

Haryana Council of Homoeopathic System of Medicine Staff Regulations, 1996

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Haryana Council of Homoeopathic System of Medicine Staff Regulations, 1996Published vide Haryana Government Notification No. G.S.R. 11/P.A. 16/65/S. 54/96, dated 25th January, 1996Health DepartmentThe 25th January, 1996No. G.S.R. 11/P.A. 16/65/S. 54/96. - In exercise of the powers conferred by sub-section (1) of section 54 of the Punjab Homoeopathic Practitioners Act, 1965 (Punjab Act No. 16 of 1965) and with the previous sanction of the State Government, the Council of Homoeopathic System of Medicine, Haryana, hereby makes the following regulations governing and regulating the appointment, recruitment and terms and conditions of service of employees other than the Registrar of the Council of Homoeopathic System of Medicine, Haryana, namely :-

Part I – General

1. Short title.

- These Regulations may be called the Haryana Council of Homoeopathic System of Medicine Staff Regulations, 1996.

2. Definitions.

- In these regulations, unless the context otherwise requires, -(a)"Act" means the Punjab Homoeopathic Practitioners Act, 1965;(b)"direct recruitment" means an appointment made 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;(c)"Government" means the Haryana Government in the Administrative Department;(d)"institution" means :-(i)any institution established by law in force in the State of Haryana; or(ii)any other institution recognised by the Government for the purpose of these regulations;(e)"recognised University" means, -(i)any University incorporated by law in India; or(ii)in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Panjab, Sind or Dacca University; or(iii)any other University which is declared by the Government to be a recognised University for the purpose of these regulations;(f)"Section" means section of the Act;(g)"Service" means the service of the Council;(h)words and expressions used in these regulations but not defined shall have the meaning assigned to them in the Act.

Part II – Recruitment to Service

3. Time and place at which Council shall hold its meetings.

[Section 12]. - (1) The Council shall ordinarily meet twice in a year in the months of July and October, at such time as may be fixed by the Chairman :Provided that the Chairman may, whenever he thinks fit, and shall, upon the written request of not less than three members, call a special meeting.(2)The meeting of the Council shall be convened by the Chairman and shall be held at the Headquarter of the Council :Provided that the Chairman may, in public interest, hold the meeting at any place within the State of Haryana.

4. Number and character of posts.

[Section 14(5)]. - The Service shall comprise the posts shown in Appendix A to these regulations :Provided that the Council may make additions to, or reductions in, the number of such posts or convert the existing posts or upgrade the existing posts or create new posts, with different designations and scales of pay either permanently or temporarily, subject to the previous approval of the State Government.

5. Nationality, domicile and character of candidates appointed to the Service.

[Section 54]. - (1) No person shall be appointed to any post in 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 setting 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 person belonging to 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 Council or any other recruiting authority of the Council, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.(3)No person shall be

appointed to any post in the Service by direct appointment, 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.(4)No person shall be allowed to enter the service unless he produces a medical certificate of fitness issued by a Civil Surgeon or a Senior Medical Officer or a Medical Officer of equivalent status.

6. Disqualifications.

[Section 54]. - 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 Council may, if satisfied, that such a 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 regulation.

7. Age.

[Section 54]. - No person shall be recruited to the Service by direct recruitment who is less than seventeen years or more than thirty-five years of age on the 1st January, next preceding the last date of submission of application to the Council :Provided that the appointing authority may for reasons to be recorded in writing relax the upper age limit for a category or class of person :Provided further that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes and Handicapped categories and other categories as specified by the Government from time to time, the upper age limit shall be such as may be fixed by the Government from time to time.

8. Appointing authority.

[Section 54]. - All appointments to the posts in the Service shall be made by the Council :Provided that the number and designation of the persons appointed to the Service and their salaries and allowances shall be subject to the previous approval of the State Government.

9. Qualifications.

[Section 54]. - No person shall be appointed to any post in the Service unless he possesses the qualifications and experience as specified in column 3 of Appendix B to these regulations 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 the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of Council or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and Physically 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.

10. Method of recruitment.

[Section 54]. - (1) Recruitment to the Service shall be made, -(a)in the case of Deputy Superintendent -(i)by promotion from amongst Assistant-cum-Accountant; or(ii)by transfer or deputation of an officer/official already in the Service of any State Government or the Government of India;(b)in the case of Assistant-cum-Accountant -(i)by promotion from amongst Steno-Typist or Clerk-cum-Typist; or(ii)by transfer or deputation of an officer/official already in the Service of any State Government or the Government of India;(c)in the case of steno-typist -(i)25% by promotion from amongst the Clerk-cum-Typist; and(ii)75% by direct recruitment; or(iii)by transfer or deputation of an officer/official, already in the Service of any State Government or the Government of India;(d)in the case of Clerk-cum-Typist -(i)25% by promotion from amongst Peon; and(ii)75% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or the Government of India;(e)in the case of Peon -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the Service of any State Government or the Government of India;(2)All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

11. Salary of members of Service.

[Section 54]. - The members of Service shall be entitled to such scales of pay and other allowances as may be made applicable by the Government to its employees of the same status from time to time.

12. Leave and other conditions of Service.

[Section 54]. - In respect of leave and all other matters not expressly provided for in these regulations the employees of the Council shall be governed by Punjab Civil Services Rules Volume I, Part I, as may be applicable to Haryana Government employees of the same status from time to time.

13. Provident fund.

[Section 54]. - The employees of the Council will be required to subscribe towards Employees Provident Fund according to the provisions of Employees Provident Fund Act and Rules made thereunder of the Council as specified in Appendix E to these regulations to the extent these are not inconsistent with the statutory provisions :Provided that the provisions of Employees Provident Fund Act and rules thereunder will prevail where this regulation is not in conformity with the Act or rules made thereunder.

14. Benefit of Medical reimbursement.

[Section 54]. - The Employees of the Council shall be entitled to the benefit of medical reimbursement facilities in accordance with the norms fixed by the Government instructions issued by the Government for its own employees of the similar status from time to time.

15. Gratuity.

[Section 54]. - Every employee of the Council shall be entitled to a gratuity equal to one month's salary last drawn by him at the time of his retirement for each completed year of service under the Council or as applicable to the Government Employees of the same status from time to time.

16. Compensatory allowance.

[Section 54]. - The Council shall pay compensatory allowance to its employees at the rate as may be applicable to Haryana Government employees of the same status from time to time.

17. Other benefits.

[Section 54]. - The employees will also be entitled to such other benefits as may be sanctioned by the Council from time to time in addition to the above with the prior approval of the Government.

18. Age of retirement.

[Section 54]. - (1) The employees of the Council shall retire on attaining the age of fifty-eight (58) years. The retirement age will be as per Government rules on the subject from time to time. (2) The Council shall if it is of the opinion that it is in public interest to do so have the absolute right by giving an employee a prior 3 months notice in writing to retire that employee on the date on which the employee completes twenty years qualifying service. An employee may after giving at least three months previous notice in writing to the Council retire from service on the date on which he completes twenty years qualifying service :Provided that no employee under suspension shall retire from service except with the specific approval of the Council unless he had attained age of fifty-eight. The rules for premature retirement adopted by the Government and amendment issued from time to time will be applicable to Council employees.

19. Travelling allowance and dearness allowance.

[Section 54]. - For journeys undertaken by the employees of Council in the public interest within or outside the State of Haryana with the permission of the Registrar or the Chairman they will be paid Travelling allowance and Dearness allowance in accordance with the Punjab Civil Service Rules, Volume III (Travelling Allowance Rules) as may be applicable to the Government employees of the same status.

20. Assignment of duties.

[Section 54]. - The duties of the members of service shall be assigned by the Registrar.

21. Allotment of residential accommodation to the staff.

[Section 54]. - The employees of the Council may be allotted by the Council such residential quarters as may be available to their status on payment of rent prescribed for Haryana Government employees. In the alternative the employees will be paid house-rent allowance at the rates admissible to Government employees.

22. Probation.

[Section 54]. - (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 any post in the Service may in the case of an appointment by transfer at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and (c) any period of officiating appointment shall be reckoned period spent on probation, but no person who had 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 and conduct of a person during the period of probation is not satisfactory, it may, - (a) if such person is appointed by direct recruitment, dispense with his service; and (b) if such person is appointed otherwise than by direct recruitment, - (i) revert him to his former post; or (ii) deal with him in such other manner as the terms and conditions of the 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 unsatisfactory - (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 satisfactory if there is no permanent vacancy; or (b) if his work or conduct has, in its opinion, been satisfactory, - (i) dispense with his service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of previous appointment permit. (ii) extend his period of probation and thereafter pass such orders, as it could have passed on the expiry of period of probation :Provided that the total period of probation including extension, if any, shall not exceed three years.

23. Seniority.

[Section 54]. - The seniority, inter se of the members of the service shall be determined by the length of continuous service on any post in the Service :Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre :Provided further that in 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 a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and if the length of such service is also the same, the older member shall be senior to younger members.

24. Discipline, penalties and appeals.

[Section 54]. - (1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the 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 appellate authority shall be such as are specified in Appendix C to these regulations. (2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of Haryana Civil Service (Punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix D to these regulations.

25. Vaccination.

[Section 54]. - Every member of the service shall get himself vaccinated and revaccinated as and when the Council so directs by a special or general order.

26. Oath of allegiance.

[Section 54]. - Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India to the Constitution of India as by law established.

27. Loans and advances.

[Section 54]. - The Council will be competent to sanction loans and advances to its employees on the patterns, rules, regulations and instructions of the Haryana Government, issued for its employees from time to time keeping in view the financial position of the Council and each case will be decided on merit.

28. Power of relaxation.

[Section 54]. - Where the Council 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 regulations with respect any class or category of persons subject to approval of the State Government.

29. Power to interpret.

[Section 54]. - Power to interpret these regulations shall be exercised by the Council with the prior approval of the Government.

30. Repeal and savings.

- Any regulation applicable to the service and corresponding to any of these regulations which is in force immediately before the commencement of these regulation is hereby repealed :Provided that any order made or action taken under the regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations. Appendix A (See Regulation 4)

Sr. No.	Designation of the posts	Number of posts----- Temporary	Permanent	Total Scale of pay
1	2	3	4	5 6
1.	Deputy Superintendent	1	-	1 Rs. 1,640-60-2,600-EB-2,3
2.	Assistant-cum-Accountant	1	-	1 Rs. 1,400-40-1,600-50-2,3
3.	Steno-Typist	1	-	1 Rs. 950-20-1,150-EB-2, Pay Rs. 100
4.	Clerk-cum-Typist	4	-	4 Rs. 950-20-1,150-EB-2,
5.	Peon	2	-	2 Rs. 750-12-870-EB-14-

Appendix B (See Regulation 9)

Sr. No.	Designation of posts	Academic qualifications and experience, if any for direct recruitment	Academic qualifications and experience, if any for appointment other than by direct recruitment.
1	2	3	4
1.	Deputy Superintendent	-	Eight years experience as Assistant-cum-Accountant in the Service of the Council.
2.	Assistant-cum-Accountant	-	Five years regular experience as Steno-typist or as Clerk-cum-Typist in the Service of the Council; or Five years experience as Steno-Typist or Clerk-cum-Typist in any State Government or Semi-Government.
3.	Steno-Typist	Essential	

		(i) Passed Departmental test in English Shorthand @ 80 words per minute and transcription thereof @ 15 words per minute and in Hindi Shorthand @ 64 words per minute and transcription thereof @ 11 words per minute.
	(i) Matric/Higher Secondary or its equivalent	(ii) Knowledge of Hindi upto Matric Standard
	(iii) Speed in Hindi Shorthand @ 64 words per minutes and transcription thereof @ 11 words per minute. Speed in English Shorthand @ 80 words per minute and transcription thereof @ 15 words per minute	(ii) Five years experience as Clerk-cum-Typist.
4. Clerk-cum-Typist	(i) Matric/Higher Secondary or its equivalent;	(i) Matric/Higher Secondary or its equivalent.
	(ii) Knowledge of Hindi upto Matric Standard;	(ii) Knowledge of Hindi upto Matric Standard.
	(iii) To qualify Hindi or English Typing test at a speed of 25/30 words per minute respectively within one year of appointment	(iii) To qualify Hindi or English Typing test at a speed of 25
		(iv) Five years experience as Peon.
	In the case Ex-Serviceman :	In the case of Ex-Serviceman :
	(i) Matric or fifteen year Service in the Army Certificate Class-I.	(i) Matric or fifteen years Service in the Army and Army Certificate Class-I.
	(ii) to qualify Hindi/English typing test at a speed of 25/30 words per minute, respectively within one year of appointment	(ii) to qualify Hindi/English typing test at a speed of 25/30 words per minute respectively within one year of appointment.
5. Peon	(i) Knowledge of Hindi and English (ii) Knowledge of Cycling. Preference will be given to Ex-Military person.	

Appendix C (See rule 24.1)

Sr. No.	Designation of Posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
1. Minor Penalties :					
1.	Deputy Superintendent	Council	(i) Warning with a copy in the personal file (Characterroll);	Registrar	Chairman
2.	Assistant-Cum-Accountant	Council	(ii) Censure;	Registrar	Chairman
3.	Steno-Typist	Council	(iii) withholding of promotion;	Chairman	Government
			(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an act of Parliament or of the legislature of a State; and		
4.	Clerk-Cum-Typist	Council		Chairman	Government
5.	Peon	Council			
			(v) withholding of increments of pay without cumulative effect;	Chairman	Government

2. Major Penalties

:

	(v-a) withholding of increments of pay with cumulative effect;	Council	Government
	(vi) reduction to a longer stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee 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;	Council	Government
Council	(vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Council employee to time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Council employee was reduced and	Council	Government

his seniority and pay on such restoration to that grade, post or service;

(viii) Compulsory retirement; Council Government

(ix) removal from service which shall not be a disqualification for further employment under the Council; Council Government

(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Council. Council Government

Appendix D[See regulation 24(2)]

Sr.No.	Designation of Posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1.	Deputy Superintendent	(1) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Council	Government
2.	Assistant-cum-Accountant			
3.	Steno-Typist			
4.	Clerk-Cum-Typist	(2) terminating the appointment otherwise than on his attaining the age fixed for superannuation.	Council	Government
5.	Peon			

Appendix E Provident Fund Regulations(See regulation 13)

1. Definitions. - (a) "Interest" means the interest accrued on the balance of subscriber to the Provident Fund calculated as if such balance were deposited in the Saving Bank;

(b)"Pay" means basic pay, dearness allowance and includes special pay, if any, but does not include travelling allowance, conveyance allowance or other such allowance;(c)"Saving Bank" means the post office saving Bank, State Bank of India or subsidiary of the State Bank of India;(d)"employees"

includes every employee of the Council who holds a substantive or temporary post under the Council;(e)"subscriber" means an employee who is required or permitted to subscribe to the Provident Fund by the Council.(f)"Fixed Deposit Account" means a Fixed Deposit Account in any branch of State Bank of India, State Bank of Patiala or any other Bank of India functioning as a subsidiary to the State Bank of India or functioning under the supervision or control of Reserve Bank India.

2. Employee who shall or may contribute to the Provident Fund. - Every employee whose pay is not less than Rs. 750 per mensem appointed or promoted on or after the date on which the Council may, by a resolution, decide to establish and maintain a Provident Fund account shall be required to subscribe to such Provident Fund at the rate of 10 percent of the pay. Any servant appointed or promoted to such office before the date of resolution may subscribe to such fund, if the Council so permits :

Provided that the Council may allow any employee appointed or promoted to an office of which pay is less than Rs. 750 a month, to subscribe to the Provident Fund in accordance with these regulations.

3. Recovery of subscription. - (i) Every subscription to a Provident Fund shall be recovered by means of a deduction of the amount of such subscription from the salary bill of the subscriber :

Provided that in calculating the deduction to be made, fraction of a rupee shall be ignored.(ii)Notwithstanding anything contained in these regulations no the employee shall be permitted to subscribe to the Provident Fund who is absent.

4. Council's contribution to the Provident Fund. - The Council shall contribute to the Provident Fund of each subscriber an amount equal to the amount of his subscription :

Provided that -(a)If a subscriber, who is required or permitted to subscribe to a Provident Fund for the first time on or after the date on which he started subscribing towards the Provident Fund, resigns from the Service of the Council except on account of illness or any other cause which the Council may consider to be sufficient, he shall -(i)be entitled to half the contribution made to his Provident Fund by the Council and the interest accrued thereon if he has completed five years of Service :(ii)not be entitled to get any subscription made to his Provident Fund by the Council or interest thereon if he has not completed five years service.(b)If a subscriber is dismissed from service, the Council may withhold the whole or any part of the contribution made to his Provident Fund by the Council and the interest thereon, after affording him an opportunity for show cause notice against the proposed payment to be withheld.

5. Ledger Account Subscription. - (i) The Council shall maintain a Provident Fund ledger in form P.F. 1 appended to these regulations in which separate portion shall be assigned to each subscriber and the amount of such subscription, the amount of the Council's contribution and the monthly balance on which interest is to be calculated, shall be entered therein each month.

(ii) The amount of interest accrued on the balance at the credit of a subscriber shall be calculated at the end of each year or when the account is closed to the nearest paise on the lowest balance excluding the fraction of a rupee at the credit of the subscriber between the close of the fourth day and the last day of each month. (iii) At the end of the each year, the Council shall furnish each subscriber with a statement in Form P.F. 2 appended to these regulations, showing the balance at his credit at the beginning of the year, the amounts added thereto by way of subscriptions and contributions and the interest accrued during the year and the balance at the credit of his account at the end of the year.

6. Payment of subscriptions, and contributions to be made. - (i) The Council shall open an account to be called the Council of Homoeopathic System of Medicine, Haryana, Employees Provident Fund Account with the Post office or State Bank of India or State Bank of Patiala or any of its subsidiary Bank. As soon as it may be at the beginning of each month and if possible before the fourth day of each month, the amount of all subscription and contribution recoveries made under the provisions of these regulations shall be paid into such account.

(ii) Before a cheque is drawn of subscription and contributions, a bill shall be prepared on the Council's Voucher form and submitted with the relevant pay establishment bill for signature to the authorised officer of the Council. The Council shall make the payment of the subscriptions and contributions on a single bill by way of single cheque.

7. Central rule of withdrawal. - No sum shall be withdrawn from the Provident Fund Account except -

(a) under the provisions of sub-regulations (i) and (ii) of regulations 8 for the purpose of making an advance to a subscriber; or (b) under the provisions of regulations 13 when a subscriber's account is to be closed for payment to the subscriber or his heirs.

8. Refundable advance. - A temporary advance may be granted to a subscriber from the amount standing to his credit in the fund at the discretion of the Chairman.

No advance shall be granted unless the Chairman is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following objects and not otherwise - (i) to pay expenses incurred in connection with illness of the subscriber or member of his family; (ii) to pay expenses in connection with marriages, funerals or other ceremonies of persons actually dependent on the subscriber which according to the religious, customary or other social practices governing him, it is incumbent upon him to perform. Notes :- "Family" for the purpose of this rule means :- (a) in the case of male subscriber, his wife and children and the widow or widows and children of the deceased son, if any; (b) in the case of female subscriber, her husband and children and the widow or widows and children of her deceased son, if any; (c) an advance shall not, except for special reasons to be recorded in writing by the sanctioning authority exceed six months pay of the subscriber and shall in no case exceed the amount of subscriptions of the subscriber and interest thereon standing to his credit in the fund.

9. Recovery of advance. - (1) The amount of advance shall be recovered from the subscriber in such number of equal monthly instalments as the Chairman may direct, but such number shall not be less than twelve unless the subscriber so elects and more than twenty-four but in no case more than thirty-six.

(2) Recovery shall be made in the manner prescribed in regulation 3 for the realisation of subscriptions and shall commence with the issue of pay for the month following that in which the advance was drawn. (3) The amount of the advance shall be recorded in column 5 of the Provident Fund Ledger and a note shall be made in Column 8 as regards the number of instalments by which the advance is recoverable. Each month amount of advance repaid shall be shown as recovered in red ink in Column 2 of the ledger and in Column 7 shall be entered the amount of the balance of the advance outstanding. The amount of interest lost on the monthly outstanding balance shall be recovered from the subscriber in equal monthly instalments from the month following that in which the last instalment of the advance is recovered which shall be added to the interest calculated on the money balance shown in Column 6 at the end of the year.

10. Non-refundable advance. - The Chairman may sanction non-refundable advance from the provident fund to the subscribers to meet the expenditure after the completion of ten years of service (including broken periods of service if any) by him or within ten years before the date of his retiring or superannuation whichever is earlier for one or more of the purposes as specified in the Punjab Civil Services Rules Volume II from time to time to the extent of 90% of the amount standing at the credit of subscriber.

11. Nominations. - (1) A subscriber shall at the time of joining the fund make a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the fund, in the event his death before

that amount has become or having become payment has not been paid :

Provided that, if at the time of making nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the member of his family.(2)If a subscriber nominates more than one persons under clause (1), he shall specify in the nomination the share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.(3)A subscriber may at any time cancel a nomination by sending a notice in writing:Provided that subscriber shall, alongwith such notice, send a fresh nomination made in accordance with the provisions of clauses (1) and (2).

12. Closing of account. - When a subscriber dies, the amount shown to the credit of his account in column 4 of the Provident Fund Ledger plus interest accrued to date shall be withdrawn from the saving Bank and payment of such account shall be made:-

(a)to the nominee;(b)if there is no nomination, to his legal heirs.Note :- 1. For the purpose of this regulation subscriber's posthumous child shall be considered to be a member of his family at time of his death and if born alive shall be treated in the same way as a surviving child born before the subscriber's deathNote :- 2. In case a posthumous child is expected, but is not born when the case is taken up by the disbursing officer (sic) shall be brought to the notice of the disbursing officer by the other legal heirs the subscriber and the amount that will be due to the child in the event of his being born shall be retained by the disbursing officer and the distributed in the normal way under this regulation. The child if born alive, payment of the amount retained shall be made as in the case of a minor child, but if no child or the child is still-born, the amount retained shall be distributed among the members of the family in accordance with regulation.

13. Withdrawals. - Subject to the provisions of regulation 3 when a subscriber ceases to be an employee the amount shown at the credit of his account in column 4 of the provident Fund Ledger plus interest accrued to date shall be withdrawn and paid to him :

Provided that if he is permanently transferred to the service of another local body which maintains a provident fund or when having been transferred temporarily from the service of another local body he reverts to such service, the amount withdrawn shall be paid to such another local body.

14. Closing of Accounts. - When an account is closed under the provisions of these regulations a line shall be drawn in red ink across the page below the last entry in the provident fund ledger account and the number and date of the Vouchers with which the amount and the credit of the account is deposited in the saving Bank shall be recorded below the line.

15. Recovery of arrears. - Notwithstanding anything contained in regulation 13, if any sum is due from a subscriber to the Council at the time when the account is closed, the Council may deduct the amount of such sum before making payment under regulation 13.

If a subscriber is transferred temporarily to the service of another local body, the amount shown to the credit of his account in column 6 of the provident fund ledger shall not be withdrawn, but shall remain to the credit of his account.

16. Time limit within which withdrawal to be made. - (1) Notwithstanding anything contained in the regulation 12, no amount be withdrawn unless payment of such amount can be made immediately to subscriber or his heirs under the provisions of these regulations.

(2) Every employee on leaving the service of the Council or on retirement shall claim payment of the amount standing at his credit in the fund within one year of his leaving service of the Council or his retirement, as the case may be. Interest on the amount of the fund shall cease from the date of expiry of one year of his leaving the service of the Council on his retirement. (3) If the amount standing to his credit in the fund is ten rupees or less, and its payment has not been claimed within one year or if the amount standing to his credit in the fund is more than ten rupees and its payment has not been claimed within three years of his leaving the service or on retirement, then the Council shall withdraw such amount and credit it to the current account of its own. The Council of Homoeopathic System of Medicine, Haryana Form P.F. 1 [See Provident Fund Regulation 5(i)] Provident Fund Ledger

Number of Account		Name of subscriber					
Year	Deposit subscription	Contribution	Total	Withdrawal	Monthly balance on which interest is to be calculated	Monthly balance on which loss of interest is to be calculated	Remarks
1	2	3	4	5	6	7	8
Opening Balance April, 19							
May, 19							
June, 19							
July, 19							
August, 19							

September,

19

October, 19

November,

19

December,

19

January, 19

February,

19

March, 19

The Council of Homoeopathic System of Medicine, Haryana Form P.F. 2 [See Provident Fund Regulation 5(iii)]

Name of Subscriber

Subscriber's Annual account Contributory
Provident Fund.

Balance at the credit of the Account on 31st March, 19 Subscription and contributions received during the year. Interest accrued. Amount of interest on balance of advance Total Amount of interest outstanding Balance as it stood on 31st March, 19 Any representation with regard to the correctness of the Account which subscriber may wish to make should be made in writing within one month from the date noted below to the Registrar.

Dated _____ Registrar