10-490/5
36. Patwaris	A	6	Rs.400-10-490/5
37. Vaccination Supervisors/Malaria Supervisors	A	3	Rs.400-10-490/5
38. Vaccinators	A,B & C	49	Rs.400-10-490/5 qualified)Rs.350- Personal to prese
39. Tracers	A	2	Rs.400-10-490/5
40. Electricians	A,B & C	4	Rs.400-10-490/5 (Forqualified)Rs. Personal toprese
41. Head Mechanic Water Works	C	1	Rs.400-10-490/5
42. Fitter for Tractors	A	1	Rs.400-10-490/5
43. Masons	A	9	Rs.400-10-490/5
44. Works Head Mistri	A	1	Rs.400-10-490/5
45. Mechanics/Charge Mechanics	A	5	Rs.400-10-490/5
46. Surveyor	A	1	Rs.400-10-490/5
47. Road Roller Driver	A	1	Rs.400-10-490/5
48.	A,B& C	71	Rs.400-10-490/5

Pump Operators (including Electric
Motor Drivers and Operators of
Tubewells/Sewerages and
Pump Operators/Drivers-cum-Fitters)

49. Tractor Drivers	A,B & C	24	Rs.400-10-490/5
50. Line Mistries	A	6	Rs.400-10-490/5
51. Social Education Workers	A	2	Rs.400-10-490/5
52. Work Mistries	A	1	Rs.400-10-490/5
53. Carpenter	A	1	Rs.400-10-490/5
54. Plumbers	A&B	4	Rs.400-10-490/5
55. Works Supervisor	A	1	Rs.400-10-490/5
56. Firemen	A & B	233	Rs. 400-10-490/5 400/10- 500(Per grades lesser than
57. Oil Engine Drivers	A	13	Rs.400-10-490/5
58. Hand Pump Mistri	A	1	Rs.400-10-490/5
59. Head Mali, Head Chowkidar, Jamadar, *[-]	A&B	7	Rs.350-5- 400/10
60. Dog Shooter	A	1	Rs.350-5-400/10
61. Light Moharrir	B	1	Rs.350-5-400/10
62. Daftries	A&C	3	Rs.350-5-400/10
63. Blacksmiths	A	2	Rs.350-5-400/10
64. Trained Dai	A	1	Rs. 300-5-400/10
65. Peons (including Peons Office/Octroi/Tax/Libraries, Octroi Guards, Orderlies, Chowkidars, Lightmen Water Cooler Attendants, Bill Distributors, Process Servers, Belders, Mashki/Water Carrier-cum-Mashki, Bahasties, Cartmen, Boatmen, Keymen, Donkeymen, Chain Pullers, Chargemen, Oilmen, Oilmen-cum-Beldars) Mates/Coolies (including Road mates. Roadgangman, Motor Mates, Works	A,B & C	1988	Rs.300-5-400/10
66. Mates, Malaria Mates, Anti-Malaria Coolies, Fitter Coolies, Coolies/Trech Coolies, *[-] Supervisors and Helpers)	A, B & C	247	Rs.300-5-400/10

67. Malies/Gardners	A,B &C	239	Rs.300-5-400/10
68. Assistant Pump Operators	A,B & C	31	Rs.300-5-400/10

*Omitted by Legislative Supplement Part III dated 20.11.1984.Note :- (i) Personal grade being given to unqualified persons will cease to exist with the exist of the persons holding such post at present.(ii)The employees/officers drawing better pay scales than the general scales, provided under these rules, shall continue to draw higher scales of pay as personal to them.Appendix B[See rules 6 and 10(1)]

Sr. No.	Name of post	Class of Municipal Committee	Qualifications and experience for directrecruitment	Qualifications and experience for promotion
1	2	3	4	5
	Haryana Municipal State Level Services Of			
1.	Executive Officers	A	Post-Graduate in any subject or Graduate in Law, Preferenceshall be given to those with Diploma in Higher Officers' Coursein the Local Government	Should be a Graduate and have worked as Secretary in A ClassCommittee for at least five years or as Executive Officer in BClass Committee for at least five years
	Same as for A Class Committee : provided that candidates nextin order of merit after providing for vacancies in A ClassCommittees would be considered	Should be a Graduate and should have worked as Secretary in BClass and C Class Committees for at least three years		
B				
2.	Secretaries	A	*[Graduate with second division], Preference shall be given tothose with Diploma in Higher Officers' Course in the LocalGovernment	*[Should have worked as Secretary in B or C Class Committee oras Superintendent on the Office, Tax or Octroi side in A ClassCommittee for at least five years.
B & C	Same as for A Class Committees : provided that candidates nextin	Should have worked as Superintendent on the Office, Tax orOctroi side in B and C Class		

	order of merit after providing for vacancies in A Class Committee would be considered	Committee or as Accountant who has passed the departmental examination of Accountant in A, B and C Class Committee for at least three years.]		
3.	Medical Officers of Health	A	Such qualifications as may be prescribed by the State Government from time to time for direct recruitment to identical posts in the Health Department	
4.	Engineers	A	Such qualifications as may be prescribed by the State Government from time to time for recruitment of Sub-Divisional Engineer/Assistant Executive Engineer in the State Public Works Departments	Such qualifications as may be prescribed by the State Government from time to time for promotion to the posts of Sub-Divisional Engineer/Assistant Executive Engineer in the State Public Works Departments
5.	Sectional Officer	A, B & C	Such qualifications as may be prescribed by the State Government from time to time for direct recruitment to the post of Sectional Officers in the State Public Works Departments	
6.	Superintendents (Office)	A	...	**[-] At least three years service as Superintendent (Office) in a B Class Committee
B	...	Should be a Matriculate with at least three years service as Assistant		

Head Clerk in A, B and
C Class Committees

				**[-] At least three years service as Superintendent (TaxOctroi) in B or C Class Committees
7.	Superintendents Tax and Octroi	A	...	
B & C	...			Should be a Matriculate with at least three years as Asstt.Octroi Superintendent or five years service as TaxInspector/Octroi Inspector/Licence Inspector in A, B or C ClassCommittees.
				****[Should be a Graduate with three years service orMatriculate with five years service as AssistantAccountant/Senior Accounts Clerk/Head Cashier in A, B, or C ClassCommittees and have passed the departmental examinationprescribed for Municipal Accountants A Grade or B Grade.]
8.	Accountants	A, B & C	***[Matric with diploma from I.T.I.]	
9.	Chief Sanitary Inspectors	A, B & C	...	Should be Matriculate with at least eight years service asSanitary Inspector in A, B or C Class Committees and possess aCertificate for Sanitary Inspectors' Course
10	Fire Station Officers	A & B	#[(i) Graduate;(ii) should have passed the Station	

Officer Instructor
Course from National
Fire Service
College, Nagpur; or Divisional
Officer Course in Fire
Engineering from
National Fire Service
College, Nagpur.]

*Substituted by Legislative Supplement Part III dated 26.5.1987. **Omitted by Legislative Supplement Part III dated 26.5.1987. ***Substituted by Legislative Supplement Part III dated 30.8.1985. **** Substituted by Haryana Government Notification No. G.S.R.80/H.A. 24/73/Section 38, 39, 41 and 257/85, dated 13.9.1985. #Substituted by Haryana Government Notification No. G.S.R.93/H.A.24/73/Section S.38, 39, 41 and 257/95, dated 24th November, 1995. Haryana Municipal District Level Services Of

1.	Asstt. Surgeons	A	Such qualifications as may be prescribed by the State Government from time to time for direct recruitment to identical posts in the Health Department	...
2.	Superintendent, Water-works/Incharge Water works	A	.Degree in Mechanical Engineering.. Such qualification as may be prescribed by the State Government from time to time for direct recruitment of Vaidyas in the Ayurveda Department	...
3.	Vaidyas	A	Such qualification as may be prescribed by the State Government from time to time for direct recruitment of Agriculture Development Officers in the Agriculture Department	...
4.	Agriculture Development Officer	A	As prescribed by the State Government for direct recruitment of such posts in the Government Department	...
5.	Naib-Tehsildars	A	...	Should be a Matriculate and qualified Sanitary
6.	Sanitary Superintendents	A	...	

			Inspector with five years' service in A, B or C Class Committees Should be a Matriculate with Diploma of Horticulture with at least five years' service as Garden Supervisor in A Class Committee
7.	Garden Superintendents	A ...	
8.	Stock Verifier	A Graduate	...
9.	Inspectors (Technical)(including Building Inspectors, Road Inspectors, Work Inspectors and encroachment Inspectors), A & B	A & B ... Three years' Diploma in Civil/Mechanical Engineering from many recognised Institutions	
10.	Dispensers	A Matriculate with a certificate of Pharmacist	...
11.	Land Officers	A Diploma to Civil Engineering	... Should be a Matriculate and possess a certificate of Sub-Officers' Course from National Fire Service College, Nagpur with five years of experience as Leading Fireman in A or B Class Committees Should be a Matriculate and possess a Diploma/Certificate in Library Science with at least five years' service as Librarian in A, B or C Class Committees
12.	Superintendent, Fire Brigade	A ...	
13.	Senior Librarian	A ...	
14.	Project Officer	A Should possess a diploma in Civil Engineering	...

			Should be a Matriculate and possess a certificate of Sub-Officer's Course from National Fire Service College, Nagpur, with five years service as Leading Fireman in A or B Class Committees
15.	Sub-Fire Officers	A&B ...	Should be a Matriculate and possess a diploma in Draftsmanship with five years service as Tracer/Surveyor in A Class Committees
16.	Draftsmen	A Matriculate with a diploma in Draftsmanship from a recognised Institute	Should be a Matriculate and possess a certificate having passed the Patwar Examination with ten years service as Patwari in A Class Committees.
17.	Revenue Inspector	A ...	Should be a Matriculate with at least five years service as Steno-typist in A, B or C Class Committees and having passed the Stenographers test prescribed by the Subordinate Services Selection Board, Haryana.
18.	Stenographers	A Graduate and should have passed Stenography test prescribed by the Subordinate Service Selection Board, Haryana	Should be a
19.	Assistants (including	...	

	Asstt. Octroi Superintendents, Assistants, Asstt. Accountants, Senior Accounts Clerks, Head Cashiers, Water Rate Assistants and Public Health Assistants)			Matriculate with at least five years service in the clerical cadre of A, B or C Class Committees.
20.	Light Inspectors	A & B	... Matriculate with course ...	Matriculate with Diploma from ITI and should have at least five years' service as Fitter in A, B or C Class Committees.
21.	Foreman	A & B	...	Such qualifications as may be prescribed by the State Government from time to time for direct recruitment of Lady Health Visitors in the Health Department
22.	Lady Health Visitors	A	...	Should be a Matriculate with five years' service as Assistant Sanitary Inspector, Octroi Clerks, Tax Clerks, Licence Clerks Licence and Vaccinators)
23.	Inspectors (non-Technical) (Grade-I) (including Sanitary Inspectors, Octroi Inspectors, Tax Inspectors, Licence Inspectors and Vaccination Inspectors)	A, B & C	Matriculate with course	Should be Matriculate with at least five years service in the Clerical Cadre of A, B or C Class Committees.
24.	Head Clerks	A, B & C	...	Should be Middle/Matric with five years experience as Lorry Driver and possess driving licence
25.	Drivers (including Car/Jeeps/Ambulance Drivers and Head Driver)	A & B	Middle or Matric with driving licence	Should be Middle pass with ten years'
26.	Garden Supervisors	A	...	

			experience as Head Maliin A or B Class Committees.
27.	Sub-Overseer	A	Matric with course ...
28.	Welders	A	Matriculate and Diploma of Welding ...
			Should be Matriculate and efficient in the theoryand practice of fire fighting and rescue having qualified
29.	Leading Fireman	A&B ...	thedeptamental examination for promotion to Leading Fireman, withat least 5 years' service as Fireman in A or B Class Committees.
			Should be very efficient in driving withknowledge of automobile engine and pumps and possess a licence ofdriving heavy vehicles and at least three years' experience as awhole time firemen in operational fire service in A or B ClassCommittees
30.	Fire Brigade Drivers	A&B	Matriculate with driving licence of HeavyVehicles with knowledge of automobile engine and pumps and veryefficient in driving
31.	Librarians	A, B & C	Matric with Diploma/Certificate in Library Science
			Should be Matriculate with Diploma/Certificatein Library Science and having at least 2 years' service asLibrary Clerk, Moharrir in A, B or

			C Class Committees. Should be Matricualte, having at least 2 years'service as a Clerk and qualified the prescribed test of shorthand.
32.	Steno-typists	A, B & C	Matric with Short hand speed as specified by the S.S.S. Board,Haryana
33.	Inspectors (non-Technical), Grade-II(includingTrafficInspectors, VehicleInspectors, Wheel TaxInspectors, PoundInspectors, Water RateInspectors,Street LightInspectors, Assistant SanitaryInspectorsand Assistant Octroi Inspectors)	A, B & C	...Matriculate with course
34.	Cashiers	A & B	Should be Matriculate with at least two years' service asAssistant Cashier/Accounts Clerk
35.	Clerk (including Accounts Clerk, AssistantCashiers, Water Meter Readers, Tax/House Tax Clerks, RentCollectors, Fee Collectors, Octroi Rent Clerk-cum-Sub-Inspectors, Tax Collectors, General Clerks, Record Keepers,Typists, Store-keepers, Audit Clerks, Assistant RecordKeepers, Tax Clerks, Compost Keepers, OctroiMoharrirs/Clerks/Tehbazari Clerks/Moharrirs, Cattle PoundMoharrirs/Clerks, Library Moharrirs, Perokars)	A, B & C	##[He shall have to qualify the departmentaltypet test either in Hindi at a speed of 25 words per minute or inEnglish at a speed of 30 words per minute. He will be entitledfor annual increment only after qualifying the typet test. Theincrement shall be released from the date of qualifying the typetest but no arrears will be paid to him.]
36.	Patwaris	A	Matric and Patwari Examination passed
37.	Vaccination Supervisors/Malaria Supervisors	A	Matriculate
38.	Vaccinators	A, B & C	Matriculate with Diploma of Vaccinators,
39.	Tracers	A	Matriculate with drawing

40.	Electricians	A, B & C	Matriculate with a Certificate of Electrician Trade	
41.	Head Mechanic Water Works	C	Matric with diploma from I.T.I.,	
42.	Fitter for Tractors	A	Matric with Diploma of Fitter from I.T.I.,	
43.	Masons	A	Matric and knowledge in the trade,	
44.	Works Head Mistri	A	Matric and knowing levelling works	
45.	Mechanics/Charge Mechanics	A	Matric with Diploma from I.T.I.,	
46.	Surveyor	A	Matric and qualified Surveyor from any Government or recognised I.T.I.	
47.	Road Roller Driver	A	Matriculate and possesses Licence in driving	
48.	Pump Operators (including Electric Motor Drivers and operators of Tubewells/Sewages and Pump Operators/Drivers-cum-Fitters)	A, B & C	Matriculate with Pump Operating Licence	***Matric with diploma from I.T.I.
#[49.	Tractor Driver	A, B & C	Middle with driving licence	Should be middle with five years experience sanitation Jamadar or Daroga sanitation with driving licence.]
50.	Line Mistries	A	Matric with diploma from I.T.I.	
51.	Social Education Workers	A	Matriculate and possesses diploma in sewing and craft	
52.	Work Mistries	A	Matriculate and knowing levelling work	
53.	Carpenter	A	Matriculate with diploma of the trade from I.T.I.	
54.	Plumbers	A & B	Middle with I.T.I. Certificate in Plumbing	
55.	Works Supervisors	A	Matric with diploma from I.T.I.	
56.	Firemen		

		A & B	<p>**(1) Knows swimming and diving in deepwater;(2) Is capable to run a distance of 100 metres with a load of 50 kilogram, on both shoulders per minute;(3) Is capable of climbing a rope or a vertical pipe to a height of three metres from the ground;(4) Is capable of lifting a hook ladder to vertical position by 3rd to 6th round or capable of pitching an extension ladder properly against the wall;and(5) Passed matric with science from a recognised University/Board</p> <p>***[(i) Middle with diploma from I.T.I., and(ii) Three years experience as helper/cleaner]</p> <p>***[(i) Middle and(ii) Four years experience in hand-pump installation]</p>
57.	Oil Engine Drivers	A		
58.	Hand Pump Mistri	A		
59.	Head Malies	A & B	Should be a Mali with at least two years service in A, B or C Class Committee.
60.	Dog Shooter	A	Middle with experience	
61.	Light Moharrir	B	Middle	
62.	Daftries	A & B		Should be an office peon with at least two years service in A,B or C Class Committee
63.	Blacksmiths	A	Middle with diploma from I.T.I.	
64.	Trained Dai	A	Middle and should have undergone one year's training course from a Government Institute	

Peons including Peons Office/Octroi/Tax/Libraries, Octroi Guards, Orderlies, Bill Distributors, Process servers, Boatmen,				
****	Keymen, Chargemen, Oilmen, Oil-cum	A, B	Middle Pass
[65.	Beldars, Mates/Coolies (including Road Mates, Motor Mates, Work Mates, Malaria Mates, Anti-Malaria Mates/Fitter coolies, Supervisors and Helpers) Chowkidars, Lightmen, Water Cooler Attendants, Beldar, Mashki/Water Carrier-cum-Mashki, Bahashties, Cartmen, Donkeymen, Chain-pullers, Road gangmen, Coolies, Trench Coolies	& C		
66.		A, B & C	Should be able to - read and write]
67.	Lorry Drivers	A & C	Middle with driving licence	
68.	Malies/Gardners	A, B & C	Middle pass	
69.	Assistant Pump Operators	A, B & C	***[(i) Middle and (ii) one year experience in pump operation]

*Substituted by Legislative Supplement Part III dated 26.5.1987. **Substituted by Legislative Supplement Part III dated 29.9.1987. ***Substituted by Legislative Supplement Part III dated 30.8.1985. ****Sr.No. 65 & 66 substituted by G.S.R.93/-S.38, 39, 41 and 257/87 dated 6.11.1987. #Substituted by Haryana Government No. G.S.R.73/H.A. 24/73/Section 38, 39, 41 and 257/88, dated 30th September, 1988. ##Added by Haryana Government No. G.S.R.99/H.A. 24/73/Section 257/97, dated 5th December, 1997. Appendix C[See rules 2(c), 15(2)]

SI. No.	Designation of post	Appointing authority	Nature of penalty	Punishing authority
1	2	3	4	5
Haryana Municipal State Level Services Of -				
1.2.3.	Executive Officer Medical Officer of Health Engineers	Government Government Government	Minor penalties Major penalties,	Municipal Committee/Administrative Government

4.	Secretaries	Government	Minor	Municipal
*[5.	Superintendent (Office)		Minor penalties	Municipal Committee/Administrator
6.	Superintendent (Tax/Octroi)	Director, Local Bodies	Major penalties	Director, Local Bodies.
7.	Accountants			
8.	Fire Station Officers			
9.	Sectional Officers	Director Local Bodies	Minor Penalties	Municipal Engineer and where this post does not exist or is vacant, Municipal Committee/Administrator
			Major penalties	Director, Local Bodies.
10.	Chief Sanitary Inspector	Director, Local Bodies	Minor penalties	Medical Officer of Health and where this post does not exist or is vacant, Municipal Committee/Administrator
			Major penalties	Director, Local Bodies

*Substituted by Haryana Government Notification No. G.S.R. 4/H.A.24/73/Sections 38, 39, 41 and 257/86, dated 10th January, 1986.

S. No.	Designation of Post	Appointing authority	Nature of penalty	Punishing authority	Appellate authority
1	2	3	4	5	6
Haryana Municipal District Level Services Of -					
1.2.3.4.	Asstt. Surgeon Vaidyas Sanitary Supdts Dispensers	D.C.	Minor penalties	Medical Officer of Health and where this post does not exist or is vacant. Municipal Committee, Administrator	D.C.
5.	Lady Health Visitors				
6.	Vaccination Supervisors/Malaria Supervisors	Major penalties	D.C.	Government	
7.	Vaccinators				
8.	Trained Dai				

9.	Superintendent Water Works/Incharge Water Works	D.C.	Minor penalties	Municipal Engineer and where this post does not exist or is vacant. Municipal Committee, Administrator	D.C.
10.	Inspectors (Technical) (Including Building Inspectors, Road Inspectors, Work Inspectors and Encroachment Inspectors)		Major penalties	D.C.	Government
11.	Land Officers				
12.	Project Officers				
13.	Draftsmen				
14.	Light Inspectors				
15.	Sub-overseers				
16.	Welders				
17.	Tracers				
18.	Electricians				
19.	Head Mechanic Water Works				
20.	Fitters for Tractors				
21.	Masons				
22.	Works Head Mistries				
23.	Mechanical/Charge Mechanics				
24.	Road Roller Driver				
25.	Pump Operators (including Electric Motor Drivers and Operators of Tubewells/Sewerages and Pump operator/Drivers-cum-Fitters)				
26.	Tractor Drivers				
27.	Line Mistries				
28.	Work Mistries				
29.	Carpenters				
30.	Plumbers				
31.	Works Supervisors				
32.	Oil Engine Drivers				
33.	Hand Pump Mistries				
34.	Light Moharris				
35.	Black smiths				
36.	Mates/Coolies (including Road Mates, Road gangmen, Motor Mates,				

	Work Mates, Malaria Mates, Anti-Malaria Mates/Collies/Trench Collies, *[-] Supervisors and Helpers)				
37.	Lorry Drivers				
38.	Assistant Pump operators				
39.	Foremen				
40.	Agricultural Development Officer	D.C.	Minor penalties	Executive Officer and where this post does not exist or is vacant Municipal Committee/Administrator as the case may be	Municipal Committee/Administrator or D.C. case may be
41.	Naib-Tehsildar				
42.	Garden Supdt.				
43.	Stock Verifier				
44.	Inspectors (Non-Technical) Grade I (including Sanitary Inspectors, Octroi Inspectors, Tax Inspectors, Licence Inspectors and Vaccination Inspectors)		Major penalties	D.C.	Government
45.	Senior Librarian				
46.	Revenue Inspector				
47.	Stenographers				
48.	Asstts. (including Asstt. Octroi Supdts., Asstts., Asstt./Accountants, Senior Accounts Clerks, Head Cashiers, Water Rate Assistants and Public Health Assistants)				
49.	Inspectors (Non-Technical), Grade II (including Traffic Inspectors, Vehicle Inspectors, Wheel Tax Inspectors, Pound Inspectors, Water Rate Inspectors, Street Light Inspectors, Assistant Sanitary Inspectors and Assistant Octroi Inspectors)				
50.	Cashier				
51.	Clerks (including Accounts Clerks, Assistant Cashiers, Water Meter Readers Tax/House Tax Clerks,				

- RentCollectors, Fee Collectors,
Octroi
RentClerk-cum-Sub-Inspectors, Tax
Collectors, General Clerks,Record
keeper, Typists, Store-keepers, Audit
Clerks,Assistant Record-keepers, Tax
Clerks, Clerks, Compost
Keepers.Octroi Moharris/Clerks,
Tehbazari Moharrirs, Cattle
PoundMoharrirs/Clerks. Library
Moharris, Perokars)
52. Patwaris
53. Surveyors
54. Social Education Workers
55. Head Malies
56. Dog Shooters
57. Drafties
Peons (including Peons
Office/Octroi/Tax/Libraries Octroi
Guards, Orderlies, Chowkidars,
Lightmen,Water Coolies, Attendants,
Bill Distributors, Process
58. Servers,Beldars, Mashkis Bahashties,
Cartmen, Boatmen,
Keymen,Donkeymen, Chain Pullers,
Chargemen,
Oilmen,Oilmen-cum-Beldars)
59. Malies/Gardners
60. Suprintendent, Fire Brigade
61. Sub-Fire Officers
62. Leading Firemen
63. Fire Brigade Drivers
64. Firemen
65. Head Clerks
66. Garden Supervisors
67. Librarians
68. Steno-typists
Drivers (including Cars/Jeeps.
69. Ambulance Drivers and
HeadDrivers)

*Omitted by Legislative Supplement Part III dated 20.11.1984. Note :- (i) Minor penalties mean warning with a copy on personal file, censure, withholding of increments or efficiency bar and recovery from pay of the whole or part of any pecuniary loss to the municipal committee as a result of negligence or contravention of rules. (ii) Major penalties mean reduction to a lower post or time scale to a lower stage in a time scale, removal from the service which does ordinarily disqualifying from future employment and compulsory retirement. Appendix D (See rule 18)

Srl. No.	Nature of powers	Designation of the employee	Competent authority	Extent
1	2	3	4	5
	Haryana Municipal State Level Services Of	Executive Officers Municipal Engineers and Medical Officers of Health	President of the Municipal Committee/Administrator	Full powers
	Sanction of casual leave, earned leave, increment and crossing of efficiency bar	Secretaries, Office/Tax, Octroi Superintendents, and Fire Station Officers	Administrators or Executive Officers, Secretaries duly authorised by Administrator or where the post does not exist or is vacant, President of Municipal Committee	Full powers
Sectional Officers	Municipal Engineer and where this post does not exist or is vacant President of the Municipal Committee/Administrator			
Chief Sanitary Inspectors	Medical Officers of Health and where this post does not exist or is vacant President of Municipal Committee/Administrator			
	Haryana Municipal District Level Services Of			
	Sanction of casual leave, earned leave, increment and crossing of	Assistant Surgeons, Vaidyas, Sanitary Superintendents Dispensers, Lady Health Visitors, Vaccination Supervisors/Malaria, Supervisors, Vaccinators, Trained Dai	Medical Officer of Health and where this post does not exist or is vacant, President of the Municipal Committee /Administrator	Full powers

efficiency
bar

<p>Superintendent, Water Works/Incharge, WaterWorks, Inspectors (Technical)(including Building Inspectors RoadInspectors, Works Inspectors) and Encroachment Inspectors) LandOfficers, Project Officers, Draftman, Light Inspectors,Sub-Overseers, Welders, Tracers, Electricians, HeadMechanics, Water Works, Fitter for Tractors, Masons, WorksHead Mistries, Mechanics/Charges Mechanics, Road Roller DriversPump Operators (including Electric Motor Drivers and Operators ofTubewells/Sewages and Pump Operators/Drivers-cum-Fitters),Tractor Drivers Line Mistries, Work Mistries, Carpenters,Plumbers, Works Supervisors, Oil Engine Drivers, Hand PumpMistries Light Moharrirs, Balcksmiths, Mates/Coolies (includingRoad Mates, Work Mates/Coolies/Trench Coolies, *[-] Supervisorsand Helpers), Lorry Drivers, Assistant Pump Operators, Foreman</p> <p>Agriculture Development Officer,Naib-Tehsildar, Oarden Supdt., Stock Verifier, Inspectors(Non-Technical) Gr. I (including Sanitary Inspectors, OctroiInspectors, Tax Inspectors, Licence Inspectors, andVaccination Inspectors) Senior Librarian, Revenue Inspectors,Stenographers, Assistant (including Assistant OctroiSuperintendent, Assistants, Assistant Accountants, SeniorAccounts Clerks, Head Cashiers, Water Rate Assistants andPublic Health Assistants) Inspectors (Non- Technical), Gr. II(including Traffic Inspectors, Vehicle Inspectors, Wheel TaxInspectors, Pound Inspectors, Water Rate Inspectors, StreetLight Inspectors, Assistant Sanitary Inspectors and AssistantOctroi Inspectors) Cashiers, Clerks (Including Accounts Clerks,Assistant Cashiers, Water Meter Readers, Tax/House Tax Clerks,Rent Collectors, Fee Collectors, Octroi Rent Clerk-cum-Sub-Inspectors, Tax Collectors, General Clerks, RecordKeepers, Typists, Storekeepers, Audit Clerks, AssistantRecord Keepers, Tax Clerks, Clerks, Compost Keepers, Octroi,Muharrirs/Clerks, Teh-bazari Moharrirs/Clerk, Cattle PoundMoharrirs/Clerks, Library Moharrirs, Perokars) Patwaris,Surveyors, Social Education Workers, Head Malies, DogShooters, Daftries, Peons (including PeonsOffice/Octroi/Tax/Libraries, Octroi Guards, Orderlies,Chowkidars, Lightmen, Water Coolers Attendants, BillDistributors, Process Servers, Beldars, Mashki, BahashtiesCartmen, Boatment, Keymen,</p>	<p>Municipal Engineer and where this post does notexist or is vacant, President Full or Administrator powers of the MunicipalCommittee, as the case may be</p> <p>Executive Officer Full and where this powers post does notexist or is vacant, President or Administrator of the MunicipalCommittee, as the case may be</p>
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Donkeymen Chain Pullers,Chargement, Oilmen
Oilmen-cum- Beldars Malies/Gardeners,Superintendent,
Fire Brigade, Sub-Fire Officer, LeadingFiremen, Fire
Brigade Drivers, Firemen, Head Clerks, GardenSupervisors,
Librarians, Stenographer-typists, Drivers,(including
Car/Jeeps/Ambulance Drivers and Head Drivers)

*Omitted by Legislative Supplement Part III dated 20.11.1984.Form I[See rule 5(2)]Candidates
Statement and DeclarationThe candidates must make the statement required below for Medical
Examination and must sign the declaration appended. Attention is specially drawn to the warning
given below :-

<p>1. State your name in full (in block letters) -</p>	<p>2. State your age and place of birth -</p>	<p>3. (a) Have you ever had small pox intermittent or anyother fever, enlargement or suppuration of glands, spitting ofblood, asthma, heart disease, fainting attacks, rheumatism,appendicitis?,</p>	<p>Or</p>
<p>(b) Any other disease or accident requiringconfinement to bed and medical or surgical treatment -</p>	<p>4. When were you last vaccinated? -</p>	<p>5. Have you or any of your relatives been affectedwith consumption scrofula gout asthma, fits epilepsy or insanity?</p>	<p>6. Have you suffered from any form of nervousnessdue to over work or any other cause?, -</p>
<p>Father's age if living and state of health </p>	<p>Father's age at death and cause of death</p>		

Mother's
age if living
and State of
health

Mother's
age at
death
and
cause of
death

|

No. of
brothers
living their
age and
State of
health

No. of
brothers
dead,
their age
at death
and
cause of
death

|

No. of
sisters
living, their
age and
State of
health

No. of
sisters
dead,
their age
at death
and
cause of
death

|

I declare that all the above answers are true to the best of my belief. I also solemnly affirm that I have not received a disability pension certificate, pension on account of any disease or other conditions. Signature of Candidate. Signed in my presence Signature of Medical Officer Note. - The candidate will be held responsible for the accuracy of the above statement by wilfully suppressing any information. He will incur the risk of losing the appointment and if appointed of forfeiting all claims to superannuation allowance or gratuity. Form II [See rule 5(2)] Medical Certificate of Fitness on First Entry into Municipal Services (State Level/district Level) I hereby certify that I have examined _____ a candidate for employment in the Municipal Service, whose signature is given below and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except _____. I do not consider this a disqualification for employment in the Municipal Service of _____. His/Her age is according to his/her own statement _____ years and by appearance about _____ years. The candidate has been vaccinated within the last 12 months, or has been re-vaccinated within the last 13 months, or has already had small-pox and shows obvious scars thereof. Mark of identification _____ Left hand thumb and finger impression of _____

Fourth or Small Finger Third Finger Second Finger First Finger Thumb

Taken before _____ Name of Officer
_____ Designation of Officer
_____ Residence
_____ Father's name and residence
_____ Date of birth by Christian era as early as can be
ascertained _____ Exact height by Measurement
_____ Personal mark for identification
_____ Signature of Officer
_____ Signature of Head of Office
_____ I do hereby declare that I have not any time been
pronounced unfit for Municipal Services by duly constituted medical authority. Signature of Officer
_____ Signed in my presence. Signature of Medical Officer _____