

# The Rajasthan Municipalities (Class IV Service) Rules, 1964

RAJASTHAN

India

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### Rule

### THE-RAJASTHAN-MUNICIPALITIES-CLASS-IV-SERVICE-RULES-1964 of 1964

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The Rajasthan Municipalities (Class IV Service) Rules, 1964 Published vide Notification No. Tax/Rules./F. 21/DLB/ 64, dated 4-2-1964, Published in Rajasthan Gazette, Part 4-C, dated 2-4-1964 In exercise of the powers conferred by clause (b) of sub-section (2) of section 297 read with section 88 of the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959) and all other powers enabling it in this behalf, the State Government hereby makes the following rules, namely:-

#### 1. Short title and commencement.

(1) These Rules may be called the Rajasthan Municipalities (Class IV Service) Rules, 1964. (2) These rules shall come into force after one month from the date of their publication in the Official Gazette.

#### 2. Definitions.

- In these Rules, unless there is anything repugnant in the subject or context: (a) 'Act' means the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959); (b) 'Direct recruitment' means recruitment by the method prescribed by rule 10; (c) 'Government' means the Government of Rajasthan; (d) 'Schedule' means the schedule to these Rules; (e) 'Service' means the municipalities Class IV Service, constituted for each Municipal Board and Municipal Council; (f) 'Board' means a Municipal Board constituted under the Act and includes a Municipal Council; (g) 'Member of the service' means the person appointed substantively to the post in the service under the provision of these rules; (h) 'State' means the State of Rajasthan; (i) 'Commissioner' means the officer appointed as such under section 307 of the Act; (j) "Medical Officer" means a Medical Officer not below the rank of CAS [X X X] [Deleted by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-2-1967.] or such other officer as may be appointed by the Government for the purpose of these rules;

### **3. Strength of Service.**

- The strength of each of the service shall be such as may be fixed by the Board with the approval of the Government from time to time for each Board and shall consist of categories of posts in the pay scales as shown in the schedule annexed to these rules provided that the Government may [add] [Substituted by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-2-1967.] any other categories of posts of Class IV servants in the schedule.

### **4. [ Initial constitution of the service. [Substituted by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-2-1967.]**

(1)All persons holding appointments to the different categories of Class IV posts on 17-10-1959 shall be deemed to have been substantively appointed thereto.(2)All persons appointed during the period from 17-10-59 to 2nd May, 1964 and who have been confirmed during the said period shall be deemed to have been substantively appointed on those posts in the service from the date of such confirmation, and those who have not been so confirmed shall be treated as probationers and may be confirmed in accordance with the provisions of the rules.(3)Holders of any other category of posts which may be included in the schedule after constitution of the service shall also be dealt with in accordance with the provisions of the rules.(4)The seniority of a person appointed after 17-10-59 shall be lower than those appointed earlier and shall be adjudged from the date of their appointment in the Board under these rules irrespective of the salary drawn by him at the time of his appointment.]

### **5. Sources of recruitment.**

- Vacancies in the Service shall be filled by the Commissioner/Chairman of the Board, as the case may be, either by direct recruitment or by promotion.

### **6. Reservation of Schedule Castes/Scheduled Tribes.**

- Reservation of vacancies for Scheduled Caste and Scheduled Tribes shall be made in accordance with the orders of Government in force from time to time.Note. - Reservation shall be calculated on the basis of total vacancies in each category, adjustments of fractions being made over a period of five years.There will be no reservation in the matter of promotion.

### **6A. [ Reservation of vacancies for other backward classes. [Rules 6-A and 6-B Inserted by Notification No. F. 8 ()Rules/LSG/98/468, dated 16-1-1999, Published in Rajasthan Gazette, Part VI-A (ExtraOrdinary) dated 11-2-1999, page 224.]**

- Reservation of vacancies for other backward classes shall be in accordance with the order of the Government for such reservation in force at the time of direct recruitment. In the event of non-

availability of eligible and suitable candidates amongst other backward classes in a particular year, the vacancies so reserve for them shall be filled in accordance with the normal procedure.

## **6B. Reservation of vacancies for woman candidates.**

- Reservation of vacancies for woman candidates shall be 20% category-wise in direct recruitment. In the event of non-availability of eligible and suitable woman candidates in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year and reservation shall be treated as horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidate belongs.]

## **7. Age.**

- A candidate for direct recruitment must have attained the age of 18 years and must not have attained the age of [35 years] [Substituted '33 years' by Notification No. F. 8 (G)Rules/DLB/99/5772, dated 17.9.2008, Rajasthan Gazette, (Extraordinary) Part VI-A dated 19.9.2008.] on the first day of January following the date of application:-Provided that.-(i)[ the upper age limit mentioned above shall be relaxed by 5 years in the case of candidate belonging to SC or ST.] [Substituted by Notification No. F. 8 ()Rules/LSG/98/468, dated 16-1-1999, Published in Rajasthan Gazette, Part VI-A (ExtraOrdinary) dated 11-2-1999, page 224.](ii)the upper age limit for ex-servicemen shall be 50 years.(iii)the upper age limit for reservists, namely the defence service personnel transferred to the reserve shall be 50 years.(iv)[ the upper age limit may be relaxed upto 10 years, with the prior written approval of the State Government in any exceptional case or in respect of post requiring technical qualifications.] [Inserted by Notification No. F. 21 (Rules) DLB/64 dated 11-5-1982, Published in Rajasthan Gazette, Part IV-C dated 3-6-1982, page No. 136.](v)[ the upper age limit for Gotakhor/Snake Catcher shall be 40 years.] [Inserted by Notification No. F.8(Misc.) Rules/LSG/2011/19850, dated 2.11.2011-Rajasthan Gazette, Extra Ordinary, part 6(Ka), date 4.11.2011, p. 65.][Note. - (1) The post of Office Jamadar and Daftary shall be filled 100% by promotion from amongst the persons holding the posts of Peon, Farrash, Cycle Sawar, Process Server, Chowkidar, Waterman, Library Boy, Key-man and Record Lifter on the basis of the inter se seniority based on length of service. [Inserted by Notification No. Rules/F. 24(64) LSG/84/556 dated 23-1-1985, Published in Rajasthan Gazette, Part IV-C dated 7-2-1985, page No. 401.](2)The posts of Sanitary Jamadar shall be filled 100% by promotion from amongst the persons holding the posts of Bhisties, Sweepers and Scavengers on the basis of the inter se seniority based on length of service. ]

## **8. Character.**

- A candidate for direct recruitment to the Class IV Service must produce a certificate of good character from a gazetted officer or chairman [or a Member of Legislative Assembly/Council or a Member of Parliament] [Inserted by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-11-1967.] not related to him.

## 9. Physical fitness.

- A candidate for direct recruitment to the Class IV Service must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties and must produce a certificate to that effect from a Medical Officer.

## 10. Procedure for direct recruitment.

- The nearest Employment Exchange should be asked to send panel of names of suitable persons at least five times the number of vacancies to be so filled. The Commissioner/Chairman of a Board will then make appointments of the candidates considered suitable for appointment :[ ijUrq Hkafx;ksa rFkk esgrjksa fd fu;qfDr ds laca?k esa lsok ;kstuk dk;kZy; ls mi;qZDr O;fDr;ksa dh ,lh ukekoyh eaxok;s tkus dh vko'k;drk ugha gS rFkk fjDr LFkku dh iwfrZ mEehnokj dh mi;qZDr ij ohpkj djus ds i'pkr~ Hkj yh tk;sxh- [Added by Notification No. Tax/Rules/F. 21/DLB/64 9282-9532 dated 16-4-1968 Published in Rajasthan Gazette, Part IV-C dated 20-6-1968.]] [Provided further that the persons, irregularly appointed on duly sanctioned posts and completed ten years service on 10.04.2006, without intervention of any court and continuously working as such on the date of commencement of these amendment rules, shall be screened by a committee consisting of-

- |  |                   |
|--|-------------------|
| (i) Chairperson of the Municipality            | Chairperson       |
| (ii) Deputy Director (Regional)                | Member            |
| (iii) Chief Municipal Officer of the Municipal | Member-Secretary: |

Provided they were eligible for appointment, as per rules on the date of their initial irregular appointment and vacancy is available at the time of screening. The Appointment Authority shall issue appointment order of the person, who is adjudged suitable by the Screening Committee and appointment shall be effective from the date of issue of such appointment order: Provided also that, the inter-se seniority of the persons screened under above proviso shall be determined on the basis of the their length of such continuous service in the municipality after their irregular appointment. These persons shall rank junior to the persons appointed regularly before the commencement of these amendment rules.] [Added by Notification No. G.S.R. 90, dated 27.1.2011 (w.e.f. 2.4.1964).] [Provided also that the Gotakhor/Snake Catcher shall be recruited on the basis of the experiences as may be specified by the State Government, from time to time.] [Added Notification No. F.8(Misc.) Rules/LSG/2011/19850, dated 2.11.2011-Rajasthan Gazette, Extra Ordinary, part 6(Ka), date 4.11.2011, p. 65.]

## 11. Scales of pay.

- Scales of pay admissible to a member of the service shall be such as may be fixed by the Government from time to time. The existing scales of pay for the various posts are shown in the schedule.

## **12. [ Probation. [Inserted by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-2-1967.]**

- All directly recruited candidates shall on appointment in the service, be placed on probation. The period of probation in each case shall be one year.]

## **13. Unsatisfactory progress during the probation.**

(1) If it appears at any time during or at the end of the period of probation that a member of the service who has been directly recruited to the service has not made sufficient use of the opportunities or if he has otherwise failed to give satisfaction, the appointing authority may dispense with his services after recording the reasons in writing for doing so or in case he holds a lien on some post in the Municipality may revert him to that post: Provided that the appointing authority may in special cases extend the period of probation of any member of the service by a special period not exceeding one year. (2) A probationer reverted or removed from service during or at the end of the period of probation under sub-rule (1) shall not be entitled to any compensation.

## **14. Confirmation.**

- A probationer shall be confirmed in his appointment at the end of the period of probation by the appointing authority provided it is satisfied that his integrity is unquestionable and that otherwise he is fit for confirmation.

## **15. [] [Renumbered by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-11-1967.] Regulation of pay, allowance, leaves, pensions, gratuity discipline, conduct etc.**

- Subject to the provisions of section 310 of the Act and except as provided in these rules the pay, allowances, leave and other conditions of service shall be regulated by rules made under section 297 of the Act, and pending the issue of such rules, by the following rules (1) The Rajasthan Service Rules, 1951 (except provisions relating to pension [X X X] [Deleted by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-11-1967.] as amended from time to time. (2) The Rajasthan Travelling Allowance Rules as amended from time to time. (3) [ Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 as amended from time to time mutatis mutandis; provided that the disciplinary authority for the purpose of rule 15 of the said rules in case of member of the service to inflict upon him minor penalties provided in rule 14 read with rule 17 thereof shall be the Commissioner or the Executive Officer of a Municipal Council or Board as the case may be subject to a right of appeal as provided under Section 310 of the Act.] [Substituted by Notification No. OE/F. 19 (Campaign) DLB/83/4441-4690 dated 13-9-1983, Published in Rajasthan Gazette, Part IV-C dated 20-10-1983, page No. 124.] (3A) [ Rajasthan Civil Services (Conduct) Rules, 1971 as amended from time to time.] [Inserted by Notification No. Tax/F. 2(36) LSG/74 136423-634 dated 7-10-1976, Published in Rajasthan Gazette, Part IV-C dated 28-10-1976, page No. 422.] (4) [ Notwithstanding anything contained in the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958,

an employee holding an encadred post under these Rules may prefer an appeal under sub-section (5) of section 310 of the Act within a period of three months from the date he receives the copy of the order imposing the penalty.] [Inserted by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-11-1967.]Note. - (i) There shall be uniformity in the rate of D.A. in case of all these employees.(ii)In case of employees who were getting D.A. at higher rates than those prevailing in Rajasthan for similar posts, the difference will be amalgamated in the pay of such employees as personal pay to be merged in future annual increments.

## **16. Pension and Provident Fund.**

- All persons holding Class IV posts in the Board including those who have since before the enforcement of these rules, been regular subscribers to a contributory provident fund, shall subscribe to that fund in accordance with the rules applicable thereto and the contribution, if any, of the Board on that account shall be determined in accordance with the provisions applicable to the fund.All Class IV employees holding posts on pensionable basis in any Board will be governed by the rules existing in the respective Board on 1-11-1956 unless any employee opts to contribute to the provident fund in lieu of the benefit of pension, within a period of two months from the date of commencement of these rules and the contribution to be paid by the Board on account of such pension shall be determined according to rules.

## **17. [ Nature and extent of leave eligible to sweepers and scavengers.**

**[Substituted by Notification No. Misc./F. 7(80)/DLB/65-66/35068-35320 dated 11-7-1966, Published in Rajasthan Gazette, Part IV-C dated 25-8-1966.]**

(1)All kinds of leave as admissible to the Class IV servants shall be allowed to sweepers and scavengers.(2)Weekly rest admissible to sweepers and scavengers shall be arranged in such a way that everybody avails of the weekly rest by rotation and the work may not suffer.]

## **18. [ Holidays admissible to sweepers and scavengers. [Renumbered by Notification No. Tax/Rules/F. 21/DLB/64 3975-3981 dated 2-11-1967.]**

- The following shall be the only paid holidays to sweepers and scavengers :

- |                               |   |
|-------------------------------|---|
| 1. Republic Day               | 1 |
| 2. Birthday of Guru Ravi Dass | 1 |
| 3. Holi                       | 1 |
| 4. Raksha Bandhan             | 1 |
| 5. Independence Day           | 1 |
| 6. Dashera                    | 1 |
| 7. Deepawail                  | 1 |
| 8. Nawal Jayanti              | 1 |

## 19. Wages admissible to part-time sweepers and scavengers.

- Wages admissible to part-time sweepers shall be governed by the following procedure (a) an employee who works for more than 4 hours but not exceeding 6 hours per day in one or two shifts subject to a maximum of 36 hours per week will be regarded as three-quarter time employee, provided that the minimum spread over permissible is not exceeded and shall be given 75% of the consolidated wages fixed for that category of employment. (b) an employee who works 4 hours a day in one or two shifts subject to a minimum of 24 hours per week shall be regarded as half-time employee, provided that the maximum spread over permissible is not exceeded and shall be given 50% of the wages including allowance fixed for that category' of employment.]

## 20. [ Transfer of a member of the service from one Board to the other. [Substituted by Notification No. F. 24 (17)/Rules/LSG/58/91/8949, dated 29-8-1991, Published in Rajasthan Gazette, Part IV-C dated 5-9-1991.]

(1) Persons appointed to the service may be transferred from one Board to other in the same grade and category as and when considered necessary. Seniority, promotion of such a transferred employee would be maintained in his parent municipality in which he was so appointed. (2) Such transfer shall be made by the Director or by any other officer so authorised by him for this purpose].

## Schedule

S. No.	Post	Scale of pay
1.	Peon	25-1-40
2.	Farrash	"
3.	Cycle Sawar	"
4.	Process, Server	"
5.	Chowkidar	"
6.	Waterman	"
7.	Coolies	"
8.	Gardener or Mali	"
9.	Cart Driver	"
10.	Khallasi	"
11.	Gangmate	"
12.	Beldar	"
13.	Cleaner	"
14.	Bhisti	"
15.	Library Boy	"
16.	Navadia (Boatman)	25-1-40

17.	Helper to pump driver	“
18.	Keyman	“
19. [ [Substituted by Notification No. Rules/F. 24(64) LSG/84/556 dated 23-1-1985, Published in Rajasthan Gazette, Part IV-C dated 7-2-1985, Jamadar page No. 401.]	(a) Office Jamadar.	“
	(b) Sanitary Jamadar.	“]
20.	Gauge Reader	30-1-45
21. [ [Deleted by Notification No. Tax/Rules/F. 21/LSG/64 34247-34502 dated 3-11-1969.]	XXX	XXX]
22.	Fitter	50-3-95-100
23.	Turner	“
24.	Blacksmith	“
25.	Painter	“
26.	Carpenter	“
27. [ [Added by Notification No. Tax/Rules/F. 21/DLB/64 191637-19458 dated 4-5-1966, Published in Rajasthan Gazette, Part IV-C dated 16-6-1966.]	Sweepers & Scavengers	25-1-40]
28. [ [Added by Notification No. Tax/Rules/F. 21/DLB/64 12196-12460 dated 16-5-1968, Published in Rajasthan Gazette, Part IV-C dated 5-9-1968.]	Wiremen	50-3-95-100]
29. [ [Added by Notification No. Tax/Rules/F. 21/DLB/64 dated 2-11-1973 Published in Rajasthan Gazette, Part IV-C dated 1-8-1974, page No. 138.]	(Adrema Operator)	“]
30. [ [Added by Notification No. Tax/Rules/F. 21/DLB/64 dated 17-7-1974 Published in Rajasthan Gazette, Part IV-C dated 14-8-1974, page No. 279.]	Record Lifter	45-1-70]
31.	Mason	65-2-75-3-93-4-105
32.	Choudhary	“
33.	Asstt. Choudhary	65-1-70-2-90
34.	Picker	“
35.	Daftri	50-1-70-2-76-2-80
36.	Ward Boy	45-1-70
37.	Helper	“



[37-A. [Inserted Notification No. F.8(Misc.)  
Rules/LSG/2011/19850, dated  
2.11.2011-Rajasthan Gazette, Extra Ordinary,  
part 6(Ka), date 4.11.2011, p. 65.]

Gatakhori/Snake 4750-7440 Garde pay 1300[as  
Catcher per the Rajasthan Civil Services  
(Revised Pay) Rules, 2008]

38. Other “  
un-classified  
Class IV Servants “

Order[No. F. 9 (77) LSG/ 58, dated 1-9-1958]In exercise of the powers conferred under section 205(2)(c) of Rajasthan Town Municipalities Act, 1951, the Governor has been pleased to order in any private work of the officers of Municipal Boards.GSR 18. - In exercise of the powers conferred by sub-section (1) of section 297 of the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959) and in pursuance of Rule 11 of the Rajasthan Municipalities (Class IV Service) Rules, 1964 and all other powers enabling in this behalf, the State Government hereby prescribes the following revised pay scales for the various categories of posts as embodied in the schedule annexed to the said Rules with the following conditions: -(1)These revised pay scales shall be applicable with effect from 2-12-1963 or any subsequent date as resolved by a Municipal Council/Board and opted by the member of the service.(2)The pay of the members of the service under these revised pay scales shall be fixed in accordance with the rules issued by the Government for the purpose.(3)The revised pay scales shall be admissible to only such municipal servants subject to such conditions restrictions as may be laid down under the rules mentioned in clause (2) above.(4)In case of any Municipal Board/Council who makes these revised pay scales applicable and are opted by the members of the service according to rules prescribed in this respect the pay scales prescribed in the schedule to the Rajasthan Municipalities (Class IV Service) Rules, 1964 and subsequently amended from time to time shall stand superseded from the date, these revised pay scales are made applicable and are opted by the member of the service.(5)All circulars, orders etc., issued previous to this notification pertaining to the revised pay scales shall stand superseded.

S. No.	Category of Post	Revised Pay Scales
1.	Peon	45-1-70
2.	Far rash	-do-
3.	Cycle Sawar	-do-
4.	Process Server	-do-
5.	Chowkidar	-do-
6.	Waterman	-do-
7.	Coolies	-do-
8.	Gardener or Mali	-do-
9.	Cart driver	-do-
10.	Khallasi	-do-
11.	Gangmate	-do-
12.	Beldar	-do-
13.	Cleaner	-do-
14.	Bhisti	-do-

15.	Library Boy	-do-
16.	Navadia (Boatman)	-do-
17.	Helper to pump driver	-do-
18.	Keyman	-do-
19.	Jamadar	50-1-70-2-76-EB-2-80
20.	Gauge Reader	-do-
21.	Fitter	75-3-90-4-110-5-130-EB-5-160
22.	Turner	-do-
23.	Blacksmith	-do-
24.	Painter	-do-
25.	Carpenter	-do-
26.	Sweeper & scavenger	45-1-70
27.	Wireman	75-3-90-4-110-5-130-EB-5-160
28.	Adrema operator	-do-
29.	Record Lifter	45-1-70
30.	Mason	65-2-75-3-93-4-105
31.	Choudhary	65-2-75-3-93-4-105
32.	Asstt. Choudhary	60-1-70-2-90
33.	Picker	60-1-70-2-90
34.	Daftary	50-1-70-2-76-2-80
35.	Ward Boy	45-1-70
36.	Helper	45-1-70
37.	Other Un-classified Class IV Posts.	45-1-70

Note. - The revised pay scales for the posts pertaining to Class IV service not yet encadred in the service rules shall be prescribed by the Government separately.[Notification No. F 2(36)

LSG/58-70-1. dated 16-4-1971, Published in Rajasthan Gazette, Extraordinary, Part IV-C(I), dated 28-4-1971, page 46.]as amended by

**1. Notification dated 2-11-1973, Rajasthan Gazette, Part IV-C dated 1-8-1974, page 138.**

**2. Notification dated 17-7-1974, Rajasthan Gazette, Part IV-C, dated 14-8-1974, page 279.**